
Decisions taken at the meeting held on Monday, 24 February 2025.

Meeting Time:

1.30 pm

Meeting Venue:

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

PRESENT: Councillor Lawrence Nichols (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Rose Chandler, Councillor Adam Gale, Councillor Denise Saliagopoulos and Councillor Howard Williams

7. EXTENSION OF PROPERTY MANAGEMENT CONTRACT WITH THE CURRENT MANAGING AGENT AND APPOINTMENT OF NEW 3 YEAR PROPERTY MANAGEMENT CONTRACT FOR THE INVESTMENT PORTFOLIO

The Sub-Committee **resolved** to

- 1) Approve the direct award of a property management contract for the investment portfolio to Cushman and Wakefield for the period 1 April 2025 to 30 September 2025 in accordance with the terms set out in the report.
- 2) Authorise the Group Head of Corporate Governance to enter into the short-term property management contract with Cushman and Wakefield for the period 1 April 2025 to 30 September 2025.
- 3) Approve the procurement of a new property management contract for the investment portfolio for a period of 3 years from 1 October 2025, subject to a further report being taken to Corporate Policy and Resources Committee and then Council seeking approval to enter into a contract with the preferred bidder.

12. LETTING OF 5TH AND 6TH FLOORS TOTHILL CAR PARK

The Sub-Committee **resolved** to approve the recommendations as set out in the report.

14. LEASE RENEWAL UNIT 13-14 ELMSLEIGH SHOPPING CENTRE, STAINES-UPON-THAMES TW18 4QB

The Sub-Committee **resolved** to approve the recommendations as set out in the report.

15. URGENT ITEM - LETTINGS AND SURRENDERS FOR 77 HIGH STREET AND UNIT 35/36 ELMSLEIGH SHOPPING CENTRE*

The Sub-Committee **resolved** to approve the recommendations as set out in the report.

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.*
- (1) *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 Corporate Policy and Resources 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.*
- (2) *The members exercising the right of call-in must not be members of the Committee which considered the matter.*
- (3) *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 Corporate Policy and Resources Committee.*
- (8) *Where the call-in cannot wait until the next ordinary meeting, the Monitoring Officer will arrange an extraordinary meeting of the Corporate Policy and Resources 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 Corporate Policy and Resources Committee.*
- (10) *In reviewing a matter referred to it under the call-in scrutiny procedure rules, the Corporate Policy and Resources 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 27 February 2025.*