



**Spelthorne
Borough Council**

Council Meeting
Thursday, 16 July 2026



8 July 2026

Please reply to:

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To the Councillors of Spelthorne Borough Council

I hereby summon you to attend a meeting of the Council to be held at The Council's Offices, Knowle Green, Staines-upon-Thames on **Thursday, 16 July 2026** commencing at **7.00 pm** for the transaction of the following business.

Gordon Mitchell
Interim Chief Executive

Councillors are encouraged to wear their badge of past office at the Council meeting.

Councillors are reminded to notify Committee Services of any Gifts and Hospitality offered to you since the last Council meeting so that these may be entered in the Gifts and Hospitality Declaration book.

AGENDA

Description	Page nos.
1. Apologies for absence To receive any apologies for non-attendance.	
2. Minutes To confirm as a correct record the minutes of the Council meeting held on 20 May 2026, and the Extraordinary Council meeting held on 29 June 2026.	7 - 18
3. Disclosures of Interest To receive any disclosures of interest from Councillors in accordance with the Council's Code of Conduct for Members.	
4. Announcements from the Mayor To receive any announcements from the Mayor.	
5. Announcements from the Leader To receive any announcements from the Leader.	
6. Announcements from the Chief Executive To receive any announcements from the Chief Executive.	
7. Questions from members of the public The Leader, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 13. No questions have been received from members of the public.	
8. Spelthorne Borough Council Off-Street Parking Places (Amendment No. 3) Order 2026 Council is asked to note the recommendations of the Corporate Policy and Resources Committee in relation to the proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No. 3) Order 2026 and to approve and adopt the proposed amendments.	19 - 76
9. Reinstatement of Audit Chair and Vice-Chair Allowances Council is asked to: 1. Approve the continuation of Special Responsibility Allowances for the Chair and Vice-Chair of the Audit Committee at 40% and 20% respectively of the Leader's Allowance,	77 - 82

2. Approve the amendment to Part 6 of the Constitution as set out in paragraph 2.8 of this report; and
3. Approve that the Special Responsibility Allowances for the Chair and Vice-Chair of the Audit Committee will apply retrospectively from 21 May 2026.

10. Annual Standards Report 2025/26

Council is asked to endorse the Standards Committee Annual Report 2025. 83 - 100

11. Appointment of Chair and Vice-Chair of the Commercial Assets Sub-Committee

Council is asked to approve the appointment of the Chair and Vice Chair of the Commercial Assets Sub-Committee as follows: 101 - 102

Chair – Councillor L Nichols
Vice Chair – Councillor D Saliagopoulos

12. Proposed Council Transitional Plan 2026/27

Council is asked to approve the proposed Council Transitional Plan 2026/27 (as outlined in Appendix A). 103 - 120

13. Reports from the Committee Chairs

To receive and agree the reports from the Committee Chairs. 121 - 144

14. Motions

To receive any motions from Councillors in accordance with Standing Order 16.

No motions were received for this meeting.

15. General questions

The Leader, or their nominee, to answer questions from Councillors on matters affecting the Borough, in accordance with Standing Order 14.

No questions were received for this meeting.

16. Exclusion of Press and Public (Exempt Items)

To move the exclusion of the Press/Public for the following items, in view of the likely disclosure of exempt information within the meaning of Part 3 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006.

17. Disposal of Council Land

Council is asked to approve the disposal of Council owned land. 145 - 174

18. Residential Acquisitions for Housing Need

1. Council is asked to: 175 - 204

1.1 approve the freehold acquisition of 5 houses on the terms set out in this report,

1.2 Delegate authority to the Chief Finance Officer and Group Head of Assets, in consultation with the Chair and Vice Chair of the Corporate Policy and Resources Committee, to agree minor variations to the Heads of Terms and the acquisition price within a tolerance of 10% of the agreed price; and

1.3 Delegate Authority to the Group Head of Corporate Governance to enter into all relevant legal documentation relating to the acquisition referred to in 1.1 above.

19. Disposal of a Commercial Asset

Council is asked to: 205 - 228

1. Approve the proposed disposal on the terms set out in the exempt report,

2. Delegate authority to the Chief Finance Officer and Group Head of Assets, in consultation with the Chair and Vice Chair of the Corporate Policy and Resources Committee to agree minor variation to the Heads of Terms and adjustments to the sale price; and

3. Delegate authority to the Group Head of Corporate Governance to enter into a transfer to complete the disposal and any ancillary legal documentation required in relation to the proposed disposal.

**Minutes of the Council
20 May 2026**

Present:

Councillors:

J.T.F. Doran	M. Buck	K. Howkins
S.A. Dunn	T. Burrell	N. Islam
M.M. Attewell	J.R. Boughtflower	M.J. Lee
L. Barker	J. Button	A. Mathur
C. Bateson	J.P. Caplin	S.C. Mooney
S.N. Beatty	D.C. Clarke	G. Neall
M. Beecher	S.M. Doran	L. E. Nichols
S. Bhadye	R.V. Geach	K.E. Rutherford
M. Bing Dong	M. Gibson	J.R. Sexton
H.S. Boparai	K.M. Grant	J.A. Turner
L.H. Brennan	S. Gyawali	H.R.D. Williams

Apologies: Councillors M. Arnold, R. Chandler, D.L. Geraci,
D. Saliagopoulos, B. Weerasinghe and P.N. Woodward

185/25 Election of the Mayor

The Outgoing Mayor read out the following statement:

As my year as Mayor of Spelthorne comes to an end, I would like to reflect on a truly rewarding and memorable year.

It has been a great honour to serve the Borough and meet the wonderful residents, community groups, businesses and charities that make Spelthorne such a special place.

I am especially grateful to everyone who supported my nominated charities: Stanwell Community Group, 1st Stanwell Air Scout Group, Families Thriving Together and Spelthorne Museum. Your generosity has helped raise valuable funds and awareness for these fantastic organisations.

I would like to offer my sincere thanks to the Mayoress, Cllr Susan Doran, and Deputy Mayor Cllr Sandra Dunn, for their constant support throughout the year. I am also grateful to my fellow councillors, the staff at Spelthorne for their professionalism and hard work behind the scenes, and especially my PA, Maxine, whose advice, support and good humour made the year so much easier and enjoyable.

Finally, I thank all the residents, volunteers and local organisations for their kindness and support. As I hand over the chain of office, I do so with great pride in our community and confidence in the future.

Election of Mayor for 2026/27

Councillor Nichols proposed and Councillor Sexton seconded that Councillor Dunn be appointed the Mayor for 2026/27.

Councillor Boughtflower proposed and Councillor Lee seconded that Councillor Clarke be appointed the Mayor for 2026/27.

Councillor Dunn received 20 votes
Councillor Clarke received 9 votes

Council **resolved** to appoint Councillor Dunn as Mayor of Spelthorne Borough Council for 2026/27.

186/25 Minutes

The minutes of the Council meeting held on 30 April 2026 were agreed as a correct record.

187/25 Disclosures of Interest

Councillors Attewell, Boparai, Mooney and Sexton declared that they were also Surrey County Councillors.

Councillors Barker, Bateson, Boparai and Sexton declared that they were also West Surrey Councillors.

Councillor Nichols declared that he sat on the Knowle Green Estates Board of Directors.

188/25 Election of the Deputy Mayor

Councillor Bateson proposed and Councillor Williams seconded that Councillor Gibson be appointed the Deputy Mayor for 2026/27.

Council **resolved** to appoint Councillor Gibson as Deputy Mayor of Spelthorne Borough Council for 2026/27.

189/25 Announcements from the Mayor

The incoming Mayor made the following announcements:

Firstly, I would like to thank all those that have supported me tonight in my bid to become the last Mayor of the Borough of Spelthorne and to my family and friends who have come along tonight to be with me.

I am deeply honored to serve the Borough and to follow the path of all the previous mayors who have come before me. Having lived in the Borough for many years, I care deeply about our communities and the people who make Spelthorne such a special place to live. I am looking forward to meeting residents across the Borough, supporting local organisations and working with the Deputy Mayor and fellow Councillors during what promises to be an important year for local government.

During my year as Deputy Mayor I have attended many of the functions that Cllr John Doran has organised, and this will help enormously with my term ahead. My thanks to John and his consort Sue for their support when my husband passed away in October last year and for their offer to help this year on my committee and during the year.

My Consort for the mayoral term will be my daughter, Emma Clare, and she will be attending as many functions as she can whilst working full-time and being a busy Mother. I count myself lucky to have this support and together we hope to make the dream team.

I hope that the events that my committee and I will organise to raise funds for the charities that I have chosen to sponsor will be well attended by Councillors and that together we can really make a difference in the 10 months that remain of this authority.

My charities are –

- **The Patient Cancer Support Group** – a Shepperton-based charity providing a safe and supportive space for cancer patients, carers and bereaved families
- **Holly's Heroes** – a Staines charity bringing moments of happiness and support to children and families affected by cancer
- **East to West** – helping young people and children facing mental health challenges and difficult circumstances
- **Home-Start Spelthorne** – trained volunteers offering practical and emotional support to local families with young children who are experiencing difficulties

Please join me at the end of this Annual Council Meeting for a buffet and refreshments to celebrate and join together to make a great success of the remaining time of Spelthorne Borough Council.

190/25 Election of Leader of the Council

Councillor Gyawali proposed and Councillor Barker seconded that Councillor Neal be appointed the Leader of the Council for 2026/27.

Councillor Williams proposed and Councillor J Doran seconded that Councillor Sexton be appointed the Leader of the Council for 2026/27.

Cllr Neall	Councillors Attewell, Barker, Bateson, Bhadye, Boparai, Boughtflower, Caplin, Clarke, Grant, Gyawali, Howkins, Islam, Lee, Mathur, Mooney, Neall, Nichols, Turner – 18 votes
Cllr Sexton	Councillors Gibson, Beatty, Beecher, Burrell, Button, J Doran, S Doran, Geach, Sexton, Williams – 10 votes
Abstain	Councillors Dunn, Bing Dong, Brennan, Buck, Rutherford – 5 votes

Council **resolved** to appoint Councillor Neal as Leader of Spelthorne Borough Council for 2026/27.

191/25 Announcements from the Leader

The Leader made the following announcements:

Residents' views are incredibly important to us. Your feedback helps shape the Council's policies, improve services and ensure we are focusing on what matters most to our communities. That is why it is vital that everyone takes the opportunity to get involved in our consultations and surveys. The more people who share their views, the better informed our decisions will be. We are currently consulting on the draft Affordable Housing SPD, which provides guidance on delivering affordable housing through the new Spelthorne Local Plan, including housing requirements, design standards and developer contributions.

We are also consulting on an update to the adopted Climate Change SPD 2023. This guidance explains how new developments across the borough can help reduce the impact of climate change while ensuring our communities are

resilient and able to adapt to future challenges. These two consultations are open until Friday 5 June.

In addition, residents are invited to comment on proposals to redevelop part of Memorial Gardens in Staines-upon-Thames with a new outdoor multi-use games area. We believe the proposed improvements would encourage more physical activity, create a welcoming and inclusive space for people of all ages, and bring new energy to the area for young people, families, and the wider community. The proposal includes removable fencing to ensure the area can continue to host events such as Staines-upon-Thames Day. It is important that all age groups are represented in this conversation so that any plans reflect the needs and views of the whole community. The consultation is open until Sunday 21 June.

I would also like to remind residents that small actions really can make a big difference and that reporting issues such as graffiti, litter, dog fouling, antisocial behaviour or suspected illegal houses in multiple occupation helps us protect and improve the places we all share. By working together and reporting concerns quickly, we can respond faster, target resources more effectively and prevent smaller issues from becoming bigger problems. Together, we can help keep Spelthorne clean, safe and welcoming for everyone. Please visit our website or call us to report an issue.

192/25 Election of Deputy Leader

Councillor Neal proposed and Councillor Caplin seconded that Councillor Bateson be appointed the Deputy Leader of the Council for 2026/27.

For	Councillors Dunn, Gibson, Attewell, Barker, Bateson, Bhadye, Boparai, Boughtflower, Caplin, Clarke, Grant, Gyawali, Howkins, Lee, Mathur, Mooney, Neall, Nichols, Turner – 19 votes
Against	Councillors Beatty, Beecher, Brennan, Burrell, Button, J Doran, S Doran, Geach, Sexton, Williams – 10 votes
Abstain	Councillors Bing Dong, Buck, Islam, Rutherford – 4 votes

Council **resolved** to appoint Councillor Bateson as Deputy Leader of Spelthorne Borough Council for 2026/27.

193/25 Announcements from the Chief Executive

There were none.

194/25 Establishment of Committees and Sub-Committee 2026-27

195/25 Allocation of Seats on Committees and Sub-Committee

Council **resolved** to agree the allocations of seats to each political party.

196/25 Appointment of Members to Committees and Sub-Committee

Subject to the following amendments being made:

Councillor Sexton to replace Councillor Beecher on the Business, Infrastructure and Growth Committee,

Councillor Beecher to replace Councillor Sexton on the Environment and Sustainability Committee,

Councillor Caplin to replace Councillor Neal on the Audit Committee; and

Councillor Neal to replace Councillor Gibson on the Corporate Policy and Resources Committee

For	Councillors Dunn, Gibson, Attewell, Barker, Bateson, Beatty, Beecher, Bhadye, Boparai, Boughtflower, Brennan, Buck, Burrell, Button, Caplin, Clarke, J Doran, S Doran, Grant, Gyawali, Howkins, Islam, Lee, Mathur, Mooney, Neall, Nichols, Rutherford, Sexton, Turner – 30 votes
Against	0 votes
Abstain	Councillors Bing Dong, Williams – 2 votes

Council **resolved** to agree the appointments of members to the Committees as outlined in the Supplementary Agenda:

197/25 Appointment of Chairs and Vice-Chairs to Committees and Sub-Committee

Council resolved to agree the appointment of Chairs and Vice-chairs to the Committees as outlined in the Supplementary Agenda.

198/25 Appointment of Named Substitutes to Committees and Sub-Committee

For	Councillors Dunn, Gibson, Attewell, Barker, Bateson, Beatty,
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	Beecher, Bhadye, Boparai, Boughtflower, Brennan, Buck, Burrell, Button, Caplin, Clarke, J Doran, S Doran, Grant, Gyawali, Howkins, Islam, Lee, Mathur, Mooney, Neall, Nichols, Rutherford, Sexton, Turner – 30 votes
Against	0 votes
Abstain	Councillors Bing Dong, Williams – 2 votes

Council resolved to agree the appointment of the Committee Substitutes as outlined in the Supplementary Agenda.

199/25 Agreement of Nominations for Commercial Assets Sub-Committee

The members of the Corporate Policy & Resources Committee (Councillors Boughtflower, Lee, Mooney, Attewell, Clarke, Buck, Gyawali, Bateson, Caplin, Turner, Sexton, Williams, Button, Geach, S Doran) **resolved** to agree the membership of the Commercial Assets Sub-Committee

200/25 Nomination to Outside Bodies

The South West Middlesex Crematorium Board

Councillor Nichols proposed and Councillor Boughtflower seconded that Councillor Dunn be appointed as the Council's representative on the South West Middlesex Crematorium Board.

Councillor Williams proposed and Councillor Boughtflower seconded that Councillor Clarke be appointed as the Council's representative on the South West Middlesex Crematorium Board.

Council **resolved** to appoint Councillor Dunn as the Council's representative on the South West Middlesex Crematorium Board.

Council **resolved** to appoint Councillor Clarke as the Deputy Representative on the South West Middlesex Crematorium Board.

The Police and Crime Commission

It was proposed by Councillor Button and seconded by Councillor Sexton that Councillor Burrell be appointed the Council's representative on the Police and Crime Commission.

It was proposed by Councillor Boughtflower and seconded by Councillor Clarke that Councillor Saliagopoulos be appointed the Council's representative on the Police and Crime Commission.

Cllr Burrell	Councillors Dunn, Gibson, Bateson, Beatty, Beecher, Burrell, Button, Caplin, J Doran, S Doran,
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	Grant, Gyawali, Neall, Nichols, Rutherford, Sexton, Turner, Williams – 18 votes
Cllr Saliagopoulos	Councillors Attewell, Barker, Bhadye, Boparai, Boughtflower, Brennan, Buck, Clarke, Howkins, Islam, Lee, Mathur, Mooney – 13 votes
Abstain	Councillor Bing Dong – 1 vote

Council **resolved** to appoint Councillor Burrell as the Council's representative on the Police and Crime Commission.

201/25 Independent Remuneration Panel Review of Councillors' Allowances

Members advised that they did not want to accept an increase in their allowances and wanted the money to go to charities throughout the Borough to benefit the residents of Spelthorne.

For	0 votes
Against	Councillors Dunn, Gibson, Attewell, Barker, Bateson, Beatty, Beecher, Bhadye, Bing Dong, Boparai, Boughtflower, Brennan, Buck, Burrell, Button, Caplin, Clarke, J Doran, S Doran, Grant, Gyawali, Howkins, Islam, Lee, Mathur, Mooney, Neall, Nichols, Rutherford, Sexton, Turner, Williams – 32 votes
Abstain	0 votes

Council **resolved** to:

1. Note the report and recommendations of the Independent Remuneration Panel report dated March 2026,
2. To not approve the continuation of Special Responsibility Allowances for the Chair and Vice-Chair of the Audit Committee at 40% and 20% respectively of the Leader's Allowance, with no requirement for backdating; and
3. To not approve the application of indexation to the Basic and Special Responsibility Allowances for 2026/27 in line with the 4% staff salary increase agreed by the Council, applying from 01 April 2026 for one year set out in Appendix B.

Council requested that a report be brought back to Council in July with options for them to consider on how best to utilise the funds in the Council's budget originally set aside for the increase in members' allowances.

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Minutes of the Council
29 June 2026

Present:

S. A. Dunn (Mayor)

Councillors:

S.A. Dunn	T. Burrell	M.J. Lee
M. Gibson	J.R. Boughtflower	A. Mathur
L. Barker	J. Button	G. Neall
C. Bateson	J.P. Caplin	L. E. Nichols
S.N. Beatty	J.T.F. Doran	K.E. Rutherford
M. Beecher	S.M. Doran	D. Saliagopoulos
S. Bhadye	R.V. Geach	J.A. Turner
M. Bing Dong	K.M. Grant	H.R.D. Williams
H.S. Boparai	S. Gyawali	P.N. Woodward
M. Buck	K. Howkins	

Apologies: Councillors M. Arnold, M.M. Attewell, R. Chandler,
D.C. Clarke, D.L. Geraci, N. Islam, S.C. Mooney,
J.R. Sexton and B. Weerasinghe

62/26 Disclosures of Interest

Councillors Boparai advised he was also a Surrey County Councillors.

Councillors Barker, Bateson and Boparai advised they were also West Surrey Councillors.

63/26 Adoption of Spelthorne Affordable Housing Supplementary Planning Document (SPD) and Climate Change Supplementary Planning Document (SPD) following statutory consultation

Council considered a recommendation from the Environment and Sustainability Committee to adopt the Spelthorne Affordable Housing Supplementary Planning Document, and Climate Change Supplementary Planning Document.

Council **resolved** to adopt the Spelthorne Affordable Housing Supplementary Planning Document, and the updated Climate Change Supplementary Planning Guidance under Regulation 14 of the Town and Country Planning (Local Planning) Regulations 2012.

Councillor Saliagopoulos requested that her abstention be recorded.

Meeting ended 19:17



Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing		
Relevant Group Head review	yes	11/6/26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	yes	11/6/26
This item is on the Forward Plan for the relevant committee	yes	11/6/26
	Reviewed by	
Finance comments (circulate to Finance)		11/6/26
Risk comments (circulate to Lee O'Neil)	18.6.26	11/6/26
Legal comments (circulate to Legal team)		11/6/26
HR comments (if applicable)		n/a

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date rec'd
Monitoring Officer commentary – at least 5 working days before MAT	LH	18/6/26
S151 Officer commentary – at least 5 working days before MAT	T.Collier	11/6/26
Commissioner engagement	Yes	23/6/26
	Delete as applicable:	No issues Comments in S. 7
Confirm final report cleared by MAT		Due 23/6/26

Council

Thursday 16 July 2026

Title	<i>The Spelthorne Borough Council (SBC) Off-Street Parking Places (Amendment No.3) Order 2026</i>
Purpose of the report	To make a decision
Report Author	<i>Jackie Taylor Group Head Neighbourhood Services</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	Community Services
Recommendations	Council is asked to: 1. Note the recommendations of the Corporate Policy and Resources Committee made at its meeting on Monday 20 April 2026 in relation to the proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026. 2. Approve and adopt the proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 as recommended by the Corporate Policy and Resources Committee on 20 April 2026. 3. Resolve to make the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026. 4. Authorise the Group Head Neighbourhood Services and Group Head Corporate Governance, in consultation with the Chair of the Corporate Policy and Resources Committee, to make any minor drafting or consequential amendments necessary to give effect to the Order.
Reason for Recommendation	The proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 are intended to ensure that the Council's off-street parking arrangements remain effective, enforceable, financially sustainable, and aligned with the Council's wider transport, town centre, and environmental objectives. The proposed amendments have been considered by CPRC and are recommended to Full Council for formal approval.

1. Executive summary of the report

What is the situation	Why we want to do something
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• The report seeks Full Council approval for the amendments proposed by the Corporate Policy and Resources Committee (CPRC) on Monday 20 April 2026 to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026. • The amendments relate to the operation and management of the Council's off-street parking places, including parking tariffs, operational arrangements, permit provisions, and enforcement updates.	• The Council is required to ensure that its Off-Street Parking Places Order remains effective, enforceable, financially sustainable, and aligned with operational requirements and wider corporate objectives. • The proposed amendments are intended to improve consistency across Council-operated car parks, support effective parking management, and ensure the Council's parking arrangements remain fit for purpose.
This is what we want to do about it	These are the next steps
• It is recommended that Full Council approves and adopts the proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 as recommended by CPRC. • The report also recommends that delegated authority be granted to the Group Head Neighbourhood Services and Group Head Corporate Governance, in consultation with the Chair of CPRC, to make any minor drafting or consequential amendments required.	• Subject to Full Council approval, the amended Order will be formally made and implemented in accordance with the relevant statutory procedures. • This will include the publication of statutory notices, updates to signage and tariff boards, amendments to operational procedures, and communication of the changes to residents, businesses, and car park users prior to the commencement date of the amended Order.

2. Key issues

- 2.1 The Council is responsible for the management and regulation of off-street parking places across the Borough through the Spelthorne Borough Council Off-Street Parking Places Order.
- 2.2 Periodic amendments are required to ensure that parking controls, charging structures, operational arrangements, and enforcement provisions remain appropriate and responsive to local circumstances.
- 2.3 The proposed Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 introduces amendments considered necessary following operational review, stakeholder feedback, and ongoing assessment of the Council's parking service.
- 2.4 The report proposing amendments to "*The Spelthorne Borough Council (SBC) Off-Street Parking Places (Amendment No.3) Order 2026*" has been through the various committees and the public consultation as detailed in **2.5 table 1** below.

2.5 Table 1

Date	Committee	Outcome
18/09/2025	E&S committee Agenda for Environment and Sustainability Committee on Thursday, 18 September 2025, 7.00 pm - Spelthorne Borough Council	Report agreed
13/10/2025	CP&R committee Agenda for Corporate Policy and Resources Committee on Monday, 13 October 2025, 7.00 pm - Spelthorne Borough Council	Report agreed
23/10/2025	Council Agenda for Council on Thursday, 23 October 2025, 7.00 pm - Spelthorne Borough Council	Report agreed subject to consultation results being shared with E&S CP&R & Council
12/12/2025	Public Consultation 12 December to 26 January 2026	Responses taken into consideration in next 3 committee reports
19/03/2026	E&S committee Agenda for Environment and Sustainability Committee on Thursday, 19 March 2026, 7.00 pm - Spelthorne Borough Council	Agreed to proceed to CP&R with proposed variations to proposals
20/04/2026	CP&R committee Agenda for Corporate Policy and Resources Committee on Monday, 20 April 2026, 7.00 pm - Spelthorne Borough Council	Agreed to proceed to Council with new amendments proposed by CP&R
16/07/2026	Council	To be decided

2.6 Following consideration of the proposals by the committees listed in **Table 1** above, the Corporate Policy and Resources Committee considered a revised report at its meeting on Monday 20 April 2026. The revised report incorporated comments and views received through the consultation on the proposed amendments, and the Committee resolved to recommend the amendments to Full Council for approval.

2.7 The proposed amendments to the Order include the following measures:

- Amendments to parking tariffs and charging periods where applicable;
- Revisions to operational hours and conditions of use for specified off-street car parks;
- Mapping amendments for the Leisure centre car park;
- Clarification and updating of definitions and enforcement provisions;
- Amendments to permit arrangements and exemptions where appropriate;
- Any consequential amendments required to improve the administration and operation of the Council's parking places.

The amendments are intended to support:

- Effective management of parking demand;
- Improved turnover of parking spaces in key locations;
- Consistency and clarity in parking enforcement;
- Support for local economic activity and town centre vitality;
- The Council's financial sustainability objectives;

Full details of the proposed amendments are set out in **Appendix A** to this report.

3. Options appraisal and proposal

3.1 Option 1 – Approve the proposed amendments (Recommended)

This option enables the Council to implement the updated parking arrangements as detailed in **Appendix A** of this report which were recommended by CP&R Committee on 20 April 2026 and help to maintain an effective and enforceable parking management framework.

3.2 Option 1 also retains the first hour free tariff, in, Shepperton Village Hall, Manor Park Shepperton, Laleham Village Hall Car Park (The Broadway) Laleham, Thames Street Sunbury, Orchard Meadow Sunbury, The Walled Garden Sunbury, as detailed in **Appendix B, Schedule 6** and

3.3 Option 1 also removes Abbey Drive, Dumsey Meadow, Old Bathing Station and Green Street from Schedule 1 chargeable tariffs, and addition of the same car parks to Schedule 3 Free parking places with 11 hours maximum stay, as detailed in **Appendix B, Schedule 1, Schedule 3 and Schedule 6.**

3.4 Option 1 also reflects and takes into consideration the views of respondents to the parking order consultation.

3.5 Option 2 – Reject the proposed amendments

This option is not recommended because it would limit the Council's ability to manage its off-street parking provision effectively and respond to operational and financial pressures. It would also fail to take account of the negative views expressed by respondents to the parking order consultation.

4. Risk implications

4.1 Failure to update and maintain the Council's Off-Street Parking Places Order will reduce the effectiveness and enforceability of parking controls.

4.2 The proposed amendments seek to mitigate operational, legal, and financial risks associated with outdated parking arrangements.

5. Financial implications

5.1 The proposed amendments are expected to support the effective financial management of the Council's parking service by ensuring that tariffs, operational arrangements and enforcement provisions remain current and fit for purpose.

- 5.2 Changes to tariffs and operational arrangements may affect parking income and implementation costs, including signage, tariff boards, machine settings and back-office system updates.
- 5.3 The financial impacts will continue to be managed through the Council's budget monitoring and medium-term financial planning arrangements, with implementation costs met from existing service budgets where possible.
- 5.4 It is estimated that the original proposal to reduce the first hour of free parking to 30 minutes could have increased parking income by approximately £18,000. However, this option was rejected by each committee and was further ratified by the consultation responses to the proposed parking order. These car parks retain the first hour free parking under this new proposal.
- 5.5 This revised proposal is to remove four car parks from the paid-for parking schedules and designate them as free parking places. While this will reduce parking income, it is expected to generate comparative savings through reduced business rates, removal of cash collection costs, and lower machine maintenance and repair costs.
- 5.6 This change will also allow the Council's small Civil Enforcement Officer team to focus more time on areas where compliance is low. It will also provide capacity for officers to patrol and enforce double yellow line restrictions and disabled bay parking in the new Eclipse Leisure Centre car park.

6. Legal comments

- 6.1 The Council has powers under the Road Traffic Regulation Act 1984 and associated legislation to make and amend Off-Street Parking Places Orders.
- 6.2 The proposed amendments have been prepared in accordance with the relevant statutory framework and procedural requirements.
- 6.3 The Monitoring Officer has been consulted in relation to the legal implications of the proposed Order.
- 6.4 Subject to Council resolving to make the Amendment Order, officers will complete the statutory making, publication and implementation steps set out in **Appendix D**.
- 6.5 The legal implications of the proposed Order have been considered in preparing this report.

Corporate implications

7. Commissioners' comments

- 7.1 Commissioners' have agreed for this report to go onward to full Council.

8. S151 Officer comments

- 8.1 The S151 Officer confirms that all the financial implications have been taken into account.

9. Monitoring Officer comments

- 9.1 The Monitoring Officer has been consulted on the legal implications of the report. Any further comments will be incorporated as part of the final report clearance process.

10. Procurement comments

- 10.1 There are no procurement implications arising directly from the recommendations in this report.
- 10.2 The Procurement Team will be consulted if any implementation activity gives rise to a procurement requirement.
- 11. Equality and Diversity**
- 11.1 The Council has considered its obligations under the Equality Act 2010.
- 11.2 The proposed amendments are not considered to have a disproportionate adverse impact on any protected group.
- 11.3 Appropriate exemptions and accessibility provisions within Council car parks will continue to apply within the existing Parking Order.
- 12. Sustainability/Climate Change Implications**
- 12.1 The proposed amendments support the Council's wider objectives relating to sustainable transport and the effective management of traffic and parking demand.
- 12.2 Effective parking management can contribute to reduced congestion and improved traffic flow within town centres and surrounding areas.
- 13. Other considerations**
- 13.1 Relevant consultation and engagement have been undertaken in accordance with the Council's statutory obligations and established procedures.
- 13.2 Consultation responses, including objections and representations, were considered and assessed by officers as part of the review process, and the final proposals reflect the outcome of that assessment where appropriate.
- 13.3 The proposals support the Council's corporate priorities by:
- Supporting vibrant and accessible town centres;
 - Maintaining effective and financially sustainable services;
 - Ensuring effective governance and regulatory compliance.
- 14. Local Government Reorganisation Implications**
- 14.1 The Government's proposals relating to Local Government Reorganisation (LGR) have been considered in the preparation of this report.
- 14.2 The proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 relate to the ongoing operational management and statutory regulation of the Council's off-street parking assets and services.
- 14.3 The amendments are considered necessary to ensure the continued effective operation, enforcement, and financial management of the Council's parking provision pending any future structural changes arising from LGR.
- 14.4 The proposals do not prejudice or restrict any future decisions relating to governance arrangements, service delivery models, or asset management that may arise as part of any future local government reorganisation process.
- 14.5 Any successor authority established through LGR would inherit the Council's statutory parking powers, operational arrangements, and associated Traffic Regulation Orders, including any amendments approved through this Order.

15. Timetable for implementation

The proposed implementation programme is summarised below and set out in full at Appendix D. Consideration and approval by Full Council.	16 July 2026
Preparation of final Amendment Order and completion of any minor drafting or consequential amendments authorised by Council.	10 August 2026
Sealing and making of Amendment Order.	12 August 2026
Publication of notice of making; sealed Order, plans and statement of reasons made available for inspection; website, Council offices and tariff boards updated as required.	13 August 2026
Internal notifications, public communications and implementation preparations.	13 August 2026
Updating of signage, tariff boards, machine settings and back-office systems.	13 to 26 August 2026
Staff briefing and operational readiness checks.	26 August 2026
Commencement of amended Order.	3 September 2026

16. Contact

16.1 Jackie Taylor, Group Head Neighbourhood Services

j.taylor@spelthorne.gov.uk

Background papers:

Details of previous committee papers are listed at 2.5 Table 1

Appendices:

Appendix A – Schedule of Proposed Amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026

Appendix B – Off Street Parking Places Order Schedules

Appendix C – Off Street Parking Places Order

Appendix D– Implementation plan following Council approval

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Appendix A – Schedule of Proposed Amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026.

1. Purpose of the Amendment Order

The purpose of the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 is to amend the existing Off-Street Parking Places Order to reflect updated operational requirements, revised parking arrangements, and administrative changes relating to the Council's off-street car parks.

The amendments are intended to support effective parking management, ensure consistency across Council-operated car parks, improve enforceability, and support the Council's wider transport and financial objectives.

2. Schedule of Proposed Amendments to Parking Order Schedules (see links in Appendix C)

Itemised proposals

- (1) Revise the wording for the Elmsleigh Surface+MSCP new pay on foot system use, as detailed in **Appendix C, item 42 and item 43.**
- (2) Enabled the use of virtual contract permits, as detailed in **Appendix C, item 49.**
- (3) Remove the reference to a season ticket type no longer available since the introduction of the Parking Order 2020, as detailed in **Appendix C, previously items 54, 55 and 56.**
- (4) Clarify the motorcycle parking conditions, where they are only able to park in designated bays, free of charge, as detailed in **Appendix C, renumbered item 54 and 55.**
- (5) Revise the wording for the terms of use of the Council staff and Member parking scheme, as detailed in **Appendix C, renumbered item 56 and 57.**
- (6) Redraft the reference to the 2004 Act to cease requiring amendments if new legislation is introduced, as detailed in **Appendix C, renumbered item 60.**
- (7) Change the Staines-upon-Thames Short and Long Stay tariffs and introduction of reference to the charges being per parking session, as detailed in **Appendix B, Schedule 4 and Schedule 5.**
- (8) Add an item clarifying that no return is permitted within the same charging period, to avoid misuse of lower cost initial tariff points, as detailed in **Appendix B, Schedule 1 and Schedule 2.**
- (9) Removal of Abbey Drive, Dumsey Meadow, Old Bathing Station and Green Street from Schedule 1 chargeable tariffs, and addition of the same car parks to Schedule 3 Free parking places with 11 hours maximum stay, as detailed in **Appendix B, Schedule 1, Schedule 3 and Schedule 6.**
- (10) Retain the first hour free tariff, in, Shepperton Village Hall, Manor Park Shepperton, Laleham Village Hall Car Park (The Broadway) Laleham, Thames Street Sunbury, Orchard Meadow Sunbury, The Walled Garden Sunbury, as detailed in **Appendix B, Schedule 6.**

- (11) Update to the debt registration fee, as set by parliament, as detailed in **Appendix B, Schedule 9.**
- (12) Removal of the reference to “Maximum charge £1000” for Film Company dispensations and suspensions, rewording of the target audience of the line, and addition of charges for areas suspended that are not a marked bay, as detailed in **Appendix B, Schedule 10.**
- (13) Revise the Parking Order map for Spelthorne Leisure Centre to accurately reflect the new layout of the Eclipse Car Park, as detailed in **Schedule 12.**

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

APPENDIX B – SCHEDULES 2020

List of Schedules

- 1 Pay and Display Parking Places
- 2 Pay on Foot Parking Places, Staines-upon-Thames
- 3 Free Parking Places
- 4 Parking Tariffs - Short Stay Car Parks, Staines-upon-Thames
- 5 Parking Tariffs - Long Stay Car Parks, Staines-upon-Thames, Ashford
- 6 Parking Tariffs – Recreation Grounds
- 7 Season Tickets, Contract Parking
- 8 Disabled Persons' Badge Holders' Season Tickets
- 9 Penalty Charge Notices
- 10 Miscellaneous Charges
- 11 List of all Car Parks
- 12 Site plans of all Car Parks

APPENDIX B – SCHEDULES 2020

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 1
PAY AND DISPLAY PARKING PLACES

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Charging days and hours Maximum period of waiting
Bridge Street Car Park, Staines-upon-Thames	West of Bridge Street	Motor cars without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	6.00am to 12.00midnight Monday to Sunday No return within the same charging period Maximum 24 hours
Elmsleigh Road Car Park, Staines-upon-Thames	East of Thames Street	Motor cars without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	6.00am to 12.00midnight Monday to Sunday No return within the same charging period Maximum 24 hours
Kingston Road Car Park, Staines-upon-Thames	South west of Kingston Road	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	6.00am to 12.00midnight Monday to Sunday No return within the same charging period Maximum 24 hours
Riverside Surface Car Park, Staines-upon-Thames	West of Thames Street Including access road from Thames Street	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	6.00am to 12.00midnight Monday to Sunday No return within the same charging period Maximum 24 hours
South Street West Car Park, Staines-upon-Thames	To rear of 111 High Street	Motor cars without trailers (Contract Bays only)	All days All hours	6.00am to 12.00midnight Monday to Sunday No return within the same charging period Maximum 24 hours
Lammas Recreation Ground	Non-tarmacked Area marked out for car parking within the recreation ground south of Wraysbury Road Staines-upon-Thames	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	06.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours

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Laleham Park Car Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	06.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours
Abbey Drive, Laleham Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours
Dumsey Meadow, Shepperton.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	06.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours
Manor Park, Shepperton.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours
Thameside Car Park, Laleham Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	06.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours
Thames Street, Sunbury.	Vehicles park in area except marked disabled bay	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period All year Maximum 24 hours
Old Bathing Station, Sunbury.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	07.00am to 7.00pm Monday to Sunday

APPENDIX B – SCHEDULES 2020

		Vehicles less than 2.10 metres in height		No return within the same charging period All year Maximum 24 hours
Orchard Meadow, The Avenue, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period Maximum 24 hours
Green Street, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period Maximum 24 hours
Walled Garden, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period Maximum 24 hours
Laleham Village Car Park (The Broadway), Laleham	South east of The Broadway,	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period Maximum 24 hours
Shepperton Village Hall	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	07.00am to 7.00pm Monday to Sunday No return within the same charging period Maximum 24 hours

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 2
PAY ON FOOT PARKING PLACES

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Charging days and hours Maximum period of waiting
Elmsleigh Multi-storey Car Park, Staines-upon-Thames	East side of South Street	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.00 metres in height	All days Times vary. As advertised on site. All hours	6.00am to 12.00midnight Monday to Sunday Each parking session paid separately. Maximum 24 hours
Elmsleigh Surface Car Park, Staines-upon-Thames	East side of South Street	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.00 metres in height Market trader vehicles up to 10 tonnes (in connection with market events only)	All days Times vary. As advertised on site. All hours	6.00am to 12.00midnight Monday to Sunday Each parking session paid separately. Maximum 24 hours

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 3

FREE PARKING PLACES

Parking Place	Description (see Schedule 12 site plans)	Classes of vehicles	Days and hours of operation	Maximum period of waiting
Abbey Drive, Laleham Park	Areas marked out for car parking within Laleham Park	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	Maximum of 11 hours waiting period.
Old Bathing Station, Sunbury.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	Maximum of 11 hours waiting period.
Dumsey Meadow, Shepperton.	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height		Maximum of 11 hours waiting period.
Green Street, Sunbury	Area marked out for car parking within the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All days All hours	Maximum of 11 hours waiting period.
Spelthorne Borough Council Car Park, Staines- upon-Thames	Employee parking areas at Knowle Green, Staines-upon- Thames	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	No waiting period.
Spelthorne Borough Council Car Park, Staines- upon-Thames	Visitor parking areas at Knowle Green, Staines-upon- Thames	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	Maximum of 2 hours waiting period.
Spelthorne Borough Council	Resident at Knowle Green, Staines-upon-Thames	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	No waiting period.

APPENDIX B – SCHEDULES 2020

Car Park, Staines-upon-Thames		Vehicles less than 2.13 metres in height		
Spelthorne Leisure Centre, Staines-upon-Thames	Customer Parking at Spelthorne Leisure Centre Staines-upon-Thames Disabled Parking Bays, Only , Electric vehicle charging bays and areas not marked out for car parking	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	Maximum of 3 hours waiting period. No waiting period.
Ashford Recreation Ground, Ashford	Areas marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages Vehicles less than 2.10 metres in height	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm	Maximum 11 hours
Elmsleigh Road Car Park, Staines-upon-Thames	East of Thames Street, area with demarcated bays with "Elmsleigh Shopping Centre" livery signs.	Motor cars without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	No waiting for vehicles without express authorisation from the Elmsleigh Shopping Centre, the land owner, or a contractually authorised representative.
Cedars Recreation Ground, Sunbury on Thames	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm	Maximum 11 hours
Charlton Village Hall, Shepperton	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	All days All hours	Maximum 11 hours
Fordbridge Recreation Ground, Ashford	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm	Maximum 11 hours

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Bus Area, Elmsleigh Shopping Centre, South Street, Staines-upon- Thames	Area marked out for bus stopping and ranking, outside the South entrance to Elmsleigh Shopping Centre	Motor vehicles used for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and having a maximum mass not exceeding 5 tonnes. Motor cars with or without trailers authorised by Spelthorne Borough Council.	All days All hours	No waiting, except for vehicles operating under a Public Service Vehicle Operator's Licence or Community Bus Permit and those vehicles with express authorisation from Spelthorne Borough Council being used in direct support of those operating under a Public Service Vehicles Operator's Licence or Community Bus Permit
Groveley Road Recreation Ground, Sunbury	Area marked out for car parking to the north of the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages Vehicles less than 2.13 metres in height	All days All hours	Maximum of 2 hours waiting period.
Hengrove Recreation Ground, Ashford	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm	Maximum 11 hours
Kenyngton Manor, Sunbury on Thames	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages Vehicles less than 2.10 metres	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm	Maximum 11 hours
Littleton Recreation Ground, Shepperton	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages Vehicles less than 2.10 metres	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm	Maximum 11 hours

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Long Lane Recreation Ground, Stanwell	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	1 October – 31 March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm All Year	Maximum 11 hours
Mulberry Green, Stanwell	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	All days All hours	Maximum 11 hours
Shepperton Recreation Ground, Shepperton	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	All days All hours	Maximum 11 hours
Staines Park (Commercial Road) Staines-upon-Thames	Area marked out for car parking	Motor Cars with or without trailers. Motor cycles with or without side cars Invalid Carriages	All days All hours	Maximum 11 hours
Bishop Duppa's Recreation Ground	Bishop Duppas Park road and parking and area marked out for car parking to the southeast of the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	Maximum 11 hours. No waiting on all areas not marked for permitted parking.
Woodthorpe Road open space	Area marked out for car parking to the north of the recreation ground	Motor cars with or without trailers Motor cycles with or without side cars Invalid carriages	All days All hours	Maximum 11 hours.

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 4
PARKING TARIFFS – SHORT STAY CAR PARKS, STAINES-UPON-THAMES
 Elmsleigh Road, Elmsleigh Surface, Elmsleigh MSCP, Riverside Surface car parks

	Elmsleigh Road Pay and Display	Elmsleigh Multi- storey Pay on Foot	Elmsleigh Surface Pay on Foot	Riverside Surface Car Park Pay and Display
	Monday to Saturday	Monday to Saturday	Monday to Saturday	Monday to Saturday
Up to 1 hour	£1.30 £1.40	£1.30 £1.40	£1.30 £1.40	£1.30 £1.40
Up to 2 hours	£2.40	£2.40	£2.40	£2.40
Up to 3 hours	£3.60 £3.40	£3.60 £3.40	£3.60 £3.40	£3.60 £3.40
Up to 4 hours	£4.80 £5.00	£4.80 £5.00	£4.80 £5.00	£4.80 £5.00
Up to 5 hours	£6.00 £7.00	£6.00 £7.00	£6.00 £7.00	£6.00 £7.00
Over 5 hours	£12.20 £12.00	£12.20 £12.00	£12.20 £12.00	£12.20 £12.00
7pm- 12midnight	£2.00	£2.00	£2.00	£2.00
	Sunday 6am to midnight	Sunday 6am to midnight	Sunday 6am to midnight	Sunday 6am to midnight
All day (between times specified) (per parking session)	£2.00	£2.00	£2.00	£2.00

SCHEDULE 5

PARKING TARIFFS – LONG STAY CAR PARKS, STAINES-UPON-THAMES

Pay and Display Car Parks

Bridge Street and Kingston Road car parks

	(Monday to Saturday)
Up to 1 hour	£1.50
Up to 2 hours	£2.50 £2.60
Up to 3 hours	£3.50 £3.70
Up to 4 hours	£4.50 £5.20
Up to 5 hours	£5.50 £6.00
Over 5 hours	£8.00 £9.00
7pm -12midnight	£2.00
All day (between times specified)	(Sunday 6am to 12midnight)
(per parking session)	£2.00

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 6

PARKING TARIFFS - RECREATION GROUNDS

Pay and display car parks

Parking Place	Parking Tarriff	All Year
Lammas Recreation Ground, Staines-upon-Thames	Up to 1 hour	£0.50
Laleham Park Car Park	Up to 2 hours	£2.00
Thameside Car Park, Laleham	Up to 4 hours	£4.00
	Over 4 hours	£8.00
Laleham Park Car Park	Up to 1 hour	£0.50
Thameside Car Park, Laleham	Up to 2 hours	£2.00
	Up to 4 hours	£4.00
	Over 4 hours	£8.00
Shepperton Village Hall	Up to 1 hour	£0.00
	Up to 2 hours	£2.00
	Over 2 hours	£4.00
Manor Park, Shepperton	Up to 1 hour	£0.00
The Walled Garden, Sunbury		
Shepperton Village Hall	Up to 2 hours	£2.00

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APPENDIX B – SCHEDULES 2020

Laleham Village Car Park (The Broadway) Laleham	Over 2 hours	£4.00
Thames Street, Sunbury		
Orchard Meadow, Sunbury		
Dumsey Meadow, Shepperton		
Abbey Drive, Laleham		
Old Bathing Station, Sunbury		
Green Street, Sunbury		

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 7

SEASON TICKETS, CONTRACT PARKING

	Parking Places	Period	Fee level
Season Tickets All days	Bridge Street, Staines-upon-Thames	3 months	£250
	Kingston Road, Staines-upon-Thames	6 months	£450
	Tothill Multi-storey, Staines-upon-Thames Elmsleigh Multi-storey Car Park, Staines-upon-Thames	12 months	£850
Contract Parking Monday to Sunday	South Street West, Staines-upon-Thames Elmsleigh Road Car Park, Staines-upon-Thames Tothill Multi-storey, Staines-upon-Thames Bridge Street, Staines-upon-Thames	12 months	£950
Railway Season Ticket Holders All days	Kingston Road, Staines-upon-Thames	3 months	£275
		12 months	£900
Local Season Ticket	Thames Street, Sunbury	Up to 3 months	£100

APPENDIX B – SCHEDULES 2020

	Orchard Meadow, Sunbury	Up to 6 months	£150
	The Walled Garden, Sunbury	Up to 12 months	£200
	Manor Park, Shepperton		
	Laleham Village Car Park (The Broadway) Laleham;		
	Shepperton Village Hall		

APPENDIX B – SCHEDULES 2020

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 8

PENALTY CHARGE NOTICES

Article 51 - Penalty Charges

	Charge to be paid if higher level contravention as detailed in the Civil Enforcement of Parking Contraventions (Guideline on Levels of Charges) (England) Order 2007	Charge to be paid if lower level contravention as detailed in the Civil Enforcement of Parking Contraventions (Guideline on Levels of Charges) (England) Order 2007.
Payment received by Spelthorne Borough Council after 14 days of the date on which the Penalty Charge Notice was issued (The Discounted Penalty Charge).	£70.00	£50.00
Payment received by Spelthorne Borough Council within 14 days of the date on which the Penalty Charge Notice was issued.	£35.00	£25.00
Remains unpaid after 56 days from date of issue	Increase original notice by 50%	Increase original notice by 50%
Remains unpaid after 70 days from date of issue	Increase further the increased notice by £810.00 debt registration fee*	Increase further the increased notice by £810.00 debt registration fee*

Informative: The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) (Order) 2007 specifies that authorities outside London with civil enforcement powers must issue two different levels of penalty charges in their area higher and lower. What constitutes a higher and lower offence is detailed at Table 2 in the above mentioned Order.

* - The debt registration fee is set by Parliament. Consequently, any increase to the fee is outside of the Council's control. The current fee is £810 (as of ~~25 July 2016~~ 1 May 2024) but this may change from time to time.

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SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 9

Miscellaneous charges

Description	Charge	Comment
Dispensations	£15 per day per vehicle	This charge relates to administrative costs relating to processing of such dispensations. The charge for charities and voluntary organisations may be waived, at Spelthorne Borough Council's discretion.
Suspensions used to reserve parking spaces	£30 one off administrative charge and £15 per day per vehicle	This charge may be waived, at Spelthorne Borough Council's discretion, for charities and voluntary organisations.
Film Company General dispensations and suspensions	Vehicles 3.5 tonnes and under, £15 for each bay occupied per vehicle per day. For HGVs and vehicles over 3.5 tonnes £25 for each bay occupied per vehicle per day. Maximum charge £1000	Where the area suspended is not a marked bay, the total area will be calculated and a suitable multiple of the total area of a marked bay will be used to calculate the appropriate fee.
Lost or replacement season tickets/cards, and contract permits	£14 per season ticket/card	This charge is also applicable should a season ticket holder change vehicles and require a new card or season ticket.
Lost ticket (use of Elmsleigh Surface car park)	£14 per ticket or card	Charge payable at the Pay on Foot machine.
Market trader vehicles (use of Elmsleigh Surface car park)	£7 per vehicle per day for vehicles up to 10 tonnes	This charge relates to vehicles used in connection to market days and special market based events.
Fishing permit for Thameside car park, Laleham	£15 per vehicle for 3 consecutive days between Friday and Monday	Permits are available via pay and display machines.

SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 10

List of all Car Parks

1. Abbey Drive, Laleham Park
2. Ashford Multi-storey Car Park, Ashford
3. Ashford Recreation Ground, Ashford
4. Bridge Street Car Park, Staines-upon-Thames
5. Cedars Recreation Ground, Sunbury on Thames
6. Charlton Village Hall, Shepperton
7. Dumsey Meadow, Shepperton
8. Elmsleigh Multi-storey Car Park, Staines-upon-Thames
9. Elmsleigh Road Car Park, Staines-upon-Thames
10. Elmsleigh Surface Car Park, Staines-upon-Thames
11. Fordbridge Recreation Ground, Ashford
12. Green Street, Sunbury
13. Groveley Road Recreation Ground, Sunbury
14. Hengrove Recreation Ground, Ashford
15. Kenyngton Manor Recreation Ground, Sunbury on Thames
16. Kingston Road Car Park, Staines-upon-Thames
17. Laleham Park Car Park, Laleham
18. Laleham Village Car Park (The Broadway), Laleham
19. Lammas Recreation Ground
20. Littleton Recreation Ground, Shepperton
21. Long Lane Recreation Ground, Stanwell
22. Manor Park, Shepperton
23. Mulberry Green, Stanwell
24. Old Bathing Station, Sunbury
25. Orchard Meadow, The Avenue, Sunbury
26. Riverside Surface Car Park, Staines-upon-Thames
27. Shepperton Recreation Ground, Shepperton
28. Shepperton Village Hall, Shepperton
29. South Street West Car Park, Staines-upon-Thames
30. Spelthorne Borough Council Car Park, Staines-upon-Thames
31. Spelthorne Leisure Centre, Staines-upon-Thames
32. Thameside Car Park, Laleham
33. Thames Street, Sunbury
34. Tothill Multi-storey Car Park, Staines-upon-Thames

- 35. Walled Garden, Sunbury
- 36. Woodthorpe Open Space, Ashford
- 37. Bus Area, Elmsleigh Shopping Centre, South Street, Staines-upon-Thames
- 38. Bishop Duppa's Recreation Ground, Shepperton

APPENDIX B – SCHEDULES 2020

SCHEDULE 11
Site Plans for all Car Parks

List of all Car Parks

1. Abbey Drive, Laleham Park
2. Ashford Multi-storey Car Park, Ashford
3. Ashford Recreation Ground, Ashford
4. Bridge Street Car Park, Staines-upon-Thames
5. Cedars Recreation Ground, Sunbury on Thames
6. Charlton Village Hall, Shepperton
7. Dumsey Meadow, Shepperton this one is Laleham
8. Elmsleigh Multi-storey Car Park, Staines-upon-Thames
9. Elmsleigh Road Car Park, Staines-upon-Thames
10. Elmsleigh Surface Car Park, Staines-upon-Thames
11. Fordbridge Recreation Ground, Ashford
12. Green Street, Sunbury

13. Groveley Road Recreation Ground, Sunbury
14. Hengrove Recreation Ground, Ashford
15. Kenyngton Manor Recreation Ground, Sunbury on Thames
16. Kingston Road Car Park, Staines-upon-Thames
17. Laleham Park Car Park, Laleham
18. Laleham Village Car Park (The Broadway), Laleham
19. Lammas Recreation Ground
20. Littleton Recreation Ground, Shepperton
21. Long Lane Recreation Ground, Stanwell
22. Manor Park, Shepperton
23. Mulberry Green, Stanwell
24. Old Bathing Station, Sunbury
25. Orchard Meadow, The Avenue, Sunbury
26. Riverside Surface Car Park, Staines-upon-Thames
27. Shepperton Recreation Ground, Shepperton
28. Shepperton Village Hall, Shepperton

29. South Street West Car Park, Staines-upon-Thames
30. Spelthorne Borough Council Car Park, Staines-upon-Thames
31. Spelthorne Leisure Centre, (Eclipse) Staines-upon-Thames
32. Staines Park Commercial Road, Staines-upon-Thames
33. Thameside Car Park, Laleham
34. Thames Street, Sunbury
35. Tothill Multi-storey Car Park, Staines-upon-Thames
36. Walled Garden, Sunbury
37. Woodthorpe Open Space, Ashford
38. Bus Area, Elmsleigh Shopping Centre, South Street, Staines-upon-Thames
39. Bishop Duppa's Recreation Ground, Shepperton

SPELTHORNE BOROUGH COUNCIL**THE SPELTHORNE BOROUGH COUNCIL
(OFF-STREET PARKING PLACES) ORDER 2020**

Spelthorne Borough Council in exercise of its powers under Sections 32 and 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 ("the 1984 Act"), the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996 ("SI 1996/2489") and the Road Traffic Act 1991 each as amended by the Road Traffic (Permitted Parking Area and Special Parking Area) (County of Surrey) (Borough of Spelthorne) Order 2006 and the Traffic Management Act 2004 and all other enabling powers, with the consent of Surrey County Council in accordance with Section 39 (3) of the 1984 Act and following consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act and the Road Haulage Association and the Freight Transport Association in accordance with Regulation 6 of SI 1996/2489" hereby makes the following Order:

SECTION I**CITATION AND INTERPRETATION****Citation**

1. This Order shall come into operation on **1st April 2020** and may be cited as The Spelthorne Borough Council (Off-Street Parking Places) Order 2020.

Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:

"bus" has the same meaning as in regulation 3 of the Road Vehicles (Construction and Use) Regulations 1986, being a motor vehicle which is

constructed or adapted to carry more than eight seated passengers in addition to the driver;

“Cashless Parking” means the system of cashless prepayment made via a telephone, smartphone, computer or other method, to allow a vehicle to park in a parking place for a specified period of time, with equivalent rights and obligations to those conferred by the purchase of a parking ticket (except with regards to the “relevant position”)

“civil enforcement officer” means a person authorised by or on behalf of the Council to enforce the restrictions imposed by this Order;

“charging days” in relation to a parking place means those days which are specified in Schedules 1 and 2 for each parking place respectively;

“charging hours” in relation to a parking place means the period during which a charge for parking is made as specified in Schedules 1 and 2 for each parking place respectively;

“permit” means a permit purchased from the Council, subject to certain conditions as laid down from time to time by the Council, valid for the period specified on the permit for use in parking places specified in the schedule indicated on the permit;

"disabled persons' badge" means a badge issued by any Local Authority in accordance with the provisions of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 or a badge having effect under those regulations as if it were a disabled person's badge and “disabled persons' badge holder” shall be construed accordingly as a person who has been issued with such a badge;

“goods vehicle” means a vehicle, which is constructed or adapted for use for the carriage of goods or burden of any description or a trailer so constructed or adapted;

“invalid carriage” has the same meaning as in Section 136 of the 1984 Act;

“motor car” has the same meaning as in Section 136 of the 1984 Act;

“motor cycle” refers to a solo motor cycle only and means a mechanically propelled vehicle with less than three wheels;

“motor cycle with side car” means a mechanically propelled vehicle not being an “invalid carriage” or a “motor cycle” with less than four wheels;

“owner” means the person by whom the vehicle is kept. In determining who was the owner of a vehicle at any time it shall be presumed that the owner was the person in whose name the vehicle was at that time registered under the Vehicle Excise and Registration Act 1994;

“parking place” means an area of land specified by name in Schedules 1 to 3 and provided by the Council pursuant to Section 32(1) of the Act for the purpose of vehicle parking and not closed (in part or in whole) by a Notice erected thereon by authority of the Council;

“parking ticket” means a ticket issued by a ticket machine pursuant to this Order and indicating the payment of a charge, the time at the beginning of the period for which payment was made and the time when the period expires;

“passenger vehicle” means a vehicle constructed or adapted solely for the carriage of passengers and their effects;

“pay station” means an apparatus of a type and design approved by the Secretary of State for Transport for the purpose inter alia of this Order, being apparatus designed to receive payment in respect of Pedestrian Paid Parking;

“penalty charge” means the charge set by the Council under the provisions of the Traffic Management Act 2004, which is to be paid to the Council following the issue of a Penalty Charge Notice and within 28 days of the issue of that Notice;

“public holiday” means Christmas Day, Boxing Day, New Year’s day, Good Friday, Easter Monday, and any other day designated by the Government as a public holiday in England in addition to or instead of those days;

“relevant position” in respect of: -

- (a) a disabled person’s badge and parking disc has the same meaning as in the Local Authorities Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000; and
- (b) all other tickets, season tickets and permits referred to in this Order means,
 - (i) exhibited on the windscreen, dashboard or facia of the vehicle facing forward so that the whole of the information on the front of the ticket can be easily read from outside the vehicle; or
 - (ii) where the vehicle does not have a windscreen, dashboard or facia in a conspicuous position on the vehicle so that the whole of the information on the front of the ticket is clearly legible from outside of the vehicle;

“season ticket” means a ticket purchased from the Council, subject to certain conditions as laid down from time to time by the Council, valid for the period specified on the ticket for use in parking places specified in the schedule indicated on the ticket;

“the Council” means Spelthorne Borough Council;

“ticket machine” means an apparatus of a type and design, approved by the Secretary of State for Transport, for the purpose, inter alia, of this Order, being apparatus designed to indicate the time by a clock, and to issue parking tickets which show that a payment has been made of an amount, or for a period specified thereon, and which specify the date and either the time of such payment, or the time at which the vehicle must leave the parking place;

“trailer” has the same meaning as in Section 136 of the 1984 Act;

3. Except where the context requires otherwise, any reference in this Order to an Article or Schedule shall be construed as a reference to that Article or Schedule in this Order.
4. Sub-sections (4) and (5) of Section 47 of the Road Traffic Regulation Act 1984 shall apply to the parking places as if they were parking places provided on a highway.
5. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

SECTION II USE OF PARKING PLACES

Classes of vehicles

6. Each parking place specified in Schedules 1 to 3 may be used subject to the following provisions of this Order, as a parking place for such classes of vehicles, on such days, during such hours and on payment of such charges as are specified in relation to that parking place in the Schedules;
7. Where in the Schedules a parking place is described as available for vehicles of a specified class, no person shall permit a vehicle to wait in that parking place unless it is of the specified class.
8. No person shall cause or permit a vehicle to park in a space marked for Disabled Persons unless the vehicle displays a Disabled Person's Badge in the manner prescribed by Regulation 12 of the Disabled Person's (Badges for Motor Vehicles) (England) Regulations 2000.
9. No person shall cause or permit a vehicle to park in a space marked for contract parking unless the vehicle is approved to park in that space either by the Council or on behalf of the Council by the purchaser of the contract parking space.

Position of vehicles

10. The driver of a vehicle shall not permit it to wait in a parking place other than in a parking space, and for this purpose, except with the written permission of the Council, every part of the vehicle must be within the limits of the parking space and not more than one vehicle shall occupy any one such parking space, except where the surface precludes bay parking except for disabled vehicles.
11. No vehicle shall be left in any parking place if its length exceeds 5.5 metres in length except with the written permission of the Council.

12. Motor cycles permitted in a parking places shall be positioned in bays marked “motor cycles” on the parking place (if any).

Manner of parking of trailers

13. No person shall cause or permit a vehicle drawing a trailer having a combined length in excess of 5.5 metres to wait in a parking place unless they have been disconnected, and unless the registration number of the vehicle is clearly displayed on the trailer and for the purposes of this Order the vehicle and the trailer shall be deemed to be separate vehicles and the driver of the leading vehicle shall be deemed to be the driver of each of the said vehicles.

Use of vehicles in parking places

14. The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in that parking place and shall not start the engine again except when about to change the position of the vehicle within or depart from the parking place.
15. No person shall use a vehicle or a trailer, while it is in a parking place, in connection with the sale of any article to persons in or near the parking place, or in connection with the selling or offering for hire of his skill or services, unless duly authorised by the Council in writing so to do.
16. No person shall use any part of a parking place or vehicle left in a parking place without the written permission of the Council:
- (a) for sleeping or camping purposes, or
 - (b) for cooking purposes, or

- (c) for the purpose of servicing, washing, cleaning, constructing, maintaining or repairing any vehicle or any part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.

Maximum period of waiting

- 17. The maximum periods of waiting in the parking places and limitations on returning to them shall apply as specified in Schedules 1 to 3.
- 18. The Council at its discretion may grant any person a dispensation from the maximum period of waiting.
- 19. Any person may apply to the Council for a dispensation from the maximum period of waiting provided that
 - (a) the application is made prior to the parking of the vehicle to which the application relates, and
 - (b) the fee as specified in Schedule 10 is paid to the Council prior to the parking of the vehicle to which the application relates

Removal of a vehicle from parking places

- 20. Where a person duly authorised by the Council is of the opinion that any of the provisions contained in this Order have been contravened, or not complied with in respect of a vehicle left in a parking place, he / she may remove the vehicle or cause it to be removed from the parking place.

Movement of vehicles in a parking place

- 21. Any person authorised by the Council or a Police Constable in uniform, in case of emergency, may move or cause to be moved, vehicles left in a parking place to any place he / she thinks fit.

22. Where a vehicle is left in a parking place in a position other than that specified in Article 10 any person duly authorised by the Council or a Police Constable in uniform may move the vehicle or cause it to be moved to a position which complies with that specified in Article 10.

Manner of moving vehicles

23. Any person moving or removing a vehicle in accordance with the preceding Articles may do so by towing or driving the vehicle, or in such other manner as he / she may think necessary, and may take such measures in relation to the vehicle as he / she may think necessary to enable him / her to move or remove it as aforesaid.

Safe custody of vehicles

24. When a person authorised by the Council removes a vehicle or causes it to be removed from a parking place in accordance with Article 20 he / she shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

Direction in which vehicles must be driven

25. No person shall drive or cause or permit to be driven any vehicle on any length of road or aisle in any parking place contrary to the directions given by the appropriate carriageway markings or signs.

Entry and exit

26. The driver of a vehicle shall not cause it to enter a parking place at a point marked "No Entry" or to leave a parking place at a point marked "No Exit".

Suspension of parking place

27. The Council, at its discretion, may suspend the use of any parking place or any part of a parking place and thereafter may designate that part of such parking place to be reserved for any purpose it may decide, such suspension to be indicated by notice or traffic sign. The Council shall charge for such suspensions as set out in the miscellaneous charges at Schedule 10.
28. No person shall cause or permit a vehicle to be left without the written permission of the Council in a parking place or any part thereof during such periods that the use is suspended or during such periods as there is in or adjacent thereto a notice or traffic sign placed in pursuance of the preceding Article.

Liability

29. The Council does not undertake to supervise the parking places specified in Schedules 1 to 3 and vehicles are parked entirely at the owner's risk and driver's risk and the Council accepts no responsibility for any loss or damage howsoever caused either to the vehicle or its contents.

Other provisions

30. The driver of a vehicle shall not permit that vehicle to wait in a parking place unless the vehicle is licensed in accordance with the provisions of Section 1 of the Vehicles Excise and Registration Act 1994 and unless there is in force in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of Part VI of the Road Traffic Act 1988.
31. The driver of a vehicle using a parking place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking place.
32. No person shall, except with the written permission of the Council, or any person duly authorised by them, drive any vehicle in a parking place other than for the

purpose of leaving that vehicle in the parking place in accordance with the provisions of this order or for the purpose of departing from the parking place.

33. No person shall in a parking place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace whereby a breach of the peace is likely to be occasioned.
34. No person shall in a parking place wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood.
35. No person shall in a parking place:
 - (a) erect or cause to be erected any tent, booth, stand, building or other structure without the written permission of the Council; or
 - (b) light or cause or permit to be lit any fire, stove or cooker.
36. Any person using a parking place as a means of passage proceeding from one road to another road shall be deemed to be so by using a licence of the Council and not as of right.

SECTION III**PAYMENT FOR PARKING****Pay and display parking tickets**

37. The driver of a vehicle left in accordance with the provisions of this Order in a parking place, as defined in Section 1 shall immediately make a prepayment to park their vehicle at the price and for the period indicated in Schedules 4 to 7, either by:
- a) purchasing a valid parking ticket from a ticket machine situated within the parking place and exhibiting the parking ticket on the vehicle in the relevant position;
 - b) using cashless parking where available (notices of the approved provider are displayed in the applicable Pay and Display machines, together with the relevant location code/ reference and the applicable transaction convenience charges to be borne by the customer in full)".
38. A parking ticket used in a parking place specified in Schedule 1 shall only be a valid parking ticket if it has been purchased from a ticket machine at the parking place where the vehicle is left and to cover the entire period that the vehicle is parked in the parking place.

Tickets non-transferable

39. A parking ticket is valid only for the vehicle in respect of which it was purchased. If a season ticket holder wishes the vehicle details to be amended on a season ticket the season ticket holder will incur an administrative charge as indicated in schedule 10.

Restriction on removal of parking tickets

40. When a parking ticket has been exhibited on a vehicle, in accordance with the provisions of Article 37 no person shall remove the parking ticket from the vehicle until the vehicle is removed from the parking place.

Absence of ticket machine

41. If at the time when a vehicle is left in a parking place shown in Schedule 1 during the charging hours there is no operational ticket machine at the parking place, or all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that vehicle shall be required to contact Spelthorne Borough Council to ascertain if a charge is payable or when the machine(s) will resume operation.

Pay on foot

42. The parking places shown in Schedule 2 shall be controlled by entry and exit barriers and also ANPR cameras which record the number plate. The driver of a vehicle shall gain entry to such parking places by ~~taking a ticket at the entry barrier. This ticket shall be submitted to a pay station at the end of the parking period and validated by~~ confirming that the registration recorded by the ANPR system is correct. At the end of the parking period the driver making a payment in accordance with the parking tariffs shown respectively for the said parking places in Schedule 4 should do so either on the payment machines on site or through the relevant app advertised on site (additional charges may apply from the operator of the app), with the payment being made against the registration noted at entry. ~~The ticket should be kept by the driver as the cameras cannot guarantee automatic exit at the exit barrier on every instance since they rely on the number plate being correctly detected at entry and exit.~~ The exit will be facilitated by an ANPR capture at the exit barrier, which will open automatically if the registration collected at entry matches a paid session and the vehicle has not overstayed beyond the paid time.

43. ~~In the event that the driver of a vehicle is unable to produce a ticket through loss or any other cause whatsoever he/she may obtain a validated ticket directly from the pay on foot terminal (Lost ticket, with full day rate payable).~~ Where an ANPR capture does not match the registration of the vehicle, the driver should contact Spelthorne Borough Council or follow the appropriate prompts at the nearest machine.

Season tickets

44. Season tickets to park shall be available for the parking places as specified in Schedule 7 but each season ticket shall be valid only for the parking place or places specified upon it. Where season tickets are available for Staines-upon-Thames car parks, only employees of businesses based in Staines-upon-Thames (or with commercial premises where employees work in that are sited in Staines-upon-Thames) are eligible to apply. For the Railway Season Ticket available in Kingston Road car park, only holders of a valid Railway card are eligible (the Railway card or season pass must be valid for the duration of the season ticket term being applied for).
45. The driver of a vehicle left in accordance with the provisions of this Order in a parking place as specified in Schedule 7 shall be exempt from purchasing a parking ticket if there is displayed in the relevant position a valid season ticket purchased from the Council. If the season ticket is sold as a virtual document and a physical copy is not supplied to the driver, the virtual permit present on the system will be considered valid for the purposes of this exemption of purchase of a parking ticket on the car park the virtual season ticket is designated for, and there will be no requirement to display the virtual season ticket in the relevant position on the vehicle.
46. Season tickets shall be priced as specified in Schedule 7.
47. A season ticket holder will incur an administrative charge for lost or replacement season tickets as indicated in Schedule 10.

Contract Permits

48. Contract permits to park shall be available for the parking places as specified in Schedule 7 but each contract permit shall be valid only for the parking place or places specified upon it.
49. The driver of a vehicle left in accordance with the provisions of this Order in a parking place as specified in Schedule 7 shall be exempt from purchasing a parking ticket if there is displayed in the relevant position a valid contract permit purchased from the Council [or an equivalent virtual version of that permit exists and is valid at the time of parking \(if the contract permit is sold as a virtual contract permit with no physical document provided\)](#).
50. Contract permits shall be priced as specified in Schedule 7.
51. A contract permit holder will incur an administrative charge for lost or replacement season tickets as indicated in Schedule 10.

Disabled persons' vehicles

52. Disabled Persons' Badge Holders must pay the relevant charge as set out in Schedules 4 to 7, in accordance with Article 37.
53. For Disabled Persons' Badge Holders who pay the relevant charge as set out in Schedules 4 to 7, in accordance with Article 37, will be granted an additional hour of grace to their purchased expiry time as shown on the Pay and Display ticket (except on Elmsleigh Multi-storey Pay on Foot and Elmsleigh Surface Pay on Foot).

~~Disabled persons' vehicles season tickets~~

APPENDIX C – PARKING ORDER 2020

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~~54. Disabled Persons' Badge Holders may apply to the Council to purchase a concessionary season ticket for the parking places specified in Schedule 8 and each season ticket shall only be valid for that parking place.~~

~~55. The driver of a vehicle left in accordance with the provisions of this Order in a parking place as specified in Schedule 8 shall be exempt from purchasing a parking ticket if they are in possession of a valid disabled badge holders' season ticket purchased from the Council.~~

~~56. Disabled persons' badge holders' season tickets shall be priced as specified in Schedule 8.~~

Motorcycles

~~57~~54. The driver of a motorcycle which is left in accordance with the provisions of this Order in a parking place specified in Schedules 1 and 2 in the position marked for such vehicles (if ~~any they~~ exist) ~~or in any marked bay~~ shall be exempt from payment for parking.

~~58~~55. A motor cycle which is left in accordance with the provisions of this Order in a parking place specified in Schedules 1 and 2 shall not be permitted to park in a disabled person's bay, ~~contractor/permit bay~~ or any marked bay not designated for the exclusive parking of motor cycles.

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Council staff parking

~~59~~56. The driver of a vehicle left in accordance with the provisions of this Order on parking places specified in Schedules 1 to 3 and displaying a valid pass issued under the Council Staff and Member Parking Scheme shall be exempt from purchasing a parking ticket and from time limits (if any) as indicated in Schedules 1 to 3 solely whilst on duty on behalf of Spelthorne Borough Council, and for no longer than required for the designated off site task.

~~60~~57. Where a ticket, season ticket or staff permit has been displayed on a vehicle in the relevant position no person other than the driver of that vehicle shall remove the permit from the vehicle unless authorised to do so by the driver of that vehicle.

Elmsleigh Bus Station

~~64~~58. No vehicle, with the exception of buses, shall be left in Elmsleigh Bus Station. The provision of this area is dedicated exclusively to Service Vehicle Operator's Licence or Community Bus Permit and those vehicles with express authorisation from Spelthorne Borough Council being used in direct support of those operating under a Public Service Vehicles Operator's Licence or Community Bus Permit.

PART IV

PENALTY CHARGE AT PARKING PLACES

Penalty charge

~~62~~⁵⁹. If a vehicle is left in a parking place in contravention of or without complying with any Article of this Order a penalty charge shall be payable and/or the vehicle may be removed from that location or parking place.

Penalty charge notice

~~63~~⁶⁰. Where a penalty charge may have been incurred it shall be the duty of the civil enforcement officer to issue a penalty charge notice which shall include the information required by the ~~2004~~ relevant Act.

Payment of the penalty charge notice

~~64~~⁶¹. The owner of the vehicle in respect of which the penalty charge has been incurred shall pay the amount of the penalty charge to the Council as specified in Schedule 9.

Indications as evidence

~~65~~⁶². The particulars given in the penalty charge notice attached to a vehicle in accordance with this Article shall be treated as evidence in any proceedings relating to failure to pay such penalty charge.

Restriction on removal of a penalty charge notice

~~66~~⁶³. When a penalty charge notice has been attached to a vehicle in accordance with any of the foregoing provisions of this Order, no person, not being the driver of the vehicle, a police constable in uniform, a civil enforcement officer or some other person duly authorised by the Council shall remove the penalty charge notice from the vehicle unless authorised to do so by the driver.

PART V**DISPOSAL OF VEHICLES ABANDONED IN PARKING PLACES**

- ~~67~~64. (i) The Council may sell or otherwise dispose of a vehicle which has been, or could at any time be, removed from a parking place pursuant to Article 20, if the vehicle appears to have been abandoned, provided that this power of disposal shall not be exercisable unless the Council has taken such of the following steps as are applicable to the vehicle in question, and there has elapsed a period of six weeks beginning with the taking of the first of those steps.
- (ii) Where the vehicle carries a registration mark the Council shall ascertain from the appropriate body the name and address of the person who is the Registered Keeper of the vehicle pursuant to the Vehicles Excise and Registration Act 1994, unless the Council is satisfied that the true owner of the vehicle has identified himself to it.
- (iii) The Council shall, where it is by virtue of paragraphs (ii), (iv) and (v) of this Article, aware of the name and address of a person who appears to be the owner of the vehicle, send a Notice to that person at that address stating that it is the intention of the Council to sell or otherwise dispose of the vehicle (which shall be sufficiently described in the Notice) on or after a specified date (which shall not be less than two weeks from the date of the Notice and in any event not earlier than six weeks from the date of the first step taken by the Council under this Part of this Order) unless it is in the meantime removed by or on behalf of that person from such place as is specified by the Council in the said Notice or from such place as may be subsequently notified in writing by the Council to that person.
- (iv) If any person to whom a Notice is sent in accordance with paragraph (iii) of this Article informs the Council of the name and address of some other

person who he alleges may be the owner of the vehicle, a Notice stating the particulars mentioned in the last preceding Article shall be sent to that other person and to any further person who the Council may in consequence of the sending of the Notice to the said other person be led to believe may be the owner of the vehicle.

- (v) Where a vehicle does not carry a registration mark the first step to be taken by the Council shall be to apply in writing to the Chief Officer of Police in whose area the parking place is situated enquiring whom that officer considers is the owner of the vehicle and the address of that person.
- (vi) The Council shall then make such further enquiries as to ownership as it thinks fit.
- (vii) Upon the sale of a vehicle by the Council, the Council shall apply the proceeds of sale in or towards the satisfaction of any costs incurred by it in connection with the disposal thereof and of any charge or payment to which it is entitled.
- (viii) In the event that any such costs incurred by the Council in connection with the disposal of the vehicle are not satisfied by virtue of the last preceding Article, the Council may recoup those costs from the person who was the owner of the vehicle immediately before it was removed from the parking place, provided that that person was sent by the Council a Notice under paragraph (iii) of this Article.
- (ix) Any sums received by the Council on a sale of a vehicle shall, after deducting any sum applied thereabouts by virtue of paragraph (vii) of this Article, be payable within a period of one year from receipt hereof to any person to whom, but for such sale, the vehicle would have belonged and insofar as any such sums are not claimed within the said period they shall be paid into the General Rate Fund of the Council.

- (x) Where under the foregoing provisions of this Order a Notice is required to be or may be sent to a person the Notice shall be sent by recorded delivery post.

PART VI REVOCATIONS

~~68~~65. The Spelthorne Borough Council (Off Street Parking Places) Order 2018 as amended is hereby revoked in its entirety.

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Appendix D – Implementation plan following Council approval

This appendix sets out the proposed implementation steps to be undertaken in the event that Full Council resolves to approve this report and make the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026. The dates below are intended to provide a defined implementation programme and are expressed subject to any necessary administrative, legal or operational adjustments required to give proper effect to the resolution of Council and the making of the Order.

Step	Action	Timing	Lead officer/team
1	Full Council resolution approving the report and resolving to make the Amendment Order, together with authority for the making of any minor drafting or consequential amendments necessary to give effect to that resolution	16 July 2026	Full Council
2	Commence preparation of the final form of the Amendment Order and settle any minor drafting or consequential amendments authorised by Council.	10 August 2026	Neighbourhood Services and Corporate Governance / Legal
3	Complete, seal and make the Amendment Order and settle the commencement date to be specified in the made Order.	12 August 2026	Corporate Governance / Legal
4	Publish the notice of making and make available for inspection the sealed Order, relevant plans and supporting documents in accordance with the applicable statutory requirements.	13 August 2026	Corporate Governance / Legal
5	Issue implementation instructions to all relevant internal services and delivery partners, including Parking Services, Communications, Customer Services, Finance and any enforcement or maintenance contractors, as applicable.	13 August 2026	Neighbourhood Services

6	Update website content, customer information, operational guidance, permit arrangements and other public-facing material required to reflect the made Order. (Notice of Making)	13 to 26 August 2026	Parking Services and Communications
7	Implement all required operational changes, including amendments to signage, tariff boards, machine settings, pay-by-phone or pay-on-foot systems, permits and back-office configurations.	13 to 26 August 2026	Parking Services and relevant contractors
8	Undertake final staff briefings and operational readiness checks to ensure that enforcement, customer contact arrangements and system processes are aligned with the Amendment Order from the commencement date.	26 August 2026	Parking Services
9	Bring the Amendment Order into force on the commencement date specified in the made Order and begin operation of the amended parking arrangements.	3 September 2026	Council / Parking Services
10	Undertake an initial post-implementation review to confirm that the Amendment Order and associated operational arrangements are functioning as intended and to identify any minor corrective actions required.	October 2026	Neighbourhood Services



Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing		
Relevant Group Head review		
MAT+ review (to have been circulated at least 5 working days before Stage 2)		
This item is on the Forward Plan for the relevant committee		
	Reviewed by	
Finance comments (circulate to Finance)	AB	08/07/26
Risk comments (circulate to Lee O'Neil)		
Legal comments (circulate to Legal team)	LH	03/07/26
HR comments (if applicable)	n/a	n/a

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date rec'd
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	03/07/26
S151 Officer commentary – at least 5 working days before MAT	AB	07/07/26
Commissioner engagement		
	No issues	07/07/26
Confirm final report cleared by MAT		

Council

16 July 2026

Title	Councillors' Allowances – Chair and Vice Chair of the Audit Committee
Purpose of the report	To make a decision
Report Author	Linda Heron, Group Head Corporate Governance and Monitoring Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Council decision.
Recommendations	Council is asked to: 1. Approve the continuation of Special Responsibility Allowances for the Chair and Vice-Chair of the Audit Committee at 40% and 20% respectively of the Leader's Allowance 2. Approve the amendment to Part 6 of the Constitution as set in para 2.8 of this report 3. Approve that Special Responsibility Allowances for the Chair and Vice-Chair of the Audit Committee will apply retrospectively from 21 May 2026
Reason for Recommendation	The Council is required to make a scheme of allowances.

1. Executive summary of the report

What is the situation	Why we want to do something
On 20 May 2026 the Council resolved not to approve the continuation of the Special Responsibility Allowances for the Chair and Vice Chair of the Audit Committee	The Council is required to make a scheme of Councillors' allowances for all elected members
This is what we want to do about it	These are the next steps

Consider the continuation of the Special Responsibility Allowances for the Chair and Vice Chair of the Audit Committee	Subject to Council approval, details of the Special Responsibility Allowances for the Chair and Vice Chair of the Audit Committee will be published on the Council's website and included in the Constitution
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2. Key issues

- 2.1 At the Annual Council meeting on 20 May the Council considered the report and the recommendations of the Independent Remuneration Panel (IRP).
- 2.2 The Council resolved not to agree the recommendations of the IRP and voted against the application of indexation to the Basic and Special Responsibility Allowances for 2026/27 in line with 4% staff salary increase.
- 2.3 The Council also resolved not to approve the continuation of the Special Responsibility Allowances for the Chair and Vice Chair of the Audit Committee at 40% and 20% respectively of the Leader's Allowance, with no requirement for backdating.
- 2.4 The Council's Scheme of Members Allowances provides for both a Basic Allowance payable to all elected Members and Special Responsibility Allowances which are additionally payable to Members who undertake a variety of leadership roles such as Committee Chairs with additional responsibilities.
- 2.5 As at 21 May 2026 the Chair and Vice Chair of the Audit Committee do not receive Special Responsibility Allowance which is contrary to the spirit of the Council's Scheme Members Allowances.
- 2.6 The Local Authorities (Members' Allowances)(England) Regulations 2003 ("the 2003 Regulations") permit local authorities to make adjustments to members' allowances. Where such adjustments are made, the 2003 Regulations permit for the amended allowances to apply from the beginning of the year in which the amendment was made provided the scheme of allowances contains such provisions.
- 2.7 At present, the Council's Members' Allowance Scheme ("the Scheme") does not contain provisions to support the backdating of changes to members' allowances.
- 2.8 To enable Special Responsibility Allowances for the Chair and Vice-Chair of the Audit Committee to apply retrospectively from 21 May 2026, the Scheme will need to be amended to include the following provision which is consistent with the 2003 Regulations:

"Where an allowance set out in paragraph 2 of the Scheme is amended during a municipal year, the amended allowance may apply retrospectively from the beginning of that municipal year"
- 2.9 The Scheme forms part of the Council's Constitution and changes to the Constitution is a matter for Council only.

3. Options appraisal and proposal

- 3.1 Option 1: Adopt the recommendations as set out in the report (this is the preferred option).

Adopting the recommendations in this report complies with the 2003 Regulations, demonstrates equity, transparency and adherence to statutory guidance, and supports consistency and comparability with other councils.

- 3.2 Option 2: Not to adopt the recommendations.

This would result in Chair and Vice Chair of the Audit Committee not receiving Special Responsibility Allowance. Although this would deliver a very modest budget saving, it is acknowledged that this option is not in line with the spirit of the Council's Scheme of Members Allowances and does not recognise the additional responsibilities on the Chair and Vice Chair of the Audit Committee.

- 3.3 Option 3: Put forward alternative proposals.

4. Risk implications

- 4.1 Failure to agree a Special Responsibility Allowance for the Chair and Vice Chair of the Audit Committee could expose the Council to legal challenge under the 2003 Regulations. Accepting the recommendation mitigates legal, procedural and reputational risk.

5. Financial implications

- 5.1 The impact of the recommended option has been fully budgeted for as part of 2026-27 budget setting.

6. Legal comments

- 6.1 In accordance with the Local Authorities (Members' Allowances)(England) Regulations 2003 ("the 2003 Regulations") the Council is required to make a Scheme of Members Allowances ("the Scheme").
- 6.2 The 2003 Regulations stipulate that the Scheme may provide for the payment of a Special Responsibility Allowance. The Council's Scheme provides for such Special Responsibility Allowance to all other Chairs and Vice Chairs of Committees.
- 6.3 Approval, amendment, and other changes to the Members' Allowances Scheme is a function reserved to Council (Article 4 para 4.2 of the Constitution).

Corporate implications

7. Commissioners' comments

- 7.1 No issues.

8. S151 Officer comments

- 8.1 The S151 Officer confirms that all financial implications have been taken into account and that the recommendations are fully funded from within the 2026-27 budget.

9. Monitoring Officer comments

- 9.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

10. Procurement comments

- 10.1 There are no procurement implications arising directly from this report.

11. Equality and Diversity

- 11.1 The Members' Allowances Scheme applies equally to all Councillors and supports the ability of individuals from a wide range of backgrounds to undertake elected office.

12. Sustainability/Climate Change Implications

- 12.1 There are no sustainability or climate change implications arising directly from the recommendations in this report.

13. Other considerations

- 13.1 Local Authorities (Members' Allowances) (England) Regulations 2003 requires that the amended Members' Allowance Scheme is publicised.

14. Timetable for implementation

- 14.1 Subject to Council approval, the special responsibility allowances for Chair and Vice Chair of the Audit Committee will take effect immediately.
- 14.2 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Scheme will be made available on the website and a notice published in a local newspaper giving details of the Scheme and the amounts payable in respect of each allowance mentioned in the Scheme.
- 14.3 The Scheme will also be updated in the Council's Constitution (Part 6).

15. Contact

- 15.1 Committee Services (committee.services@spelthorne.gov.uk)

***Please submit any material questions to the Committee Chair and Officer
Contact by two days in advance of the meeting.***

Background papers:

[The Local Authorities \(Members' Allowances\) \(England\) Regulations 2003](#)

[Report to Annual Council Meeting on 20 May 2026 – agenda item 14 – Independent Remuneration Panel Review of Councillors' Allowances](#)

Appendices:

None



Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	YES	21.04.26
Relevant Group Head review	YES	21.04.26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	YES	21.05.26
This item is on the Forward Plan for the relevant committee	YES	
	Reviewed by	
Finance comments (circulate to Finance)	AB	22.05.26
Risk comments (circulate to Lee O'Neil)	LO	29.05.26
Legal comments (circulate to Legal team)	LH	28/05/26
HR comments (if applicable)	NA	

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date rec'd
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	28/05/26
S151 Officer commentary – at least 5 working days before MAT	T. Collier	22/05/26
Commissioner engagement	L. Seary	08/06/26
	Delete as applicable:	No issues
Confirm final report cleared by MAT		

Council

16 July 2026

Title	Standards Committee Annual Report
Purpose of the report	To make a decision
Report Author	Kirsty Hunt Governance Support Officer
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	NA
Corporate Priority	This item is not in the current list of Corporate Priorities but still requires a Committee decision.
Recommendations	Committee is asked to: Endorse the Standards Committee Annual Report 2025
Reason for Recommendation	This annual report highlights the activities of the Committee, describes how the Committee's functions have been discharged during the previous year, and provides details of the outcome of the Standards complaints.

1. Executive summary of the report

What is the situation	Why we want to do something
On 16 June 2026 the Standards Committee made a recommendation to Council to endorse the Standards Committee Annual Report 2025	The production of an annual report is intended to ensure there is a regular and consistent approach to the reporting and consideration of standards of conduct by elected members.
This is what we want to do about it	These are the next steps
Ask the Council to endorse the Standards Committee Annual Report 2025 in order to promote local ownership and collective responsibility by members for ensuring high standards of conduct within their authority	If endorsed by Council, the Standards Committee Annual Report 2025 will be published by 31 July 2026

2. Key issues

- 2.1 The Annual Report of the Standards Committee was considered by the Standards Committee on 16 June. Members commented on historic

instances of handling of complaints under the Member Code of Conduct and expressed dissatisfaction with the process. Members also acknowledged changes introduced in the calendar year 2025 and the reduction of the overall number of complaints.

- 2.2 This is the first Annual Report of the Standards Committee and covers the calendar year 2025.
- 2.3 Changes to the Standards regime were introduced in July 2012 following the Localism ACT 2011. Although it was no longer a statutory requirement to have a Standards Committee, Full Council approved the retention of a committee to deal with complaints and adopted a Members' Code of Conduct and a Procedure for Dealing with Standards Complaints. The Council adopted a model code of conduct as recommended by the Local Government Association (LGA).
- 2.4 The standards framework comprises the statutory rules, ethical principles, and administrative procedures designed to ensure that elected councillors and council staff act with integrity, accountability, and transparency. At Spelthorne Borough Council it comprises a number of elements including the code of conduct for councillors, rules around disclosure of interests, procedure for dealing with complaints and sanction for breaches.
- 2.5 Monitoring complaint activity is an important part of monitoring governance, as an increase in complaints can act as an early indicator of the health of local democracy and of the quality of relationships within local government. Complaint trends should be considered alongside other aspects of governance, as they may signal deteriorating relationships between councillors, or between councillors and officers.
- 2.6 National case law shows that many complaints arise from public statements, meetings, or social media activity alleged to be disrespectful, bullying, or to bring the office of councillor into disrepute. While robust debate is a vital feature of democratic life, these cases illustrate how criticism can cross into personal attack or unsubstantiated allegation, creating a toxic environment and undermining public confidence.
- 2.7 Viewed more broadly, this pattern reflects a wider concern about growing incivility in public life. The long-held expectation that politicians should have "thick skins" is increasingly strained in an era of heightened and sometimes hostile debate, both in person and online. At the same time, although codes of conduct are essential to maintaining ethical standards and public trust, their misuse as tools of political dispute can damage individual rights and the effective functioning of local government.
- 2.8 The Council's arrangements for handling Code of Conduct complaints allow the Monitoring Officer to filter out complaints that amount to tit for tat exchanges or otherwise fail to meet the public interest threshold required to justify formal investigation.
- 2.9 It is intended that the Committee will receive this information on a yearly basis with a final report being produced in time for consideration in March 2027.

3. Options appraisal and proposal

- 3.1 The preferred option is for the Annual Report to be endorsed by Council to demonstrate the Council's commitment to continually learning and improving as well as promoting local ownership and collective responsibility by members for ensuring high standards of conduct within their authority.
- 3.2 An alternative option would be for Council not to endorse the report – this option meets the requirement of a regular approach to the reporting and consideration of standards of conduct but does not escalate the responsibility for members conduct to the whole Council.

4. Risk implications

- 4.1 Risk 1: Without active monitoring poor conduct can go unnoticed, become normalised and deteriorate relationships within the Council.

Mitigation: Underpinning the Improvement and Recovery Plan is weaved a workstream of improving behaviours and relationships both between councillors and between councillors and officers.
- 4.2 Risk 2: If councillors disengage from the standards framework, decision-making becomes inconsistent or influenced by personal conflicts.

Mitigation: Reinforcing the standards framework through the improvement activities within the Improvement and Recovery Plan are aimed to help ensure councillors work respectfully, follow processes, and make evidence-based decisions.
- 4.3 Risk 3: A weak standards regime and governance arrangements could lead to the erosion of stakeholder confidence or risk to future relationships and partnerships

Mitigation: Even the perception that complaints are not handled or standards are not enforced can damage the Council's reputation – publicising the Committee's activities through the Annual Report demonstrates accountability and transparency to maintain trust in the framework.

5. Financial implications

- 5.1 There are no financial implications associated with this report.
- 5.2 Code of Conduct complaints are managed by the Monitoring Officer and her deputy. The complaints covered in this report required officer time, in addition to their core duties.
- 5.3 While no complaints were referred for external investigation in 2025, it should be noted that the cost of any such investigations is not included within the annual revenue budget. As a result, any external investigation would create a budget pressure for the Council, as costs would need to be met from existing budgets.

6. Legal comments

- 6.1 The Localism Act 2011 imposes a statutory duty on the Council to promote and maintain high standards of conduct of Members and co-opted Members

in public office. By establishing and maintaining a Standards Committee, the Council demonstrates compliance with this duty.

- 6.2 Reporting on the activities of the Standards Committee further demonstrates compliance with the requirements of the Localism Act 2011, and although it is not a statutory requirement to make an annual report to the Standards Committee or Full Council, it is considered to be good practice for such matters to be considered by both the Standards Committee and the Council as a whole.

Corporate implications

7. Commissioners' comments

- 7.1 It is good to see the reduction in the number of complaints from the previous year, which this report captures.

8. S151 Officer comments

- 8.1 The S151 Officer notes that there are no direct financial implications arising from the report and as the report states any investigations are funded from within existing budgets.

9. Monitoring Officer comments

- 9.1 The Monitoring Officer confirms that the relevant legal implications have been taken into account.

10. Procurement comments

- 10.1 There are no procurement implications associated with this report.

11. Equality and Diversity

- 11.1 There are no equality and/or diversity implications arising directly from the report.

12. Sustainability/Climate Change Implications

- 12.1 There are no sustainability / Climate Change implications arising from this report.

13. Timetable for implementation

- 13.1 If endorsed by Council, the report will be published by 31 July 2026.

14. Contact

- 14.1 Kirsty Hunt, Governance Support Officer k.hunt2@spelthorne.gov.uk

14.2 Linda Heron, Group Head Corporate Governance and Monitoring Officer
L.Heron@spelthorne.gov.uk

***Please submit any material questions to the Committee Chair and Officer
Contact by two days in advance of the meeting.***

Background papers: There are none.

Appendices:

Appendix A – Standards Committee Annual Report 2025

Standards Committee Annual Report 2025



Foreword from the Vice-Chair of the Standards Committee

The work of the Standards Committee continues to be central to the Council's ethical and governance responsibilities. These responsibilities remain essential to maintaining the trust and confidence of the public we serve. This importance has only increased following the Secretary of State's Directions were issued in May 2025.

I would like to express my sincere thanks to the Members of the Committee, our Independent Persons, and the officers of the Council for their continued commitment, hard work, and support throughout the year.

As we prepare for the Council's transition into West Surrey, I remain mindful of the challenges that lie ahead. Maintaining high standards throughout this period of significant change will be essential to ensuring the Council concludes its work responsibly and effectively. This report has been structured around the calendar year to enable a full reflection on 2026 ahead of the Council's conclusion.

Martin Hull

Co-opted Member

The Annual Report outlines the work of the Standards Committee during the calendar year 2025 and covers the following subjects:

Foreword from the Vice-Chair of the Standards Committee	2
1 Key achievements of the year	3
2 Role of the Committee.....	3
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4 Independent Persons	4
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6 Councillor complaint procedure	4
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1 Key achievements of the year

- 1.1 During 2025, the Standards Committee made significant progress in strengthening the Council's ethical governance framework and ensuring high standards of conduct during a period of considerable organisational change and heightened public scrutiny following the issuing of Secretary of State's Directions:
- The Committee oversaw a comprehensive review and approval of revised arrangements for dealing with allegations under the Members' Code of Conduct, introducing clearer assessment criteria, enhanced public interest guidance, and more robust hearing procedures.
 - It also shaped and advanced a new protocol on relations between Members, promoting early and informal resolution of concerns through Group Leaders to support constructive working relationships.
 - Throughout the year, the Committee closely monitored trends in member complaints and played a leading role in constitutional and policy review work, recommending updates across multiple governance areas to ensure alignment with audit findings and current best practice.
 - Routine transparency measures—including the Registers of Interests and Gifts and Hospitality—were also actively maintained and reviewed.
- 1.2 Collectively, these achievements ensured that the Council upheld strong ethical standards, preserved public confidence, and remained well prepared for transition to the new West Surrey authority.

2 Role of the Committee

- 2.1 The Standards Committee's core role is to uphold ethical governance, ensure integrity in councillor behaviour, oversee conduct processes, advise on constitutional and standards issues, and support member training and development. The current Terms of Reference are set out at Appendix 1.

3 Membership

- 3.1 During 2025 the Committee's membership was

Gareth Young (Chair until 5 October 2025)
Martin Hull (Vice-Chair)
Councillor Maureen Attewell
Councillor Chris Bateson
Councillor John Boughtflower
Councillor Jon Button
Councillor Daniel Geraci
Councillor Michele Gibson
Councillor Kathy Grant
Councillor Matthew Lee
Councillor Sinead Mooney

3.2 The following Councillors were substitute members

Councillor Tony Burrell
Councillor Sandra Dunn
Councillor Anant Mathur
Councillor Lawrence Nichols

4 Independent Persons

- 4.1 In October 2025 the Council's Monitoring Officer advised the Committee that the previous Independent Chair Gareth Young had resigned and that the current Vice-Chair Martin Hull would assume the Chair's duties in the interim. Given the remaining tenure of the Council and the Vice-Chair's willingness to continue chairing the meetings a decision was made not to launch a recruitment process to fill the vacancy.
- 4.2 The Council has five Independent Persons who advise the Monitoring Officer on complaints against Borough Councillors and also advise Councillors who were the subject of complaints.

5 Meetings

- 5.1 The Committee met four times on 12 February, 9 April, 11 June and 22 October 2025.
- 5.2 Agenda items included:
- Amendments to the Constitution – see section 9 for further details
 - Updates on Member Complaints
 - New Protocol on relations between Members
 - Review of the Members Code of Conduct
 - Revised arrangements for dealing with allegations of a breach of the Members Code of Conduct following an independent review

6 Councillor Complaint Procedure

- 6.1 Under the Localism Act 2011, the Council has a statutory duty to promote and maintain high standards of conduct among councillors and co-opted members, and to adopt a procedure for handling matters related to the Code of Conduct.
- 6.2 In accordance with the Code, the Council has established arrangements for dealing with allegations of misconduct by councillors. These arrangements set out the process for submitting a complaint about a borough councillor and are available on the Council's website, together with a flowchart at Appendix 2. The arrangements also require the Monitoring Officer to report to the Standards Committee on complaints that are dismissed or referred for further action or investigation.
- 6.3 The Council's arrangements include provision for the Monitoring Officer to seek informal resolution at any stage in the complaints process, provided the criteria in Annex C to Appendix 2 are met.

- 6.4 Regular review of these arrangements supports the Council's statutory duty to uphold high standards of conduct. Clear and effective processes strengthen ethical governance, provide assurance to the public, and help protect the Council's reputation.
- 6.5 A review of the arrangements has been undertaken, and a revised process developed to reflect external recommendations and improve clarity for all parties involved in the complaints process.
- 6.6 The revised arrangements, subsequently agreed in February 2026, clarify the Monitoring Officer's role in the initial assessment stage and set out the circumstances in which a complaint may be dismissed - after consultation with the Independent Person - fairly, objectively, and without undue delay. They also retain the option of referring a matter to a Standards Sub-Committee where the Monitoring Officer has a conflict of interest or where the case is particularly high-profile. A non-exhaustive list of circumstances in which no further action will be taken appears at Appendix B of the arrangements.
- 6.7 In June 2025, the Committee considered a new protocol on relations between members. The Committee amended the protocol to reflect that, where a member is considering submitting a complaint about another member, they should first raise the matter with their Group Leader. The Group Leader will then liaise with the Group Leader of the other member to explore whether an informal resolution can be reached.

7 Complaints received during 2025

- 7.1 The Localism Act 2011 sets out the Council's duty to promote and maintain high standards of conduct by its councillors and any co-opted members. The Monitoring Officer is required to review all Code of Conduct Complaints received in respect of allegations concerning the conduct of borough councillors and co-opted members.
- 7.2 During the 2025 calendar year a total of ten complaints were received and are summarised as follows:

Received from	Summary of complaint	Outcome	Current status
Member of public	Procedural query	Dismissed - not in jurisdiction	Closed
Member of public	Comments made at Committee meeting	Informal resolution - apologise	Closed
Member of public	Comments in social media	Informal resolution - apologise	Closed
Member of public	Comments in correspondence	Informal resolution – meeting to resolve	Closed
Councillor	Comments at Council meeting	Informal resolution – reminded re. conduct	Closed
Councillor	Non-disclosure of interest	Dismissed – Outside Stage 2 criteria e.g. out of time	Closed

Councillor	Comments at Committee meeting	Informal resolution - Subject undertaking self-directed learning	Closed
Councillor	Failure to respond to resident	Dismissed – Outside Stage 2 criteria e.g. out of time	Closed
Member of public	Behaviour at Council meeting	Dismissed – No breach of Code	Closed
Member of staff	Disclosure of confidential information	Informal resolution – reminded of rules	Closed

7.3 The majority of complaints or queries raised related to “Behaviour at” and “Comments made” in either Council or Committee meetings. This reflects the observations of the conduct of councillors in meetings made in the first report from Spelthorne Borough Council Commissioners to the Secretary of State dated December 2025. However, the significant reduction from 20 complaints in 2024 positively reflect the implementation of the Protocol on relations between Members.

7.4 Where appropriate, the Monitoring Officer has sought to resolve complaints through informal means. In many cases once the substance of the concerns raised were clarified complaints did not progress beyond the initial assessment stage as per established arrangements.

7.5 Comparison with previous years

	2023	2024	2025
Outcome of total complaints:	11	20	10
No further action	2	2	0
Dismissed	6	9	4
Informal resolution	3	5	6
Upheld	0	4	0
Complainant:			
Member of Public	4	5	5
Member of Staff	0	3	1
Councillor	7	12	4

8 Consideration of requests for dispensations

8.1 During this period, the Monitoring Officer has not received or considered any dispensation requests to speak and vote on Council decisions.

8.2 If a request is submitted, the Monitoring Officer, in consultation with the Independent Person, will assess the merits of the application on a case-by-case basis.

9 Policy and Constitution Review Work

- 9.1 One of the functions of the Standards Committee is to monitor and review the operation of the Council's Constitution in accordance with Article 13 to ensure it is up to date and in line with legislation and current circumstances.
- 9.2 In November 2025 the Council's internal auditor Southern Internal Audit Partnership (SIAP) undertook an audit of the Council's Decision Making and Accountability. This audit returned overall Reasonable Assurance opinion, but made certain observations which necessitated changes to the Constitution in order to address the points made.
- 9.3 Areas reviewed in this period included:
- review of Finance Regulations
 - delegations to Officers
 - a new protocol on relations between members
 - Update to Terms of Reference for Climate Change Working Group, Audit Committee and Standards Committee
 - Review of the Members Code of Conduct
 - Changes to Contract Standing Orders
 - an independent review of the Hearing process.
- 9.4 In 2026, work will continue to ensure that the Constitution remains fit for purpose and reflects current legislation and best practice. The extent of review activity will be proportionate to the impact within the timescale of the transition to West Surrey Council.

10 Councillor Development

- 10.1 One of the functions of the Standards Committee is to promote, manage and agree a programme of member development.
- 10.2 Details of all training and development sessions undertaken by an individual Councillors are published on their individual Councillor webpage.
- 10.3 As part of the Improvement and Recovery Plan to respond to Secretary of State Directions a programme of member development has been designed and Councillors were consulted to prioritise delivery. Progress on the delivery of the plan will be reported to future meetings.

11 Register of Interests

- 11.1 The registers of interest for members and officers were maintained and regularly updated to ensure transparency and compliance with the Council's policies.
- 11.2 Each individual Member's Register of Interests is published online other than where their interest has been deemed to be a sensitive interest by the Monitoring Officer, in accordance with the Localism Act.
- 11.3 In addition, the Related Parties returns are undertaken as part of the statutory requirements associated with the preparation of the Statement of Accounts, providing assurance that all related party relationships and transactions are identified, reviewed, and disclosed in line with regulatory and reporting standards.

12 Gifts and Hospitality

- 12.1 The Council's Constitution specifies detailed arrangements for the registering of gifts and hospitality made to Councillors and officers. The register of Gifts and Hospitality is also published on the Council's website.
- 12.2 Councillors are reminded on agendas for public meetings that the register is available for signing at all public meetings.
- 12.3 Councillors are reminded that advice is available from the Monitoring Officer, Legal Services and Democratic Services and in relation to any offer of gift or hospitality and Councillors and officers are encouraged to seek this advice where they were unsure.

13 Government response to consultation

- 13.1 In November 2025, the Government published its response to the national consultation on strengthening the standards and conduct framework for local authorities in England. The response confirmed the intention to introduce a comprehensive reform of the current regime, including a mandatory national Code of Conduct, a requirement for all principal authorities to convene formal standards committees, and stronger support for both complainants and councillors involved in code of conduct investigations. It also set out plans for a new "right for review" of local standards decisions, the introduction of stronger sanctions including suspension of councillors for serious breaches and the creation of a national appeals function to ensure consistency and fairness across the sector. These reforms are intended to address longstanding concerns about the limited effectiveness of the existing framework and to promote greater accountability, public confidence, and high standards of conduct within local government.
- 13.2 These changes represent the most significant reform to local government standards since 2011 and will require coordinated organisational planning, which will become a key responsibility for the new authority as part of its transition arrangements.

14 Local Government Reorganisation

- 14.1 During Local Government Reorganisation (LGR), the Council's statutory obligations to uphold high standards of conduct remain in full force, even as governance arrangements evolve. The Standards Committee therefore plays a crucial stabilising role, ensuring continuity of ethical oversight throughout the transition.
- 14.2 Maintaining high standards is essential to sustaining public trust, particularly during periods of devolution and structural reform. Standards Committees help foster and maintain ethical organisations by shaping positive relationships between members, officers, and the public. In practice, this means ensuring that existing authorities conclude their work responsibly while supporting preparations for integration into the new council.
- 14.3 Reorganisation can lead to heightened workloads, increased tensions, and more complex decision making. The Standards Committee provides essential oversight of

conduct processes to ensure these pressures do not compromise behaviour or decision making, helping to prevent any deterioration in standards at a time when governance risk is at its highest.

- 14.4 Looking ahead, significant activity will focus on harmonising Codes of Conduct, protocols, and constitutional arrangements across the authorities involved in LGR. Legacy frameworks may require review, updating, and rationalisation to support the establishment of a coherent ethical governance structure for the new organisation.
- 14.5 As shadow authority operations begin, councillors from different councils, each bringing different practices and organisational cultures, must work together within a single structure. The Standards Committee will have an important role in promoting respectful and constructive behaviours to minimise conflict during political negotiation and structural change. This will be vital to maintaining public confidence during what is inevitably a disruptive and high-profile period of transition.

15 Conclusion by Monitoring Officer

- 15.1 This year has been one of continued progress, strengthened governance, and sustained commitment to ethical standards across the Council. The Standards Committee has played a vital role in supporting transparency, integrity, and accountability during a period of significant organisational transition and increasing external scrutiny.
- 15.2 Throughout the year, the Committee has overseen improvements to conduct processes, implemented clearer and more robust arrangements for handling complaints, and provided guidance on a range of constitutional and policy matters.
- 15.3 The level of complaints relating to interpersonal conduct at Council and Committee meetings underlines the continuing importance of councillor development in maintaining constructive working relationships and upholding public confidence in the Council's decision making. The expanded training programme introduced as part of the Improvement and Recovery Plan will continue to support councillors in navigating their responsibilities in an increasingly complex environment.
- 15.4 As preparations for transition to West Surrey progress, the Council's ethical framework must remain stable, transparent, and resilient. The second Annual report of the Standards Committee will be prepared ahead of the Council's conclusion to provide a full review of 2026. The Standards Committee will continue to play an essential role in ensuring that high standards of conduct are maintained throughout the transition period and that the organisation concludes its work with professionalism and integrity.

Linda Heron

Monitoring Officer and Head of Governance and Legal Services

Appendix 1 – Terms of Reference

The Standards Committee is made up of 9 councillors reflecting political balance and two independent non-voting members who sit as the Chair and Vice-Chair of the Committee.

Functions

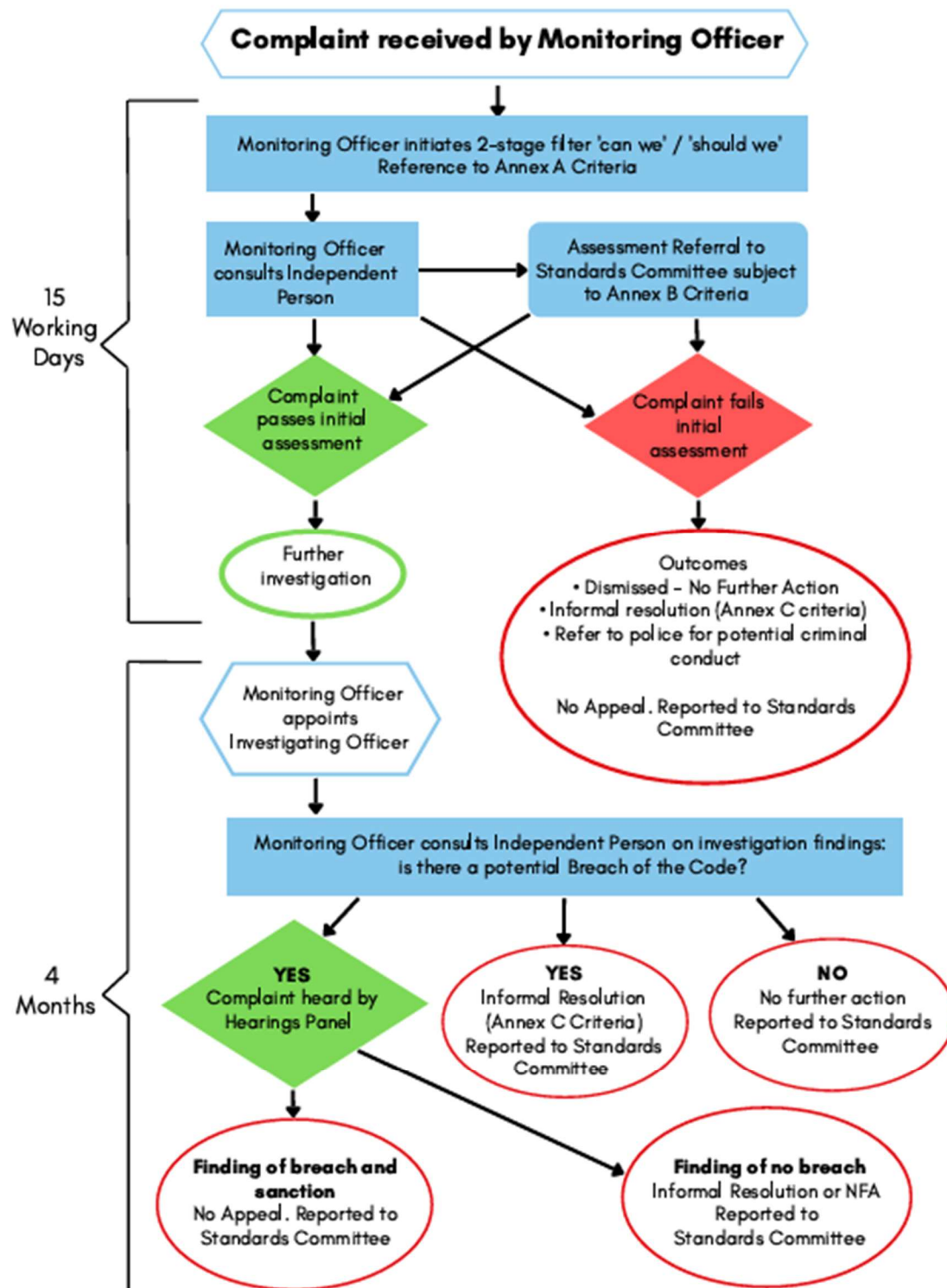
Promoting the maintenance of high standards of conduct by councillors and any co-opted members of the Council.

In addition to the broad functions of the Committee set out in Article 8 it is also delegated to undertake the following work on behalf of the Council:

- to keep an overview on the arrangements for dealing with complaints under the code of conduct, making alterations and publishing them where it considers necessary;
- to devise such further protocols and procedures as are necessary for the efficient management of complaints which have to be considered by a hearings panel;
- to consult with the Independent Person on any matters which have broad implications for the promotion of high standards by the Council;
- to make recommendations to Council on standing orders for the registration and declaration of Disclosable Pecuniary Interests and other interests; and,
- to make recommendations to Council on any revisions to the Members' Code of Conduct and the registration of interests.
- to consider any issues referred by the Monitoring Officer under the Disclosure and Barring Service Checks for Members Protocol (Part 5m).
- to establish the Committee System Working Group with the Terms of Reference set out below.
- to monitor and review the operation of the Constitution in accordance with Article 13.
- to promote, manage and agree a programme of member development.

Prior to 27 May 2021 the Standards Committee was known as the Members Code of Conduct Committee.

Appendix 2 – Member Complaint Procedure Flowchart



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Item 11

Agreement of Nominations for Chair and Vice-Chair of the Commercial Assets Sub-Committee

At the meeting of the Commercial Assets Sub-Committee on 15 June 2026, the Committee considered the appointment of the Chair and Vice Chair of the Committee. Nominations were received and it was **resolved** to appoint the following:

Councillor L Nichols – Chair

Councillor D Saliagopoulos – Vice Chair

Approval of the above nominations is now sought from Council.

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Committee Report Checklist

Please submit the completed checklists with your report. If final draft report does not include all the information/sign offs required, your item will be delayed until the next meeting cycle.

Stage 1

Report checklist – responsibility of report owner

ITEM	Yes / No	Date
Councillor engagement / input from Chair prior to briefing	Y	07.06.26 – 26.06.26
Relevant Group Head review	Y	23.06.26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Y	23.06.26
This item is on the Forward Plan for the relevant committee	Y	
	Reviewed by	
Finance comments (circulate to Finance)	AB	08/07/26
Risk comments (circulate to Lee O'Neil)	LO	19/06/26
Legal comments (circulate to Legal team)	LH	08/07/26
HR comments (if applicable)		

For reports with material financial or legal implications the author should engage with the respective teams at the outset and receive input to their reports prior to asking for MO or s151 comments.

Do not forward to stage 2 unless all the above have been completed.

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date rec'd
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	08/07/26
S151 Officer commentary – at least 5 working days before MAT	A.Bozhani	08/07/26
Commissioner engagement	L.O'Neil	
	Delete as applicable:	Comments in S. 7
Confirm final report cleared by MAT	Y	

Council

16 July 2026

Title	Council Transitional Plan 2026/27
Purpose of the report	To make a decision
Report Author	Gordon Mitchell, Chief Executive Lee O'Neil, Deputy Chief Executive Sandy Muirhead Group Head Commissioning and Transformation
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	Community Addressing Housing Need Resilience Environment Services
Recommendations	Committee is asked to: To approve the proposed Council Transitional Plan 2026/27 (as outlined in Appendix A).
Reason for Recommendation	To ensure that the Council has a focused strategic plan with deliverable actions before transition to a West Surrey unitary authority.

1. Executive summary of the report *(expand detail in Key Issues section below)*

What is the situation	Why we want to do something
Spelthorne's Corporate Plan for 2024-28 set out a five-year programme of priorities and actions. However, a range of factors, including Local Government Reorganisation from April 2027 means the	The proposed Transitional Plan will ensure the Council can deliver on key areas within its last year as a sovereign authority ensuring our priorities remain focused, deliverable, and aligned with current financial and organisational constraints.

Council can no longer deliver all the actions outlined in that plan. - It is therefore necessary to decide where this Council needs to focus its resources in the period leading up to the formation of the West Surrey Council, whilst also delivering the objectives of this Council's Improvement and Recovery Plan. - A Council Transitional Plan has been developed to ensure the Council's priorities remain focused, deliverable, and aligned with current financial and organisational constraints. Service Committees have been consulted on this and the amended Plan is being considered by the Corporate Policy and Resources Committee (CPRC) on 13 July with a view to recommending this to Council.	
This is what we want to do about it	These are the next steps
Request that Council approves the Council Transitional Plan ('the Plan') attached at Appendix A.	If approved by Council, implementation of the actions outlined in the Transitional Plan will commence immediately, delivered through an Operational Delivery Plan.

2. Key issues

- 2.1 Spelthorne Borough Council adopted its Corporate Plan, '*Putting our residents at the heart of everything we do*', in February 2024. The five-year Plan covers the period 2024–2028 and sets out a broad programme of actions to support the Council's corporate priorities.
- 2.2 Since the adoption of the Corporate Plan, a number of significant developments have affected the Council's capacity to deliver the full programme of actions. These include the introduction of Best Value Directions, increased demand for certain services, and the implications of Local Government Reorganisation. As a result, the original programme is no longer fully deliverable.
- 2.3 At its meeting on 26 May 2026, the Corporate Policy and Resources Committee endorsed a draft Transitional Plan for consultation with the Council's Service Committees. The draft Plan was developed to provide a focused framework for the Council's remaining period as an independent authority, setting out a realistic and deliverable programme of actions aligned to the original CARES corporate priorities. The Plan also reflects the current operating environment, including the Council's Improvement and Recovery Plan, while maintaining the delivery of statutory and discretionary services.

- 2.4 The draft Plan was subsequently considered by all Service Committees, which were invited to provide comments and propose amendments. Committees were advised that any suggested changes would need to be delivered within existing financial and staffing resources. Feedback received through the consultation process was reviewed and, where appropriate, incorporated into the updated Transitional Plan.
- 2.5 The Corporate Policy and Resources Committee will be considering the updated Transitional Plan attached at **Appendix A** at its meeting on 13 July 2026 with a view to recommending this for approval by Council. Any material points relating to the Plan resulting from that meeting will be verbally shared with Members during the Council meeting, due to the timing of this report being published in advance of the CPRC meeting.
- 3. Options appraisal and proposal**
- 3.1 **Option 1 (preferred option):**
To approve the Council Transitional Plan 2026/27 (**Appendix A**).
- 3.2 **Option 2**
To propose changes to the proposed Transitional Plan.
- 3.3 **Option 3**
To propose an alternative approach.
- 4. Risk implications**
- 4.1 The Council has established a comprehensive governance assurance framework to identify, monitor, and manage the key risks faced by the Council and to give assurance that controls are in place to address any areas of focus, concern and any issues that may arise.
- 4.2 **Time constraints.** There is a risk associated with the delivery of the Transitional Plan within the limited timeframe available. This will be managed through an Operational Delivery Plan with a streamlined package of deliverables, aligning resources, and regular performance monitoring and review to ensure progress remains on track.
- 4.3 **Failure to deliver the IRP and comply with the Best Value Directions,** could result in further government intervention, loss of autonomy, and reputational damage. This risk is being actively managed through strong programme governance arrangements overseen by the Improvement and Recovery Board, with regular reporting to Members and Commissioners.
- 4.4 **Financial sustainability** continues to present a significant risk, particularly in relation to the Council's ability to achieve required savings and reduce debt. This is mitigated through robust budget management, delivery of the savings outlined in the 2026/27 budget, and regular financial monitoring, with a clear focus on protecting statutory services. In consulting Service Committees, it has been made clear that there any changes made to the Transitional Plan

would have to be met within existing financial resources as the budget for 2026/27 has already been set.

- 4.5 **Workforce and capacity constraints** also pose a risk to the delivery of corporate priorities. This is being managed through clear prioritisation of activity, workforce planning, targeted use of temporary or specialist resources, and ongoing staff engagement and support. However, this risk may increase as the year unfolds with limited ability to mitigate, so further constraints may be unavoidable.
- 4.6 **Transition to the new West Surrey unitary authority** introduces a significant risk to organisational stability and service continuity. This is being mitigated through active participation in the structured West Surrey LGR process, support and training for staff and clear and consistent communications.
- 4.7 **Reputational risks** could arise from financial pressures or service performance challenges. These are being mitigated through a commitment to transparent reporting, a proactive communications strategy, and clear demonstration of progress against the IRP and agreed priorities.

5. Financial implications

- 5.1 The Council continues to operate within a constrained financial environment, shaped by the requirement to comply with the Best Value Directions and deliver the Improvement and Recovery Plan (IRP). This includes a clear expectation to reduce overall debt, strengthen financial management, and achieve agreed savings targets.
- 5.2 Delivery of the Transitional Plan will need to be achieved within existing approved budgets, which will require strict financial discipline, robust budgetary control, and a continued focus on prioritising essential expenditure. All service areas will be expected to identify efficiencies and minimise non-essential spend to support the Council's financial sustainability objectives.
- 5.3 Significant demand-led pressures remain, particularly in relation to temporary accommodation, regulatory services, and community safety activity. These areas are experiencing increased costs, which represent a key risk to the Council's financial position and will require careful management, ongoing monitoring, and mitigating actions throughout the year.
- 5.4 The Transitional Plan has been specifically designed to align available resources with a reduced and prioritised set of deliverables. This ensures that activity is focused on statutory services, key resident priorities, and the delivery of the IRP, while avoiding the creation of additional unfunded commitments.
- 5.5 The requirement to prepare for LGR will also place additional demands on Council resources. These costs will need to be managed within existing budgets wherever possible, alongside any specific funding arrangements that may be made available to support transition activities.
- 5.6 Overall, the financial approach underpinning the Transitional Plan is prudent and risk-aware, recognising the need to maintain financial stability during a period of significant organisational change. The plan seeks to balance the delivery of essential services with the imperative to improve the Council's

financial resilience and leave a sustainable position for the new West Surrey unitary authority.

6. Legal comments

- 6.1 Under the Localism Act 2011 the Council has a general power of competence which enables the Council to update the Corporate Plan and adopt the Transitional Plan.
- 6.2 In developing and implementing the updated Corporate Plan the Council must comply with all applicable statutory duties and powers, most notably Best Value Duty under the Local Government Act 1999 and the Public Sector Equality Duty under the Equality Act 2010.
- 6.3 Legal Services must be consulted in relation to individual programmes and projects arising from the Transitional Plan to ensure that all decisions are made in accordance with the Council's Constitution and all applicable legislation.

Corporate implications

7. Commissioners' comments

- 7.1 The Commissioners have confirmed that they have no comments.

8. S151 Officer comments

- 8.1 The S151 Officer confirms that all financial implications have been taken into account. As the report states above, the Transitional Plan is underpinned by the need to ensure medium-term financial sustainability, requiring strict financial discipline.

9. Monitoring Officer comments

- 9.1 Approval of the Corporate Plan falls within the remit of full Council (Article 4, para 4.1(a) of the Constitution); the proposed Transitional Plan must be presented to and approved by the Council.

10. Procurement comments

- 10.1 There are no procurement implications arising directly from the recommendations in this report.
- 10.2 All contracts that may be required for the delivery of the Transitional Plan 2026/27 must comply with the Council's Contract Standing Orders and all applicable rules and regulations.

11. Equality and Diversity

11.1 The proposed Transitional Plan will ensure that the Council continues to deliver services that cater for all sections of our communities, ensuring that individuals and sections of the community are not excluded.

12. Sustainability/Climate Change Implications

12.1 One of the priorities outlined in the proposed Transitional Plan is 'Environment', where planned key actions under this priority area are outlined.

13. Other considerations

13.1 An Operational Delivery Plan has been developed to ensure that the objectives and actions outlined in the Transitional Plan will be delivered and this will be used to inform the individual and team objectives for staff through the Council's performance management and service planning processes.

14. Timetable for implementation

14.1 If approved by Council, implementation of the actions outlined will commence immediately, delivered through the Operational Delivery Plan.

15. Contact

15.1 Gordon Mitchell – Interim Chief Executive (g.mitchell@spelthorne.gov.uk)

15.2 Lee O'Neil – Deputy Chief Executive (l.o'neil@spelthorne.gov.uk)

15.3 Sandy Muirhead - Group Head Commissioning and Transformation (s.muirhead@spelthorne.gov.uk)

Please submit any material questions to the Committee Chair and Officer Contact by two days in advance of the meeting.

Background papers:

Report and appendices to be considered by CPRC on 13 July 2026:

Report: [Updated Transitional Plan 1 - CPRC 13 July.pdf](#)

Appendix A:

[Appendix A - Updated Transitional Plan for CPRC 13 July.pdf](#)

Appendix B:

[Appendix B - Suggested amendments from Service Committees on proposed Council Transitional Plan.pdf](#)

Appendices:

Appendix A – Proposed Council Transitional Plan 2026/27

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Spelthorne Borough Council's Transitional Plan 2026/27

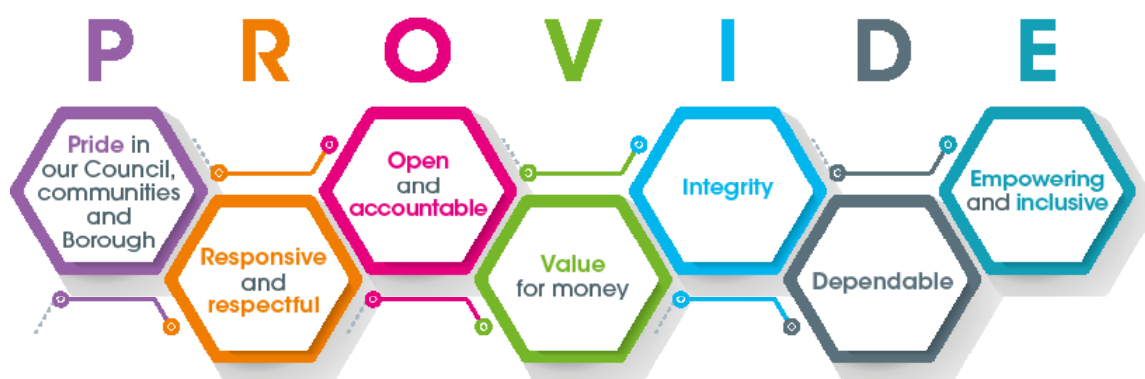


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PRIORITIES



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01 Introduction

In February 2024, Spelthorne Borough Council approved a new 5-year Corporate Plan 'Putting our residents at the heart of everything we do'. Although the Council has completed a wide range of actions under that Plan, the context in which the authority is operating has changed significantly and the Council is going through a period of major transition.

Government intervention has introduced a series of Directions requiring the Council to reduce debt, strengthen governance, accelerate housing delivery, and improve financial management in line with Best Value expectations.

Increasing demand for some services has created additional pressures, including anti-social behaviour, the rapid growth of Houses in Multiple Occupation (HMOs), and the rising demand (and associated costs) for temporary accommodation.

Local Government Reorganisation in Surrey means that Spelthorne Borough Council has a limited window in which to focus on what matters most to its residents, while also managing significant additional organisational pressures. With the 1 April 2027 vesting day for the new West Surrey unitary authority fast approaching, the Council no longer has the time or capacity to deliver all the actions set out in the previous five-year Corporate Plan, 2024-28.

A new streamlined approach is therefore needed, focusing on the work that matters most for residents and supporting staff, whilst ensuring the authority is well-positioned to become part of a financially sustainable and resilient West Surrey council.

This transitional delivery plan sets out a clear, streamlined and focused framework for the Council's final phase as an authority. It is built around deliverable actions, all rooted in the original CARES corporate priorities but sharpened to reflect current realities. The plan is designed to:

- deliver the Council's Improvement and Recovery Plan, responding directly to government Directions
- secure the best possible outcomes for Spelthorne within the new West Surrey unitary authority
- maintain and strengthen core service delivery, with particular focus on emerging pressures

This is a pragmatic and delivery-led plan, recognising the resourcing and time constraints the Council faces, whilst ensuring continued focus on residents, communities and our staff. Above all, it is intended to provide clarity, confidence and direction during a period of significant change, ensuring Spelthorne Borough Council leaves a strong and sustainable legacy as it transitions into the new authority.



02 Community

Aim: To place the needs of the borough at the heart of everything we do by supporting residents to live healthier lives and empowering communities to feel supported and safe.

Action 1

Take a proactive, partnership-led approach to reducing anti-social behaviour (ASB), ensuring residents feel safe in their communities.

Deliverables

- issues will be addressed effectively and consistently, in a timely manner, using the full range of available enforcement powers including Public Spaces Protection Orders, Community Protection Notices and injunctions
- work with partners to establish a data sharing agreement with the Home Office to manage risks effectively

Action 2

Provide additional community facilities which support more active lifestyles and improved health and wellbeing for residents of all ages to provide a lasting legacy into the new West Surrey unitary authority.

Deliverables

- progress plans with a view to delivering a Multi-Use Games Area and deliver a new, all-inclusive playground in Staines-upon-Thames
- complete installation of new play areas in Halliford Recreation Ground and Staines Park, and upgrading play areas in Orchard Meadow, Spelthorne Grove and Greenfield Recreation Ground

Action 3

Support communities to take pride in where they live by encouraging residents to help protect and care for the borough.

Deliverables

- deliver a further phase of the Love Where You Live campaign
- encourage groups to respect their place and act to look after their neighbourhood
- promote the 'report it' tool on the website

Action 4

Promote awareness and understanding of the needs, opportunities and contribution of Spelthorne's communities to West Surrey Council.

Deliverables

- prepare information material which describes Spelthorne's features and distinctive issues
- design and deliver a promotional campaign featuring issues and proposals to West Surrey Council to inform future plans

03 Addressing Housing Need

Aim: To support the delivery of high-quality housing and address challenges relating to availability, affordability and homelessness across the borough.

Action 1

Accelerate housing delivery to meet identified local need.

Deliverables

- develop an affordable housing supplementary planning document (by 30 June)
- establish the future of Knowle Green Estates (KGE) in supporting the delivery of more homes
- review the future of Knowle Green Estates (KGE) as a housing provider
- ensure the Council's 5-year land supply is robust and develop a five-year programme to deliver the housing numbers set out in the adopted Local Plan
- develop and implement a plan to deliver affordable housing, including use of the Council's regeneration sites and surplus sites
- strengthen partnership working with Registered Providers and ensure nominations agreements are put in place and fully accessed

Action 2

Regulate the quality and spread of Houses in Multiple Occupation (HMOs).

Deliverables

- following the implementation of the new HMO Supplementary Planning Document (SPD), and borough-wide licensing, ensure that robust enforcement action is taken where necessary
- review progress and operations by September 2026
- review options for further development of the Council's HMO licensing scheme to provide greater alignment with the Council's HMO SPD

Action 3

Reduce reliance on temporary accommodation and associated costs by taking a proactive and preventative approach to homelessness.

Deliverables

- increase access to sustainable housing solutions
- reduce the number of households in nightly paid temporary accommodation to 50
- reduce the average number of days for households in temporary accommodation from 215 days to 120 days by the end of 2026/27

04 Resilience

Aim: To secure the Council's financial sustainability while creating the conditions for businesses to grow and thrive.

Action 1

Deliver financial recovery and long-term sustainability by responding to Government Directions.

Deliverables

- reduce debt by £170m in 2026/27 by implementing a programme of asset rationalisation, in accordance with the Council's Medium Term Financial Strategy
- deliver the savings and efficiencies identified in the budget for 2026/27

Action 2

Support local economic growth.

Deliverables

- assisting 80 start-up and early-stage businesses through the Business Hub and targeted training programmes
- facilitate the establishment of an Ashford Business Improvement District
- engage with the major local businesses to facilitate their long-term plans, their continuing support for community and civic activities and the careful transition of key relationships during Local Government Reorganisation

Action 3

Develop an engagement programme to ensure local community groups, businesses and business networks are prepared for the changes resulting from the transition from Spelthorne Borough Council to the West Surrey Council.

Deliverables

- promote the case for a transitional arrangement to West Surrey Council to ensure continuity of support for businesses, community organisations (including the voluntary sector) and small grants schemes

05 Environment

Aim: To take practical, deliverable action to protect residents and the borough's environment, reduce the Council's environmental impact, and strengthen community resilience to respond to climate challenges.

Action 1

Support Spelthorne's long-term interests in the development of Heathrow expansion proposals and the River Thames Scheme.

Deliverables

- effective political and officer engagement with Heathrow Airport Limited
- ensure sufficient resourcing available to engage and respond effectively to all aspects of the Development Consent Order (DCO) process
- continue to work with the Environment Agency and other partners to support progress of the DCO for the River Thames Scheme

Action 2

Commence the required review of Spelthorne's Local Plan, the Staines Masterplan and other ancillary planning policy documents.

Deliverables

- progress the review of the Local Plan and complete Gateway 1 requirements outlined in Local Plan regulations by mid-October 2026
- apply for PropTech Innovation Fund Round 6 funding to accelerate the adoption of digital planning tools to fast track the plan-making process
- complete consultation with residents on Staines Masterplan proposals and deliver site briefs over the summer with a target to adopt the Masterplan by autumn 2026
- to adopt a new Climate Change SPD by end of June 2026
- Produce a Groundwater Guidance Note by the end of December 2026

Action 3

Reduce the Council's environmental footprint.

Deliverables

- cut electricity consumption by 10% through the installation of solar panels on council-owned sites, and transitioning the Council fleet from diesel to biodiesel, reducing fleet emissions by up to 98.5%
- plant 70 new trees

06 Services

Aim: To deliver a wide range of high-quality, accessible services and to be a responsible employer, supporting staff through a successful transition to West Surrey Council.

Action 1

Continue to deliver high-quality services that meet residents' expectations.

Deliverables

- track, collate, and report on customer satisfaction by analysing data from consultations, feedback exercises, and complaint responses
- use data to inform a structured programme of customer satisfaction and feedback actions, with clear priorities, ownership, and regular monitoring to drive continuous service improvement

Action 2

Champion Spelthorne's service needs, strengths and partnerships while engaging constructively in Local Government Reorganisation.

Deliverables

- Develop a handover plan to ensure that local priorities are understood and reflected as part of a successful transition to West Surrey
- Provide briefings to West Surrey Councillors representing Spelthorne, covering key issues facing our area and the importance of the community and business support services currently provided by the Council and partners

Action 3

Support and prepare staff for transition into West Surrey Council.

Deliverables

- rebuilding confidence through training and development, strong leadership, clear priorities and effective, consistent communication

07 How we will deliver the plan

In summary, the Council will deliver this Transitional Plan within the unique and challenging context it faces, through:

- compliance with the Government's Best Value Directions, through delivery of our Improvement and Recovery Plan
- strengthening governance and assurance arrangements, building on recent improvements to ensure robust oversight and accountability
- ensuring sufficient financial and workforce capacity to support delivery and maintain service resilience
- equipping staff with the right tools, skills, and performance framework to enable effective service delivery, drive continuous improvement, and ensure the efficient and effective use of resources
- exercising prudent financial management, including cost control, savings delivery, and disciplined budget management
- taking an active role in preparing for the transition to the new West Surrey unitary authority, representing the best interests of our communities and supporting our staff through the change process



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Report of the Chair on the Work of the Planning Committee

This report gives an overview of the key items considered by the Committee at its meeting on 29 April 2026 and 27 May 2026.

1. Planning Committee Meeting – 29 April 2026

1.1 The Committee considered two applications.

1.2 **Application No. 24/01452/OUT** - Outline application with approval sought for partial approval of access (highway access and primary estate road), with details of access (secondary estate roads), scale, layout, appearance and landscaping reserved, for the demolition of existing buildings and structures and the redevelopment of the site for up to 80 residential units and the provision of open space and a play area, plus associated works for landscaping, parking areas, pedestrian, cycle and vehicular routes.

1.3 The application was **approved** subject to the prior completion of a Section 106 agreement, and subject to removal of Condition 26.

1.4 **Application No. 26/00017/FUL** – Change of use from a dwelling (Use Class C3) to a children's care home (Use Class C2).

1.5 The application was **approved** with changes to Conditions 3 and 4.

2. Planning Committee Meeting – 27 May 2026

2.1 The Committee considered two applications.

2.2 **Application No. 26/00234/FUL** - Erection of a 4m high acoustic fence, with associated landscaping and lighting and amendments to the Unit Base Management Plan at Car Park 11.

2.3 The application was **approved** with the change to Condition 5.

2.4 **Application No. 25/01482/FUL** - Change of use from Public House (Sui Generis) to a single residential dwelling (Class C3) including demolition of rear structures and internal and external associated works

2.5 The application was **approved** as per the agenda.

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Report on the Work of the Licensing Committee and Sub-Committees

This report gives an overview of the key items considered by members of the Licensing Committee and Sub-Committees at their meetings on the following date:

Licensing Sub-Committee – 1 May 2026

The Sub-Committee met to consider an application for a Premises Licence at 21b Clarence Street, Staines-upon-Thames TW18 4SU. The Sub-Committee **resolved** that the application for a new premises licence at 21b Clarence Street, Staines-upon-Thames be **REFUSED** as set out in full in the decision notice.

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Decisions taken at the meeting held on Monday, 11 May 2026.

Meeting Time:

2.30 pm

Meeting Venue:

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

PRESENT: Councillor Lawrence Nichols (Chair), Councillor Sean Beatty (Vice-Chair), Councillor Karen Howkins and Councillor Howard Williams

8. PRESENTATION FROM APPOINTED ADVISORS OF ASSET RATIONALISATION PROGRAMME

The Sub-Committee **resolved** to note the presentation.

9. INVESTMENT ASSETS VALUATION 31 MARCH 2026

The Sub-Committee **resolved** to acknowledge the investment asset valuations as at 31 March 2026 for inclusion within the Council's Statement of Accounts.

10. COMMERCIAL PORTFOLIO UPDATE

The Sub-Committee **resolved** to note the updates.

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 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.

- (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 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 14 May 2026.*

Decisions taken at the meeting held on Monday, 15 June 2026.

Meeting Time:

1.30 pm

Meeting Venue:

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

PRESENT: Councillor Lawrence Nichols, Councillor Karen Howkins and Councillor Denise Saliagopoulos

1. NOMINATIONS FOR CHAIR AND VICE-CHAIR

It was proposed by Councillor Saliagopoulos, seconded by Councillor Howkins and **resolved** that Councillor Nichols be elected Chair of the meeting.

It was proposed by Councillor Howkins, seconded by Councillor Saliagopoulos and **resolved** to recommend to Council that Councillor Nichols be appointed as Chair of the Sub-Committee.

It was proposed by Councillor Howkins, seconded by Councillor Saliagopoulos and **resolved** to recommend to Council that Councillor Saliagopoulos be appointed as Vice-Chair of the Sub-Committee.

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 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.

- (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 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 18 June 2026.*

Report of the Chair on the work of the Audit Committee

This report gives an overview of the key items considered by the Committee at its meetings on 19 May 2026, and 26 March 2026.

At the Audit Committee held on 19 May 2026, the following business was considered:

1. Governance Assurance Register Update

- 1.1 The Committee received a report on the development of the Governance Assurance Register and the introduction of a new Governance Assurance Framework.
- 1.2 The Committee **resolved** to note the overall assurance levels for the governance assurance areas and provided feedback for future development.

2. Draft Governance Assurance Statement

- 2.1 The Committee considered the draft Annual Governance Statement.
- 2.2 The Committee reviewed and provided comments on the draft Annual Governance Statement.

At the Audit Committee held on 23 June 2026, the following business was considered:

1. External Audit Plan

- 1.1 The Committee received the External Audit Plan for 2026/27.
- 1.2 The Committee **resolved** to note the External Audit Plan for 2026/27.

2. Internal Audit Conclusion

- 2.1 The Committee received the Internal Audit Conclusion from the Chief Internal Auditor.
- 2.2 The Committee **resolved** to note the Annual Internal Audit Conclusion 2025/26.

3. Monitoring of Revised Improvement and Recovery Plan

- 3.1 The Committee received an update on the Improvement and Recovery Plan.
- 3.2 The Committee **resolved** to
 - 1. Note the update on the structure and progress of the Revised Improvement and Recovery Plan
 - 2. Agree that arrangements of Improvement and Recovery Plan were sufficient

3. Agree for the proposed changes/amendments to the information on Improvement and Recovery Plan progress and governance being reported to the Audit Committee.

4. Draft Annual Governance Statement

- 4.1 The Committee considered the draft Governance Statement for submission with the Statement of Accounts.
- 4.2 The Committee **resolved** to approve the draft Annual Governance Statement for submission as part of the draft Statement of Accounts.

5. Governance Assurance Register Update

- 5.1 The Committee received an update on the overall assurance level for twelve Governance Assurance areas, and reviewed six governance Assurance areas.
- 5.2 The Committee **resolved** to:
 1. Note the ongoing implementation of the Council's Governance Assurance Framework and Policy
 2. Note the current overall assurance level for the 12 Governance Assurance Areas, which will form the new Governance Assurance Register,
 3. Note the six governance assurance Areas presented for review at the meeting.

Decisions taken at the meeting held on Tuesday, 26 May 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Greg Neall (Chair), Councillor Chris Bateson (Vice-Chair), Councillor John Boughtflower, Councillor Med Buck, Councillor Jon Button, Councillor Suraj Gyawali, Councillor Matthew Lee, Councillor Joanne Sexton, Councillor John Turner and Councillor Howard Williams

5. Q4 CORPORATE KPI RESULTS AND ANNUAL REPORT

The Committee **resolved** to note the Corporate Key Performance Indicators data for Quarter 4 2025/26.

6. CORPORATE KEY PERFORMANCE INDICATORS FOR 2026/27*

The Committee **resolved** to approve the proposed revisions to the Corporate Key Performance Indicators for 2026/27.

7. PROCUREMENT OF TEMPORARY AGENCY STAFF*

Committee **resolved** to authorise the Group Head Neighbourhood Services to:

1. Commence a procurement exercise via an appropriate public sector framework of the provision of temporary agency staff, for an initial period of two years with an option to extend for a further one year, where permitted by the framework agreement,
2. Approve a maximum contract value as detailed with Appendix A, in accordance with the appropriate level of delegation as set out in the Spelthorne Borough Council Constitution; and
3. Authorise the Group Head Corporate Governance to enter contracts with the selected supplier.

8. FUEL PURCHASING*

Council **resolved** to authorise the Group Head of Neighbourhood Services to:

1. Commence a procurement exercise via an appropriate public sector framework for the provision of fuel supply, for an initial period of two years with an option to extend

for a further one year, where permitted by the framework agreement,

2. Approve a maximum contract value as detailed within 6.9 of this report, in accordance with the appropriate level of delegation as set out in the Spelthorne Borough Council Constitution; and
3. Authorise the Group Head Corporate Governance to enter contracts and all ancillary documentation with the selected supplier.

9. GENERAL FUND REVENUE AND CAPITAL OUTTURN FOR 2025/26

The Committee **resolved** to acknowledge:

1. the 2025/26 Revenue and Capital Outturn; and
2. The appropriate to and from General Fund Reserves (Earmarked and Ringfenced) and the final balance at 31 March 2026 as set out in paragraph 402, table 4 of the report.

10. CORPORATE HEALTH AND SAFETY POLICY (2026-2027)*

The Committee **resolved** to:

1. Approve the revised Corporate Health and Safety Policy for immediate adoption; and
2. Authorise the Chief Executive to agree minor variations to the revised Health and Safety Policy.

11. PROPOSED COUNCIL TRANSITIONAL PLAN 2026/27

The Committee **resolved** to:

1. Endorse the proposed Council Transitional Plan 2026/27 for consultation with the Council's Service Committees (as shown in Appendix A),
2. For the results of the consultation exercise to be reported back to this Committee with recommendations for any amendments to the proposed Transitional Plan arising from the consultation period; and
3. Note progress with actions under the existing Corporate Plan 2024-2028 (as shown in Appendix B).

12. FORWARD PLAN

The Committee noted the contents of the Forward Plan with the following additions:

The Key Performance Indicators would be presented to the Committee on a monthly basis where applicable.

13. EXCLUSION OF PUBLIC & PRESS (EXEMPT BUSINESS)

Proposed by Councillor Bateson

Seconded by Councillor Boughtflower

The Committee **resolved** to exclude the public and press for the discussion of the item No. 18, in view of the likely disclosure of exempt information within the meaning of Part 3 of Schedule 12A to the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to Information) (Variation) Order 2006.

14. DISPOSAL OF COUNCIL LAND AT CLAY LANE STANWELL

The Committee **resolved** to recommend to Council that they approve the recommendations as outlined in the exempt report.

15. URGENT ACTIONS

The Committee **resolved** to note the two urgent actions that had taken place since the last Committee meeting.

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 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.*
- (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 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 **01 June 2026**.*

Decisions taken at the meeting held on Tuesday, 2 June 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Sue Doran (Chair), Councillor Michelle Arnold, Councillor Chris Bateson, Councillor Med Buck, Councillor Rebecca Geach, Councillor Kathy Grant, Councillor Suraj Gyawali and Councillor Joanne Sexton

1. ENVIRONMENTAL HEALTH GENERAL ENFORCEMENT POLICY: HOUSING ENFORCEMENT AND CIVIL PENALTIES IN SUPPORT OF THE RENTERS' RIGHTS ACT 2025*

Committee **resolved** to:

1. Approve the Environmental Health General Enforcement Policy 2026;
2. Approve the Housing Enforcement Policy 2026;
3. Approve the Civil Financial Penalty Policy 2026; and
4. Delegate authority to the Group Head of Place, Protection and Prosperity, in consultation with the Monitoring Officer, to make minor non-material amendments to the policies where required by changes in legislation or statutory guidance.

2. MONITORING AND MAINTENANCE OF SPELTHORNE CCTV ASSETS*

Committee **resolved** to:

1. Approve the Council entering into an inter-authority agreement with Runnymede Borough Council for the delivery of CCTV monitoring and maintenance services, for a term of two (2) years with an option to extend for a further one (1) year, subject to mutual agreement between both parties and subject to delegating authority to the Chair and Vice-Chair of Community Wellbeing to approve the Key Performance Indicators and the Service Level Agreement by 30 June 2026,

2. Approve a maximum contract value referenced in 3.1 and as detailed with exempt Appendix A, in accordance with the appropriate level of delegation as set out in the Spelthorne Borough Council Constitution; and
3. Delegate authority to the Group Head Corporate Governance to finalise and enter into the agreement and any ancillary documentation, including any minor amendments

3. REVIEW OF DISABLED FACILITIES GRANT (DFG) POLICY - RE-INTRODUCTION OF MEANS TESTING FOR LEVEL ACCESS SHOWERS

Committee **resolved** to defer this item to the next meeting in September 2026.

4. NIGHTLY-PAID TEMPORARY ACCOMMODATION DELIVERY PLAN TARGETS*

Committee **resolved** to:

1. Agree the targets set out in the Nightly Paid Accommodation Delivery Plans as follows:

Target 1 – reduce the total number of households in nightly paid accommodation to fewer than 35 by April 2027- the target for budgetary purposes is 50 to allow for contingency in the 2026/27 budget'

Target 2 - reduce the average nightly cost of accommodation by 5%

Target 3 – the average length of time households spend in nightly paid accommodation to reduce from 215 days in 2025/26 to 120 days by March 2027; and

2. Recommend to Corporate Policy and Resources Committee that the anticipated savings of £600k arising from the Nightly Paid Accommodation Delivery Plan be incorporated into the overall Budget Savings Plan for 2026/27

5. PRESENTATION ON MHCLG REVIEW

Committee agreed to note the presentation

6. ECLIPSE LEISURE CENTRE – VENTILATION*

Committee **resolved** to approve the recommendations as outlined in the exempt 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.
- (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 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.
- (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 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 **Monday 08 June 2026**.

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Decisions taken at the meeting held on Thursday, 18 June 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor John Turner (Chair), Councillor John Boughtflower (Vice-Chair), Councillor Laura Barker, Councillor Malcolm Beecher, Councillor Tony Burrell, Councillor Darren Clarke, Councillor John Doran, Councillor Kathy Grant, Councillor Karen Howkins, Councillor Lawrence Nichols, Councillor Denise Saliagopoulos, Councillor Joanne Sexton, Councillor Howard Williams and Councillor Paul Woodward

4. TREE MAINTENANCE

The Committee **resolved** to:

1. Authorise the Group Head Neighbourhood Services to commence a joint open tender procurement exercise with Runnymede Borough Council and Surrey Heath Borough Council for the provision of tree maintenance services for a period two (2) years, with an option to extend for a further one (1) year.
2. Approve a maximum contract value that does not exceed a total annual budget of £65,000, and in accordance with the appropriate level of delegation as set out in the Spelthorne Borough Council Constitution.
3. Authorise the Group Head Corporate Governance to enter contracts and all ancillary documentation with the successful tenderer.

5. AFFORDABLE HOUSING SPD AND CLIMATE CHANGE SPD*

The Committee **resolved** to recommend to Council the adoption of the Spelthorne Affordable Housing Supplementary Planning Document and Updated Climate Change Supplementary Planning Guidance under Regulation 14 of the Town and Country Planning (Local Planning) Regulations 2012.

6. LOCAL PLAN IMMEDIATE REVIEW GATEWAY ONE

The Committee **resolved** to:

1. Approve the commencement of the Immediate Review of the Spelthorne Local Plan, in accordance with Policy ST3 and the Town and Country Planning (Local Planning) (England) Regulations 2026
2. Approve publication of the Local Plan Immediate Review Timetable, in accordance with the requirements of the new plan-making system.
3. Approve publication of the statutory Notice of Intention to Commence Plan-Making to formally commence plan-making and meet the Government's Local Plan Implementation Funding requirements.
4. Approve the undertaking of a statutory Scoping Consultation in accordance with

Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2026.

5. Delegate authority to the Chief Executive, in consultation with the Chair and Vice-Chair of the Environment and Sustainability Committee, to make any necessary updates to the Local Plan timetable as required by the new regulations (monthly review), any minor amendments to the Scoping Consultation and as required by the new regulations to self-publish the required Gateway 1 documentation.
6. Note that decisions 1-4 fulfil the requirement of the Inspector's Report which requires a review of the Local Plan immediately and an updated or replacement plan to be submitted for examination no later than two years from the date of adoption of the Local Plan, and note that decisions 1-4 fulfil the requirement of the letter from MHCLG dated 15 January 2026.
7. Note the implications of Local Government Reorganisation and the importance of progressing the Immediate review at pace to ensure continuity through the transition to the West Surrey Authority.
8. Agree to reconvene a Local Plan Task Group and agree the composition of the Local Plan Task Group, Membership and Terms of Reference, and review proportionality.
9. Delegate authority to the Chief Executive in consultation with the Chair and Vice-Chair of this Committee to agree the names of those ward members on the Local Plan Task Group.

7. TRANSITIONAL CORPORATE PLAN

The Committee considered the proposed Transitional Plan and **resolved** to provide comments on areas relevant to the Committee's remit to the Corporate Policy and Resources Committee.

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 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.*
- (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 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.*
 - (6) *The deadline of three working days for "call in" in relation to the above decisions by the Committee is the close of business on 24 June 2026.*

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Decisions taken at the meeting held on Thursday, 25 June 2026.

Meeting Time:

7.00 pm

Meeting Venue:

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

PRESENT: Councillor Howard Williams (Chair), Councillor Suraj Gyawali (Vice-Chair), Councillor Chris Bateson, Councillor Sean Beatty, Councillor Malcolm Beecher, Councillor Med Buck, Councillor Rebecca Geach, Councillor Michele Gibson and Councillor Karen Howkins

8. DEMOLITION OF 34 KINGSTON ROAD, STAINES-UPON-THAMES (OAST HOUSE & KINGSTON ROAD SITE)

The Committee **resolved** to approve the Group Head of Assets' submission of a Planning Application for the demolition of 34 Kingston Road, Staines-upon-Thames and the procurement of a contractor to carry out the demolition.

9. PROPOSED COUNCIL TRANSITIONAL CORPORATE PLAN 2026/27*

The Committee considered the proposed Transitional Corporate Plan and **resolved** to provide comments on areas relevant to the Committee's remit to the Corporate Policy and Resources Committee.

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 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.

- (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 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 1 July 2026.*

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