
Decisions taken at the meeting held on Thursday, 21 March 2024.

Meeting Time:

7.00 pm

Meeting Venue:

Council Chamber, Council Offices, Knowle Green, Staines-upon-Thames TW18 1XB

PRESENT: Councillor John Doran (Chair), Councillor Katherine Rutherford (Vice-Chair), Councillor Mary Bing Dong, Councillor John Boughtflower, Councillor Lisa Brennan, Councillor Tony Burrell, Councillor Jolyon Caplin, Councillor Naz Islam and Councillor Joanne Sexton

2. MINUTES

The minutes of the meeting held on 18 January 2024 were agreed as a correct record.

5. AUDITED FINANCIAL STATEMENTS FOR SPELTHORNE DIRECT SERVICES LTD (SDS) FOR THE YEAR END 31 MARCH 2023

The Committee **resolved** to note the report, and particularly the unqualified audit report.

6. EXCLUSION OF PUBLIC AND PRESS (EXEMPT BUSINESS)

It was proposed by Councillor Sexton, seconded by Councillor Rutherford and resolved to exclude the public and press be excluded for the following agenda item, in accordance with paragraph 3 of part 1 of Schedule 12A of the Local Government Act 1972 (as amended) because it was likely to disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in being able to undertake even-handed negotiations and finalizing acceptable contract terms

7. ENVIRONMENTAL HEALTH OUT OF HOURS NOISE SERVICE PROVISION

The Committee **resolved** to:

1. Note the contents of the report.
2. Decide that the council should continue to provide a reactive out-of-hours noise service.
3. Accept and approve the funding for the provision of the out-of-hours reactive noise service for the next three financial years (2024-25, 2025-26, 2026-27).
4. Give approval for the Group Head Corporate Governance to complete the legal documentation on the tender and contract, and for the Deputy Chief Executive (Chief Finance Officer) to enter into the contract with the winning service provider.

8. GROUP TRAINING LICENSES IN PARKS

It was proposed by Councillor Sexton, seconded by Councillor Caplin and **resolved** that the report be reviewed and for officers to re-look at the charges to make it a nominal fee to ensure we can safeguard residents.

9. LOCAL PLANNING ENFORCEMENT POLICY UPDATES

The Committee **resolved** to adopt the updated Local Planning Enforcement Policy.

10. FOOD AND HEALTH AND SAFETY SERVICE PLANS FOR 2024/26

The Committee **resolved** to adopt the proposed service plans for 2024/2026.

11. MISUSE OF PUBLIC LAND PUBLIC SPACE PROTECTION ORDER (PSPO)

The Committee **resolved** to:

1. Make a Public Space Protection (PSPO) relating to misuse of public land in accordance with section 59 of the Anti-social Behaviour, Crime and Policing Act 2015.
2. Adopt the Fixed Penalty Notices for breaches of the misuse of public land PSPO which currently stand at £100.
3. Delegate authority to the Group Head Neighbourhood Service to issue Fixed Penalty Notices for breached of the PSPO misuse of public land.

12. ROAD CHANNEL SWEEPING

The Committee **resolved** to note the report.

13. CREATION OF NEW DOG FOULING POSTERS FOR PARKS AND OPEN SPACES

The Committee **resolved** to note the update.

15. COMMUNITY TOILET SCHEME - FOR DISCUSSION

The Committee **resolved** to add a report identifying potential locations which could benefit from the Community Toilet Scheme to the Forward Plan.

16. FORWARD PLAN

The Committee **noted** the forward plan.

NOTES:-

- (1) *Members are reminded that the “call-in” procedure as set out in Part 4b of the Constitution, shall not apply to the following matters:*
 - (a) *Urgent decisions as defined in Paragraph 9. of the Call-in Scrutiny Procedure Rules;*
 - (b) *Decisions to award a contract following a lawful procurement process;*
 - (c) *Those decisions:*
 - i. *reserved to full Council*
 - ii. *on regulatory matters*
 - iii. *on member conduct issues.*
- (2) *Those matters to which Note (1) applies, if any, are identified with an asterisk [*] in the above Minutes.*
- (3) *Within three working days of the date on which this decision is published, not less than three members from two or more political groups by submission of the standard call-in pro-forma, may ask for that decision to be referred to a meeting of the Administrative Committee for review (call-in). The completed pro-forma must be received by the Proper Officer by 5pm three working days after publication of the decision.*
- (4) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*

- (5) *When calling in a decision for review the members doing so must demonstrate the following exceptional circumstances:*
- a. *Evidence which suggests that the decision maker, did not take the decision in accordance with the principles set out in Article 11 (Decision Making); or*
 - b. *Evidence that the decision fails to support one or more of the Council's Corporate Plan priorities to the detriment of the majority of the Borough's residents; or*
 - c. *Evidence that explicit Council Policy or legal requirements were disregarded.*
- (6) *Once the request for 'call-in' has been deemed valid by the Monitoring Officer the matter will be suspended until the call-in procedure has been exhausted.*
- (7) *The Chief Executive, in consultation with the relevant officer, will determine if the interests of the Council or Borough would be prejudiced by a delay in implementing a decision such that the call-in cannot wait until the next ordinary meeting of the Administrative Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Administrative Committee to review the decision subject to call-in at the earliest possible opportunity.*
- (9) *In exceptional cases, where there is clear evidence that a delay to the implementation of a decision would lead to a specific and significant financial or reputational harm to the Council, a call-in request may be refused by the Chief Executive following consultation with the Chair and Vice-Chair of Administrative Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Administrative Committee shall follow the procedure for dealing with call-in scrutiny at its meetings as set out in Part 4b of the Constitution.*
- (11) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 26 March 2024.*