



Please reply to:

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Service: Committee Services
Direct Line: 01784 446341
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Date: 10 September 2025

Notice of meeting

Environment and Sustainability Committee

Date: Thursday, 18 September 2025

Time: 7.00 pm

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

To the members of the Environment and Sustainability Committee

Councillors:

M. Beecher (Chair)

K.M. Grant (Vice-Chair)

S.N. Beatty

S. Bhadye

M. Bing Dong

T. Burrell

J.P. Caplin

D.C. Clarke

S.M. Doran

N. Islam

A. Mathur

J.R. Sexton

J.A. Turner

H.R.D. Williams

P.N. Woodward

M. Buck

Substitute Members: Councillors M. Arnold, C. Bateson, H.S. Boparai and R.V. Geach

Councillors are reminded that the Gifts and Hospitality Declaration book will be available outside the meeting room for you to record any gifts or hospitality offered to you since the last Committee meeting.

Spelthorne Borough Council, Council Offices, Knowle Green

Staines-upon-Thames TW18 1XB

www.spelthorne.gov.uk customer.services@spelthorne.gov.uk Telephone 01784 451499

Agenda

Page nos.

1. **Apologies and Substitutes**

To receive any apologies for absence and notification of substitutions.

2. **Minutes**

5 - 10

To confirm as a correct record the minutes of the Environment and Sustainability Committee meeting held on 17 June 2025.

3. **Disclosures of Interest**

To receive any disclosures of interest from councillors in accordance with the Council's Code of Conduct for members.

4. **Questions from members of the Public**

11 - 12

The Chair, or their nominee, to answer any questions raised by members of the public in accordance with Standing Order 40.

At the time of publication of this agenda 1 question was received.

(question attached)

5. **Update to Climate Change Working Group Terms of Reference**

13 - 24

Committee is asked to:

1. Approve the change in name of the 'Climate Change Working Group' to the 'Climate and Nature Working Group'; and
2. Consider and approve the revised Terms of Reference (ToR) set out in Appendix A; and
3. Refer the report to the Standards Committee to make a recommendation to Council for adoption into the Council's Constitution.

6. **Biodiversity Duty**

25 - 56

Committee is asked to:

1. Approve the Biodiversity Duty report and action plan,
2. Agree for the Biodiversity Officer to regularly update the Climate and Nature Working Group on progress relating to Biodiversity Duty; and

3. Approve delegated authority to the Group Head of Neighbourhood Services to publish a progress report by March 2026 in consultation with the Chair of the Environment and Sustainability Committee.

7. The Spelthorne Borough Council (Off-Street Parking Places Order) Amendment No.3) Order 2026 57 - 122

Committee is asked to:

1. Authorise the Group Head of Neighbourhood Services to proceed with to proceed with the proposals made in this report and to implement the Spelthorne Brough Council Off-Street Parking Places (Amendment no 3) Order 2026,
2. Authorize the Group Head of Corporate Governance to publish all notices required to implement The Spelthorne Borough Council Off-Street Parking Places (Amendment no.3) Order 2026; and
3. Authorize the Group Head of Neighbourhood Services in consultation with the Group Head of Corporate Governance to consider and address any objections and to amend the proposal if necessary, following the public consultation.

8. Updates from Task and Finish and/or Working Groups 123 - 124

To receive an update on the following task and finish and/or working groups:

Community Infrastructure Levy Task Groups

Climate Change Working Group

Spelthorne Design Code Task Group

9. Forward Plan 125 - 128

A copy of the Environment & Sustainability Committee Forward Plan is attached.

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**Minutes of the Environment and Sustainability Committee
17 June 2025**

Present:

Councillor M. Beecher (Chair)
Councillor K.M. Grant (Vice-Chair)

Councillors:

S.N. Beatty	D.C. Clarke	J.A. Turner
S. Bhadye	S.M. Doran	H.R.D. Williams
T. Burrell	J.R. Sexton	P.N. Woodward

Substitutions: Councillors C. Bateson (In place of J.P. Caplin)

Apologies: Councillors M. Bing Dong, N. Islam and A. Mathur

22/25 Minutes

The minutes of the meeting held on 4 March 2025 were agreed as a correct record.

23/25 Disclosures of Interest

There were none.

24/25 Questions from members of the Public

There were none.

25/25 Approval to Conduct Statutory Consultation on Spelthorne Design Code

The Committee considered the publication version of the Spelthorne Design Code and whether it should be published for a six-week consultation. The consultation would give residents and stakeholders a further opportunity to share their views on the Design Code before it was considered for adoption by the Committee.

The Chair of the Spelthorne Design Code Task Group explained the purpose of a Design Code and how it would support the Local Plan. A cross-party group of councillors had regularly met, supported by Andy von Bradsky, to develop the Design Code with input from local residents.

Andy von Bradsky advised the Committee that there was an expectation for all local authorities to produce a design code. As advisor to the Task Group, he felt the Design Code reflected a successful collaboration between members, officers, and residents.

The Joint Interim Team Lead for Strategic Planning provided the committee with an overview of community engagement, including work on the Citizen's Panel which was made up of borough residents who were blind selected to represent the current population of the borough. Members were also advised that a digital version of the Design Code was being produced to assist planning applicants understand which parts of the code would be relevant to their application.

The Committee thanked those involved in the process. The Committee acknowledged that if the Design Code was adopted, training on implementing the code would be provided for members and officers.

The Committee noted that the Design Code would be a Supplementary Planning Document (SPD) that supported the Local Plan. Officers confirmed that the Design Code SPD had been tested to ensure it complied with the requirements of the new Local Plan and were confident that what was set out in the Design Code could be implemented.

The Committee noted references in the Design Code to groundwater and expressed concern regarding groundwater flooding. Some members of the Committee referenced a recently published article on groundwater in Staines by Dr J Paul and suggested this should be acknowledged in the Design Code. The Committee were advised that responsible bodies for groundwater would be Surrey County Council or the Environment Agency, and current advice suggested groundwater would be dealt with through individual planning applications until national planning policy was updated to address this. The Committee felt that reference should be made to the article so developers accessing the Design Code would be aware of it, but the reference should be caveated to explain the Council did not commission the research. The Committee expressed support for this approach.

Meeting adjourned 19:54
Meeting reconvened 20:01

The Committee **resolved** to agree that the publication version of the Spelthorne Design Code be published for a six-week public consultation under Regulation 12 of the Town and Country Planning (Local Planning) Regulations 2012, with an amendment to reference the recently published

article by Dr J Paul in a footnote with a caveat that the Council did not commission the report.

26/25 Housing Delivery Test Action Plan 2024

The Committee considered the Housing Delivery Test Action Plan 2024 from the Principal Planner and Principal Planning Officer. As only 61% of the borough's housing needs have been delivered over the last three years, the Council was required to produce an Action Plan to identify actions to address under delivery against the housing requirement in the area.

The Committee noted the performance of the Council against neighbouring authorities and the discrepancy in numbers of homes delivered amongst the Surrey boroughs and districts. Officers advised this was due to certain local authorities adopting their local plans which boosted their housing numbers and delivery. The Committee also noted the majority of homes being delivered in the borough were one bedroom units. Officers explained this was likely due to most housing in the borough being delivered on urban sites. It was anticipated with the adoption of the Local Plan that more larger homes would be delivered.

The Committee **resolved** to

1. Approve the Housing Delivery Test Action Plan 2024; and
2. Agree publication of the Housing Delivery Test Action Plan 2024 on the Council's website.

27/25 Grey Belt Assessment Advice Note

The Committee considered a report from the Joint Interim Strategic Planning Managers advising on an update to National Planning Policy which introduced "Grey Belt," land within the Green Belt that was either previously developed or did not contribute strongly to its core purposes. This meant that certain Green Belt sites may now be open to appraisal for development. The report and appendices set out a step-by-step framework to assist Planning Development Management in determining whether developments met the appropriateness test set out in the National Planning Policy Framework. Without a consistent approach, there was a risk of inconsistent decision-making and legal challenge, and adoption of the advice note would ensure a robust and standardised approach to sites considered "Grey Belt." The advice note had been checked by Counsel.

The Committee explored the types of sites that could be considered "Grey Belt" under the criteria. Officers acknowledged there were a number of sites in the borough this could be applied to, but it was difficult to anticipate what sites would come forward for assessment.

The Committee noted that one of the maps grouped Staines-upon-Thames and Egham, and requested clarification on this as Egham was not in the

borough. Officers advised that as there was no green belt between them, it was considered one developed area.

The Committee **resolved** to:

1. Accept and adopt the Grey Belt advice note for Development Management officers and the Planning Committee, to assist and guide decision making on relevant sites and applications.

28/25 Project Green Horizon

The Committee considered a request for support for the Project Green Horizon programme which aimed to reduce the Council's carbon footprint through projects under four key action areas. Members were asked to support the approach and projects in principle, with more detailed reports on specific projects returning to the appropriate committee(s) for approval.

The Committee debated specific projects set out and their estimated capital investment and carbon reduction, but acknowledged that further information regarding project costings and impact would be provided to members before approval was sought on particular projects. The Committee suggested amendments could be made to the report clarify this.

The Committee acknowledged the aim of the Project Green Horizon Programme and its support for the Council's climate objectives.

The Committee **resolved** to support the initiation of the Project Green Horizon Programme and approve the initiation/undertaking of the first three projects under the programme, subject to the amendments suggested at the meeting being incorporated.

29/25 Green Initiatives Fund Bid - Hydromx Pilot Project

The Committee considered a request for funding from the Green Initiatives Fund to finance a Hydromx pilot project at the Greeno Day Care Centre. There was potential for Hydromx to reduce heating energy consumption, which would contribute to cost savings and carbon reduction for the Council.

The Climate Change Officer explained how Hydromx worked and how the project aligned with the Council's Corporate Priorities, Climate Change Strategy, and the Green Horizon Programme.

The Committee expressed their support for the project.

The Committee **resolved** to:

1. Approve the Hydromx Pilot Project; and
2. Approve as Revenue expenditure the spend of £10,100 from the Green Initiatives Fund (GIF).

30/25 Updates from Task and Finish and/or Working Groups

The Committee received an update on the work of the Community Infrastructure Levy (CIL) Task Groups, and verbal updates on the work of the Climate Change Working Group and the Design Code Task Group.

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

31/25 Forward Plan

The Committee **resolved** to note the forward plan for future Committee business.

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Environmental and Sustainability Committee

18 September 2025

**Question received Monday 08 September
From Ms Kath Sanders**

The Council states on its website that it currently manages 10 allotment sites in the borough - list provided in table below.

Does the Council know of any plans to sell or redevelop any of the 10 allotment sites it manages, in whole or in part?

If so, please can you provide further details. Thank you.

Page (retrieved 8th September 2025) - <https://www.spelthorne.gov.uk/allotments>

Location	Post Code
Ashford Close, Ashford	TW15 3JU
Ashford Clumps, Ashford - unavailable waiting list closed	TW15 1AS
Commercial Road, Staines-upon-Thames	TW18 2QL
Groveley Road, Sunbury-on-Thames - unavailable waiting list closed	TW16 7LP
Bramble Close, Shepperton	TW17 8RR
London Road, Staines-upon-Thames	TW18 4JX
Moor Lane, Staines-upon-Thames - unavailable waiting list closed	TW18 4YU
Oakhall, Sunbury-on-Thames	TW16 7JU
Town Lane, Stanwell (next to the Cemetery) - unavailable waiting list closed	TW19 7PS
Sunbury Allotments (next to the Cemetery) - unavailable waiting list closed	TW16 6NR

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	08/07/25
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	No	
Relevant Group Head review	Yes	24/07/25
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Yes	17/07/25
This item is on the Forward Plan for the relevant committee	Yes	02/07/25
	Reviewed by	
Risk comments	L O'Neil	30/07/25
Legal comments	L Heron	23/07/25
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
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	27/07/25
S151 Officer commentary – at least 5 working days before MAT	Terry Collier	22/7/25
Confirm final report cleared by MAT		

Environment & Sustainability

18th September 2025

Title	Change of name and Terms of Reference of the Climate Change Working Group
Purpose of the report	To make a decision
Report Author	Arthur Stokhuyzen, Climate Change Officer
Ward(s) Affected	All Wards
Exempt	No
Corporate Priority	Environment
Recommendations	Committee is asked to: <ol style="list-style-type: none"> 1. Approve the change in name of the 'Climate Change Working Group' to the 'Climate and Nature Working Group' 2. Consider and approve the revised Terms of Reference (ToR) set out in Appendix A. Refer the report to Standards Committee to make a recommendation to Council for adoption in the Constitution.
Reason for Recommendation	<ul style="list-style-type: none"> • The recommendation reflects the need to align the Group's remit with the Council's growing focus on both climate change and nature. • The new name and terms of reference will support councillors' engagement in upcoming biodiversity and planning projects and improve governance. • This change also brings us in line with other Surrey authorities who have already adopted a similar approach.

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

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • The current Climate Change Working Group focuses primarily on climate-related issues and has limited engagement from councillors beyond core members. 	<ul style="list-style-type: none"> • New biodiversity and strategic planning projects require greater councillor involvement, and climate and nature are increasingly seen as interconnected policy areas.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> • Broaden the Group's remit to include nature recovery and biodiversity, rename it the <i>Climate and Nature</i> 	<ul style="list-style-type: none"> • Seek Environmental and Sustainability Committee approval for the revised name and terms of reference

<p><i>Working Group</i>, and allow all councillors to attend sessions.</p>	<ul style="list-style-type: none"> Refer the proposed changes to Standards Committee to make a recommendation to Council for adoption in the Constitution.
----------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. Key issues

- 2.1 The existing Climate Change Working Group (CCWG) has focused primarily on issues relating to carbon reduction, energy, and climate resilience. However, as the Council's environmental agenda expands, there is an increasing need for more integrated consideration of biodiversity, nature recovery, and land use, which are central to achieving long-term sustainability goals and delivering on statutory duties, such as the biodiversity duty under the Environment Act 2021.
- 2.2 Several new and ongoing projects – including the Miyawaki Forests project, the development of 'Habitat Banks', and work to establish a governance framework for our 'Biodiversity Duty' – require structured input from councillors to shape direction, secure support, and ensure alignment with wider Council priorities. These topics sit outside the traditional scope of the CCWG and would benefit from a broader remit and more inclusive approach to member engagement.
- 2.3 This would strengthen the continuity between the Climate Change and Biodiversity services which already both report to and have their budgets reviewed by Environment and Sustainability Committee.
- 2.4 To address this, it is proposed to:
 - (a) Rename the Group as the Climate and Nature Working Group (CNWG) to reflect a more holistic focus;
 - (b) Expand the terms of reference to formally include nature recovery, biodiversity and other relevant environmental matters;
 - (c) Allow all councillors to attend sessions to promote wider engagement, transparency, and collective ownership of the Council's environmental strategy.
- 2.5 These changes will bring our approach in line with best practice across other Surrey districts and boroughs, many of which have already adopted combined climate and nature working group structures. They will also create a stronger foundation for integrated decision-making and delivery as we respond to the dual challenges of the climate and ecological emergencies.
- 2.6 Key considerations in making this change include ensuring that:
 - (a) The Group's expanded remit does not dilute focus on climate mitigation and adaptation, but rather strengthens it through integration;
 - (b) Biodiversity and planning officers are supported in bringing relevant work to the Group;
 - (c) The new structure facilitates timely, well-informed input from councillors and supports clear reporting and accountability mechanisms.

3. Options appraisal and proposal

- 3.1 **Option 1:** Rename the CCWG to the 'Climate and Nature Working Group' and expand its terms of reference to include nature recovery, biodiversity, and other environmental matters. In addition, open membership to all councillors to attend meetings. (**Preferred Option**)

3.1.1 Pros:

- (a) Reflects the integration between nature and climate supporting a more holistic and strategic approach.
- (b) Enables structured councillor engagement with upcoming biodiversity and nature projects, improving governance, ownership, and oversight.
- (c) Aligns with best practice across other Surrey councils, ensuring consistency and potential for collaboration and future local government reorganisation.
- (d) Increases transparency and inclusivity by allowing all councillors to attend, promoting cross-party awareness and input.

3.1.2 Cons:

- a) A broader remit may require more officer coordination to ensure meetings remain focused and purposeful.
- b) Larger and more open meetings may reduce the ability to make quick, informal decisions without additional structure.

3.1.3 Why preferred: This option provides the clearest framework to support the Council's expanding environmental agenda, particularly as nature becomes a more prominent element of our statutory and strategic work. It enables better use of the Working Group as a non-decision making governance mechanism while strengthening political engagement and public accountability. The benefits in terms of integration, collaboration, and visibility outweigh the minor operational challenges, which can be managed through agenda planning and officer support.

- 3.2 **Option 2:** Retain the current Climate Change Working Group name and terms of reference.

3.2.1 Pros:

- (a) Minimal administrative change and disruption.
- (b) Maintains a clear focus on climate-specific issues.

3.2.2 Cons:

- (a) Does not reflect the growing scope of environmental work, particularly biodiversity and nature recovery.
- (b) Missed opportunity to increase councillor engagement and improve governance of upcoming projects.
- (c) Potential misalignment with neighbouring authorities and national policy direction.

3.2.3 Why not preferred: This option would maintain the status quo but limit the Council's ability to deliver integrated action on climate and nature. It would

also restrict oversight of emerging biodiversity initiatives and reduce the opportunity for early political input.

3.3 Option 3: Create a separate working group for nature and biodiversity.

3.3.1 Pros:

- (a) Maintains focus in both climate and nature areas with specialised groups.
- (b) Allows targeted discussion on technical biodiversity matters.

3.3.2 Cons:

- (a) Creates duplication of effort and risks siloed working.
- (b) Places additional demands on officer time and councillor availability.
- (c) May hinder integration between climate and nature workstreams, contrary to current best practice.

3.3.3 Why not preferred: This option adds complexity and undermines the goal of integrated governance. A single, combined working group is a more efficient and strategic way to deliver joined-up action on climate and nature.

4. Risk implications

- 4.1 Dilution of focus: Expanding the Group's remit could reduce attention on core climate issues if not well managed. *Mitigation:* Use clear agenda planning and a balanced forward work programme to ensure both climate and nature topics are covered effectively.
- 4.2 Increased officer workload: A broader remit and wider engagement may place additional demands on officers across multiple service areas. *Mitigation:* Coordinate meeting schedules and topic planning to align with team capacity and strategic priorities.
- 4.3 Larger, less focused meetings: Opening attendance to all councillors may lead to broader discussions and challenges in maintaining focus. *Mitigation:* Maintain structured meetings with clear agendas, chaired effectively, and provide pre-meeting briefings where needed.
- 4.4 Unclear scope or role confusion: Without updated terms of reference, there could be overlap with other committees or uncertainty about the group's function. *Mitigation:* Adopt a clear and concise terms of reference outlining the Group's purpose, remit, and governance role.
- 4.5 Inconsistent councillor engagement: While all councillors will be invited, consistent participation is not guaranteed. *Mitigation:* Maintain the requirement in the ToR for there to be a core group of members.

5. Financial implications

- 5.1 There are no direct financial implications associated with renaming the Working Group or updating its terms of reference. Any officer time required to support the broader remit will be managed within existing resources.

6. Legal comments

- 6.1 The proposed changes promote good governance and wider engagement and input.
- 6.2 Climate Change Working Group Terms of Reference are contained within part 3(b) of the Council's Constitution. The proposed changes would require amendments to the Constitution. This Committee may submit to the Council proposals for changes to the Constitution (para 13.2(c) Article 13). Changes to the Constitution are approved by the Council after consideration of a report from the Monitoring Officer or advice from the Standards Committee (para 13.2(a) of Article 13).

Corporate implications

7. S151 Officer comments

- 7.1 Given that any officer resourcing impacts of broadening the terms of reference can be accommodated within existing resources and revenue budget, the S151 officer approves the changes.

8. Monitoring Officer comments

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

9. Procurement comments

- 9.1 The proposed changes to the Working Group's name and terms of reference do not involve any direct procurement activity or changes to existing contracts.

10. Equality and Diversity

- 10.1 The proposed changes to the Working Group's name and terms of reference will not negatively impact any protected groups under the Equality Act 2010.
- 10.2 Opening attendance to all councillors promotes inclusivity and equal opportunity for engagement regardless of political affiliation or background.
- 10.3 Future projects considered by the Group, including biodiversity and nature recovery initiatives, will continue to be assessed for any equality impacts to ensure they support fair and equitable outcomes for all members of the community.

11. Sustainability/Climate Change Implications

- 11.1 Expanding the Working Group's remit to include both climate change and nature recovery supports a more integrated approach to environmental sustainability.
- 11.2 This change will help the Council better address the interconnected challenges of the climate and ecological emergencies, promoting resilient ecosystems alongside carbon reduction efforts.

- 11.3 Improved governance and councillor engagement through the Climate and Nature Working Group will strengthen strategic decision-making, helping to deliver long-term sustainability benefits for the local community and environment.

12. Other considerations

- 12.1 Relevant officers have been consulted on resource requirements, and they are to be funded from existing budgets.

13. Timetable for implementation

- 13.1 18th September: Environment and Sustainability Committee approval and refer to Standards Committee
- 13.2 8th October: Standards Committee recommendation to Council
- 13.3 October: Council
- 13.4 November: First Climate and Nature Working Group Meeting

14. Contact

- 14.1 Please contact Arthur Stokhuyzen (a.stokhuyzen@spelthorne.gov.uk), Climate Change Officer for any questions or queries

***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: Climate and Nature Working Group Terms of Reference

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Terms of Reference: Climate and Nature Working Group

The Spelthorne Climate Change Working Group will consist of 8 members but will be open for all councillors to attend.

The Terms of Reference for the Working Group:

1. To implement the climate change strategy and action plan agreed in 2022 and updated in 2024 to deliver our target of net zero by 2030.
2. To develop and implement the 'Biodiversity Duty' strategy and subsequent reports to improve biodiversity across the borough by 1 April 2027
3. To make recommendations to Environment and Sustainability Committee on areas for improvement which can impact on 'climate change' and 'nature recovery' and to identify, and make recommendations on, developing new environmental policies where required which will help move the Council and Borough towards-net zero and improve biodiversity in accordance with our 'Biodiversity Duty' strategy across the Borough by 1st April 2027.
4. To report to Environment and Sustainability Committee appropriate action plans and targets to deliver the Council's 2030 target of net zero emissions.
5. To Report to Environment and Sustainability Committee appropriate strategies, action plans and targets to improve biodiversity across the Borough by 1st April 2027.
6. To monitor progress with delivering the action plans and achieving targets and report on progress to Environment and Sustainability Committee on a quarterly basis.
7. To consider government and wider authorities' consultation on documents relating to 'climate change' and 'nature recovery' and assist Environment and Sustainability Committee in formulating its response.
8. For members of the Working Group to act as 'climate change' and 'nature recovery' champions by leading by example and advocating for action across the Spelthorne Borough.
9. To identify areas for further research and invite presentations, workshops and discussions with experts as appropriate to help inform the Council's

policies and action plans.

10. The Climate Change Working Group will consider the best way of engaging with key partners and work closely with the Government, the Environment Agency, Surrey County Council, local businesses, residents and other partners across the county and Borough to meet the target of making the Borough carbon neutral by 2030.
11. To consider and formulate a communication strategy to promote the Council's activities on 'climate change' and 'nature recovery'.

Membership and Proceedings of the Working Group on Climate Change

1. To be a cross-party Working Group of 8 members who are expected to attend regularly and provide continuity.
2. The Chair of the Environment and Sustainability Committee or appointee will chair the Working Group.
3. The Working Group will appoint its own vice chairman from within its membership.
4. The meetings of the Working Group will be internal and confidential to the Council. All the meetings will be open to all members of the Council to attend.
5. The Working Group, can co-opt an external member to the Working Group, as required, to deal with, specialist areas. However, it remains the decision of the full Working Group as to what targets are recommended.
6. The Working Group will meet before Environment and Sustainability Committee but more frequently depending on workload and actions required.
7. The Working Group should aim to deliver a consensual view to Environment and Sustainability Committee. Where this is not possible it should aim to report fairly on the divergent views of the Working Group. Voting is not considered appropriate or necessary. Proactive and innovative suggestions are encouraged.
8. Liaison and engagement with a wide range of stakeholders is welcomed. The Working Group should seek a wide body of opinion to inform its

considerations including exchanging views on pertinent matters and receiving suggestions as to how climate change can be addressed in areas over which Spelthorne Borough Council has limited control or significant influence.

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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	Yes	8/7/25
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc.)	Yes	28/7/25
Relevant Group Head review	Yes	19/08/25
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Yes	19/08/25
This item is on the Forward Plan for the relevant committee	Yes	2/7/25
	Reviewed by	
Risk comments	T. Collier	19/08/25
Legal comments	J. Clare	21/08/25
HR comments (if applicable)	No	

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
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	29/08/25
S151 Officer commentary – at least 5 working days before MAT	T. Collier	19/08/25
Confirm final report cleared by MAT	Yes	29/08/25

Environment and Sustainability Committee

Thursday 18th September 2025

Title	Biodiversity Duty Report
Purpose of the report	To make a decision
Report Author	Anna Fjortoft – Biodiversity Officer (Neighbourhood Services)
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	N/A
	N/A
Corporate Priority	Environment
Recommendations	<p>Committee is asked to:</p> <ol style="list-style-type: none"> 1. Approve the Biodiversity Duty report and action plan. 2. Agree for the Biodiversity Officer to regularly update the Climate and Nature Working Group on progress relating to Biodiversity Duty. 3. Approve delegated authority to the Group Head of Neighborhood Services to publish a progress report by March 2026 in consultation with the Chair of the Environment and Sustainability Committee.
Reason for Recommendation	Committee is being asked to take this decision because the Council has a statutory responsibility to comply with Biodiversity Duty. This Duty was strengthened by the Environment Act 2021 and requires the Council to agree objectives and specific actions in order to conserve and enhance biodiversity. Additionally, it requires the Council to publish updates on progress at least every 5 years.

1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> • Biodiversity Duty is a statutory responsibility which requires public authorities to: <ul style="list-style-type: none"> • Consider what they can do to conserve and enhance biodiversity. • Agree policies and specific objectives based on your consideration. • Act to deliver your policies and achieve your objectives. 	<ul style="list-style-type: none"> • The Council is legally required under the Environment Act 2021 and earlier legislation to conserve and enhance biodiversity, and failure to do so carries legal and reputational risks. • Taking action on biodiversity will support flood and climate resilience, improve green spaces, and promote community health and wellbeing. • Strong compliance strengthens funding opportunities, builds local partnerships, and demonstrates civic leadership.

<ul style="list-style-type: none"> Public authorities are required to complete their first consideration of what action to take for biodiversity by 1 January 2024 and agree their policies and objectives as soon as possible after this. Local planning authorities must write and publish a biodiversity report. For local authorities and local planning authorities, the end date of their first reporting period should be no later than 1 January 2026. 	
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Approve the Biodiversity Duty Report to conserve and enhance biodiversity in the borough. Grant delegated authority to the Group Head for Neighbourhood Services to publish an update report in consultation with the chair of the Environment and Sustainability Committee. 	<ul style="list-style-type: none"> Approve the Biodiversity Duty Report. Deliver the agreed objectives and actions. To publish a report on the progress of the objectives and actions as required between January-March 2026.

2. Key issues

- 2.1 Statutory Biodiversity Duty was introduced by the Natural Environment and Rural Communities (NERC) Act 2006.
- 2.2 The Environment Act 2021 strengthened this duty and requires all public authorities to:
 - Consider what they can do to conserve and enhance biodiversity.
 - Agree policies and specific objectives based on your consideration.
 - Act to deliver your policies and achieve your objectives.
- 2.3 Public authorities were required to complete their first consideration of what actions to take for biodiversity by 1st January 2024 and agree their policies and objectives as soon as possible after this.
- 2.4 The Council did not meet this deadline. This was also the case for the majority of Local Authorities across England.
- 2.5 Local planning authorities must also write and publish a biodiversity report at a minimum of every five years. For local authorities and local planning authorities, the end date of the first reporting period should be no later than 1st January 2026.
- 2.6 Government guidance states that public authorities can use existing strategies to monitor their environmental performance, or they can produce a new document if they do not have a suitable strategy.
- 2.7 In this report, public authorities should record the actions they plan to take to meet their biodiversity objectives.

2.8 Public authorities should consider:

- How the local nature recovery strategy, species conservation strategies and protected site strategies affect how their organisation complies with the biodiversity duty
- How their biodiversity duty helps achieve national biodiversity goals and targets
- How land can be managed to improve biodiversity
- How to educate, advise and raise awareness of biodiversity loss
- Review of internal policies and processes e.g. transport, waste, water, procurement and light
- How to prepare for biodiversity net gain

2.9 The Report which can be found in **Appendix A** includes a number of sections including:

- An introduction to Biodiversity Duty
- Existing council actions, strategies and policies that relate to Biodiversity Duty
- Service agreed objectives and actions to improve biodiversity

2.10 The Biodiversity Duty Report sets out new objectives and actions to strengthen biodiversity delivery across Spelthorne. These include:

2.11 Land management: improving tree management through a new digital monitoring system, adopting a strategic approach to planting that maximises biodiversity and climate benefits, and exploring opportunities to designate additional sites as Local Nature Reserves or Local Wildlife Sites.

2.12 Community engagement: promoting biodiversity-friendly practices with allotment tenants and other Council land tenants, developing community led planting initiatives at day centres, and expanding volunteering opportunities for residents, schools, youth groups, local businesses, and council staff.

2.13 Education and awareness: delivering structured biodiversity communications across Council channels, promoting nature-related leisure activities, and encouraging responsible pest management by residents.

2.14 Governance and leadership: strengthening political commitment by embedding biodiversity within climate governance structures and considering a declaration of an ecological emergency.

2.15 National targets: supporting the Environmental Improvement Plan 2023, including maintaining and enhancing Sites of Special Scientific Interest and preparing for Biodiversity Net Gain (BNG). This includes establishing reporting mechanisms, installing software to monitor BNG applications, and exploring the creation of local habitat banks.

2.16 Together, these actions provide a comprehensive framework for how the Council will conserve and enhance biodiversity, embed nature into

decision-making, and align local delivery with national commitments.

3. Options appraisal and proposal

3.1 This section sets out the options available to the committee for meeting the Council's obligations under the Biodiversity Duty. Each option has been assessed against the statutory requirements, the time available for delivery, the resources needed, and the level of stakeholder support. The aim is to ensure that the chosen approach enables timely compliance with the law while delivering meaningful action to conserve and enhance biodiversity across the borough.

3.2 Option 1: Approve the Biodiversity Duty Report (Preferred Option)

3.3 Adopting the objectives as it stands would meet the Council's statutory duties under the Environment Act 2021. The draft has already been shaped through engagement across Council services, which means the objectives are realistic and supported by those who will deliver them.

3.4 Pros

- Meets legal requirements and avoids the risk of non-compliance
- Builds on existing input from services, increasing chances of successful delivery
- Provides a clear framework for biodiversity action in the borough
- Enables timely delivery within the current reporting period
- Shows leadership in environmental protection and climate resilience

3.5 Cons

- Commits the Council to objectives that will require continued allocation of staff and resources
- Some actions could still face delivery challenges because of capacity constraints

3.6 Risks and mitigation

Delays to reporting are a risk, but these can be reduced by making sure stakeholders know the timetable and by focusing on actions that are achievable in the time available. Under-delivery can be avoided by setting SMART objectives based on realistic workloads.

3.7 Option 2: Approve the Objectives with Amendments

This would mean adopting the objectives but making targeted changes to objectives, timelines or priorities before implementation.

3.8 Pros

- Allows adjustments to reflect feedback or changes in circumstances
- May improve confidence among stakeholders if changes address concerns

3.9 Cons

- Would delay adoption and shorten the time available for delivery
- Could create scope creep and reduce clarity if too many changes are made
- May require further consultation with services, adding to the workload

3.10 Risks and mitigation

Tighter timeframes can be managed by keeping changes to a minimum and maintaining open communication with stakeholders.

3.11 Option 3: Do Not Approve the Objectives

This would mean rejecting or deferring the objectives until a future date.

3.12 Pros

- Gives more time for refinement and consultation

3.13 Cons

- Would put the Council in breach of statutory requirements
- Risks reputational damage from perceived inaction on biodiversity
- Would drastically shorten the time available for the first reporting period
- Could lead to rushed or lower quality outputs later on

3.14 Risks and mitigation

This is not realistically viable given legislative obligations. The risks significantly outweigh any potential benefits.

4. Risk implications

Risk	Explanation and mitigation
Reporting cannot be completed on time	<p>Explanation: There will only be one month to carry out reporting in the first period. Actions have been limited to what is realistically achievable. Stakeholder engagement has already been carried out.</p> <p>Mitigation: Ensure stakeholders are fully briefed on the timetable and reporting requirements so they can provide the necessary information promptly.</p>
The draft biodiversity duty objectives are not approved by the Committee in September and is reconsidered at November Committee meeting.	<p>Explanation: If approval is delayed to November, there will only be one month to deliver actions before the first reporting period.</p> <p>Mitigation: Carry out thorough consultation with services in advance to agree on SMART objectives and actions that are realistic and have cross-departmental support.</p>
The Council does not deliver the objectives and actions.	<p>Explanation: Limited resources may prevent officers and services from delivering the agreed objectives.</p> <p>Mitigation: Set SMART objectives that reflect existing capacity, and review workloads to prioritise statutory biodiversity requirements.</p>
Officer Resourcing	<p>Explanation: Biodiversity is cross-cutting, but there may be insufficient dedicated officer capacity or expertise.</p> <p>Mitigation: Identify a lead officer, provide training where necessary, and explore shared resourcing or partnerships with Surrey County Council, neighbouring boroughs, and NGOs.</p>
Monitoring & Reporting	<p>Explanation: Lack of baseline data and systems may make it difficult to track progress or demonstrate compliance.</p> <p>Mitigation: Establish baseline biodiversity data early, agree clear indicators, and embed monitoring within existing corporate reporting cycles.</p>
Conflicting corporate priorities	<p>Explanation: Pressures around housing, infrastructure, or regeneration could overshadow biodiversity actions.</p> <p>Mitigation: Embed biodiversity duty into corporate</p>

	strategies and planning policies so it is considered as part of decision-making rather than in competition.
Reputational damage	<p>Explanation: Failure to deliver visible improvements may lead to criticism from residents, media, or NGOs.</p> <p>Mitigation: Publicise progress regularly, celebrate quick wins, and communicate long-term plans to manage expectations.</p>
Local government reorganisation (LGR)	<p>Explanation: Progression of actions or reporting may be delayed or deprioritised during the reorganization process and the new unitary authority may inherit multiple biodiversity reports and action plans from the former boroughs and districts which may not align with another.</p> <p>Mitigation: Publishing a biodiversity duty report by 2026 is a statutory requirement, and this obligation will transfer to the new unitary authority. The current report will remain valid until it is formally updated by the successor authority. Many of the actions identified are expected to be deliverable by the end of 2026 and are therefore unlikely to be significantly disrupted by LGR.</p>

5. Financial implications

- 5.1 The delivery of the biodiversity duty report is being undertaken within existing officer resources. No new budget allocations are required at this stage, and actions have been designed to align with current work programmes across services (e.g. planning, environmental health, parks, and policy).
- 5.2 The key financial headlines are:
- No additional spend: All actions for the first reporting period are being delivered under existing budgets.
 - Officer time only: Delivery will rely on staff capacity across multiple services. This has been reflected in the design of SMART objectives, ensuring they are achievable within workloads.
 - Future opportunities: While no new expenditure is planned, compliance with the biodiversity duty may strengthen the Council's position for future external funding bids (e.g. DEFRA, Environment Agency, developer Biodiversity Net Gain contributions).
 - Low financial risk: The main risk relates to officer capacity and competing priorities, rather than direct cost pressures.

6. Legal comments

- 6.1 *Local authorities have a legal obligation under the Environment Act 2021 to conserve and enhance biodiversity. The legislation requires the government to implement legally – binding environmental targets.*

Corporate implications

7. S151 Officer comments

- 7.1 *The S151 Officer notes that the proposed option can be resourced within existing staff offices and therefore there are not significant financial issues.*

8. Monitoring Officer comments

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

9. Procurement comments

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

10. Equality and Diversity

- 10.1 The biodiversity duty objectives are expected to have a positive impact by improving access to green spaces, supporting health and wellbeing (especially for vulnerable groups), and creating opportunities for community involvement.
- 10.2 Risks include reduced accessibility if naturalised areas are not designed inclusively, and underrepresentation of some groups in engagement activities.
- 10.3 Mitigation measures will ensure open spaces remain accessible, consultation is inclusive and targeted where needed, and communication is clear and available in alternative formats.

11. Sustainability/Climate Change Implications

- 11.1 The biodiversity duty objectives directly support Spelthorne's Climate Change Strategy (2022–2030) and the Climate Change Supplementary Planning Document (SPD). Both highlight the importance of green infrastructure and biodiversity in tackling the borough's climate emergency. By conserving and enhancing habitats, the strategy strengthens natural carbon sinks such as woodlands, wetlands, and grasslands.
- 11.2 Biodiversity measures also act as nature-based solutions to climate risks. Naturalised landscapes provide shade and cooling during heatwaves, while wetlands and permeable green spaces reduce surface water flooding, issues of particular importance given Spelthorne's location within the Thames floodplain. These actions reinforce the SPD's guidance on using green infrastructure in planning to improve resilience.
- 11.3 In addition to environmental benefits, the strategy delivers social co-benefits identified in the Climate Change Strategy, including improved air quality, health and wellbeing, and access to nature for residents. By embedding biodiversity into planning and service delivery, the Council ensures climate action is felt at a local and community level.
- 11.4 Overall, the biodiversity duty objectives are fully aligned with Spelthorne's climate objectives, complementing the Council's mitigation and adaptation efforts. It represents a low-cost, resource-efficient way of advancing the Climate Change Strategy while helping the borough adapt to increasing pressures from flooding, extreme heat, and ecological decline.

12. Other considerations

- 12.1 There is no legal requirement to do a public consultation for this report and due to the timelines for delivering this piece of work it did not feel appropriate.
- 12.2 All relevant internal stakeholders have been consulted throughout the process to

identify existing strategies, actions and policies as well as developing the objectives and resulting actions.

- 12.3 All effected internal stakeholders have preliminarily agreed to resource and deliver the biodiversity duty actions.

13. Timetable for implementation

<i>Approval of Biodiversity Duty Report</i>	<i>18th September 2025</i>
<i>First phase of delivery of objectives & actions</i>	<i>19th September – 28th November 2025</i>
<i>First reporting period</i>	<i>1st December – 22nd December 2025</i>
<i>Development and publication of first progress report</i>	<i>1st January– 31st March 2026</i>

- 13.1 After this, the end date of each reporting period must be within five years of the end date of the previous reporting period. All reports must be published within 12 weeks of the reporting period end date.

14. Contact

- 14.1 Anna Fjortoft (Biodiversity Officer – Neighbourhood Services):
a.fjortoft@spelthorne.gov.uk

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

Appendices:

Appendix A: Biodiversity Duty Report and Action Plan

Footnote: This document contains content generated by Artificial Intelligence (AI). AI generated content has been reviewed by the author for accuracy and edited/revised where necessary. The author takes responsibility for this content.

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Biodiversity Duty Report and Action Plan

September 2025

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Introduction

What is Biodiversity Duty?

Statutory Biodiversity Duty was first introduced by Section 40 of the Natural Environment and Rural Communities (NERC) Act in 2006 which required that *‘every public authority must, in exercising its functions, have regard, as far as is consistent with the proper exercise of these functions, to the purpose of conserving biodiversity’*. In 2021, the Environment Act (Section

102 and 103) strengthened this duty by amending Section 40 of the NERC Act and by requiring all public authorities in England to take steps to conserve and enhance biodiversity in England.

As a public authority, the [government guidance](#) requires Spelthorne Borough Council (SBC) to:

- *Consider what you can do to conserve and enhance biodiversity.*
- *Agree policies and specific objectives based on your consideration.*
- *Act to deliver your policies and achieve your objectives.*

Public authorities were required to complete their ‘first consideration’ of action to take for biodiversity by 1st January 2024 and agree policies and objectives after this as either an existing appropriate strategy or a new document.

Local planning authorities are further required to publish a [biodiversity report](#) to communicate what they are doing to improve the environment and to show the positive changes that have been made. These reports must be published within a minimum of five years of the previous reporting period. The first reporting period must end by January 1st 2026 and the report must be published within 12 weeks (by the end of March 2026).

To comply with Biodiversity Duty, the Council should consider:

<ul style="list-style-type: none">• Relevant strategies and how these strategies affect how SBC complies with Biodiversity Duty, including the Local Nature Recovery Strategy, species conservation strategies and protected sites strategies.
<ul style="list-style-type: none">• How it can manage its land to improve biodiversity.
<ul style="list-style-type: none">• How it can educate, advise and raise awareness of biodiversity loss.
<ul style="list-style-type: none">• The review of internal policies and processes which could affect biodiversity, such as transport, waste, water, procurement, and light.
<ul style="list-style-type: none">• How it can prepare for Biodiversity Net Gain.

Purpose of the Biodiversity Duty

To support national biodiversity goals (EIP23):

The [State of Nature 2023](#) reported that the UK is the most nature-depleted country in the world and since the 1970s, the UK’s biodiversity has halved as a result of human activity. The

UK government published the [Environmental Improvement Plan 2023](#) (EIP23) in January 2023 which sets out the government's plans to significantly improve the natural environment. Public authorities' biodiversity objectives and actions should seek to support the EIP23.

By 2030, the government committed to:	the	Halt the decline in species abundance.
	has	Protect 30% of UK land.
By 2042, the government committed to:	the	Increase species abundance by at least 10% from 2030, surpassing 2022 levels.
	has	Restore or create at least 500,000 ha of a range of wildlife rich habitats.
		Reduce the risk of species extinction.
		Restore 75% of our one million hectares of terrestrial and freshwater protected sites to favourable condition, securing their wildlife value for the long term.

To support local biodiversity in Surrey and Spelthorne:

[The State of Surrey's Nature 2017](#) reported that Surrey is experiencing severe biodiversity loss at higher rates than the national average of 2% (around 1 in 9 species in Surrey is now locally extinct), and:

- 4.4% of species were classified as threatened with extinction (based on IUCN criteria).
- 2.8% are near threatened.
- 13.8% of species are deemed rare.

Spelthorne is one of the most urbanised boroughs in Surrey, situated fifteen miles west of central London and bordering one of the world's largest airports (Heathrow) and the London Boroughs of Hounslow and Hillingdon. Approximately 35% of Spelthorne's land is urban, namely the principal towns: Staines-upon-Thames, Sunbury, Ashford, Shepperton and Stanwell. 65% of Spelthorne is designated as part of the Metropolitan Green Belt, and one third of land cover is water - including reservoirs, lakes and rivers.

Spelthorne features a number of sites designated for nature conservation, including:

- Four Sites of Special Scientific Interest (SSSI) (Dumsey Meadow, Staines Moor (including Shortwood Common and Pond, King George VI Reservoir and the Staines Reservoirs), and the Kempton and Wraysbury Reservoirs).
- The South-West London Waterbodies Special Protection Area (SPA) and Ramsar site which features internationally important overwintering bird populations.
- 26 Sites of Nature Conservation Interest (SNCIs) (aka Local Wildlife Sites).
- One Local Nature Reserve (LNR): Ash Link.
- Common land in Staines, Sunbury and Shepperton. Most notably Staines Commons (CL31) which is still actively grazed by commoners.

Furthermore, a significant area of the Colne Valley Regional Park (CVRP) resides in Spelthorne. The park is a mosaic of 43 square miles of farmland, woodland and water on the western urban fringe of London.

There are two [Biodiversity Opportunity Areas](#) in Spelthorne. These are areas of Surrey which were identified by the Surrey Nature Partnership in 2010 where *‘improved habitat management, as well as efforts to restore and re-create Priority habitats will be most effective in enhancing connectivity to benefit recovery of Priority species in a fragmented landscape’*. These BOAs will be subsumed in the county LNRs. The [BOAs which are located in Spelthorne are](#):

- TV03 – Staines Moor and Shortwood Common
- TV04 – Thorpe and Shepperton

Aims and objectives of the Biodiversity Duty Report and Action Plan:

Aims:	
1)	To set out the Council's consideration of what it is doing already to conserve and enhance biodiversity
2)	To identify additional specific objectives and actions the Council can take to improve outcomes for biodiversity

To achieve this, the Council has:

1. Reviewed what the Council already does for biodiversity across its services.
2. Undertaken internal discussions across departments to develop policies and actions which could be agreed to improve strategy to improve biodiversity.
3. Identified a monitoring mechanism and timelines for agreed policies and actions.

Overview of existing biodiversity actions and considerations

We have recognised the importance of conserving and enhancing local biodiversity and this is reflected across Council strategies, policies, partnerships and actions. The key relevant strategies are summarised below:

Strategy or policy document	Summary of relevance to biodiversity
<u>Climate Change Strategy 2022-2030</u>	Biodiversity is one of nine identified key sections addressed. It also addresses waste, transport and sustainable development.
Project Green Horizon Programme	The programme was initiated in June 2025 with the purpose of supporting the Council's journey to Net Zero and improving the Council's resilience to the impacts of Climate Change.
<u>Corporate Plan 2024-2028</u>	<p>The Environment is one of the five strategic priorities identified. A summary of relevant actions includes:</p> <ul style="list-style-type: none"> • The protection of areas that our communities love • Responding to climate change with the environment being intrinsic to everything we do • Managing our open spaces, tree planting, minimising flooding • Protecting and enhancing the environment, including biodiversity

	<ul style="list-style-type: none"> Promoting and assisting environmental groups
Corporate Priority Environment Plan	This focused action plan is tied to the Environmental priority within the Corporate Plan and details the specific steps the Council is taking to meet its environmental commitments.
Parks and Open Spaces Strategy 2024-2034 (emerging)	The strategy influences land management practices in parks and open spaces in the context of the Environment Act 2021. This includes tree management, wild flora and urban biodiversity initiatives. The updated strategy is expected to be adopted late 2025.
<u>Emerging Local Plan 2024-2039</u>	<p>In summary, the policies provide for:</p> <ul style="list-style-type: none"> The protection and enhancement of open spaces and biodiversity The provision of a range of typologies of open space from play areas to sports facilities to areas for biodiversity etc. A hierarchy of open spaces Setting out the open space requirements for developers, including provision on and off-site and financial contributions Biodiversity Net Gain requirement
<u>Air Quality Action Plan 2024-2029</u>	The plan outlines several key initiatives aimed at improving air quality across Spelthorne, including the promotion of sustainable travel, a robust air quality monitoring network, collaboration with Heathrow to mitigate aviation-related emissions and a regional coordination with neighbouring councils and National Highways.

Actions and partnerships which contribute to the conservation and enhancement of biodiversity are summarised in the table below:

Actions and partnerships	Summary
Declaration of a Climate Emergency 2020	The declaration agreed that across the Council's services, all strategic decisions, budgets and approaches to planning decisions will be aligned with the goal of achieving a shift to carbon neutrality. The Climate Change Strategy was subsequently created to support the prioritisation of this agenda.
Supporting partner of Local Nature Recovery Strategy (LNRS)	The LNRS is a statutory responsibility introduced by the Environment Act 2021. SBC is a supporting partner of the LNRS, (which is being prepared by Surrey County Council) and has contributed to the development of the document by attending update meetings, responding to the consultation and supporting on community outreach events.
Partner of Surrey Nature Partnership's Biodiversity Working Group	A knowledge sharing network for Surrey boroughs and districts which helps to protect biodiversity in Surrey in alignment with national biodiversity policy and its implementation.
Partner of Surrey wide Ecologists Working Group	A knowledge sharing network co-ordinated by Surrey County Council for ecology and biodiversity officers in Surrey boroughs and districts.

Partner of Surrey Nature Partnership's Parks and Countryside Forum	A knowledge sharing network for parks and countryside professionals across the Surrey boroughs and districts for conservation and public enjoyment.
Supporting partner of Thames Landscape Strategy (TLS)	The TLS work to protect and enhance the natural and man-made landscape, manage biodiversity and improve recreational opportunities whilst encouraging community involvement. TLS run volunteer habitat management on SBC floodplain land.
Supporting partner of River Thames Scheme (RTS)	The RTS is a partnership of the Environment Agency, Surrey County Council and other local borough partners which seeks to minimise the impact of flooding, enhance green spaces, enhance habitats and biodiversity, promote sustainable economic growth and support carbon-reduction goals. SBC supports through information sharing at partner meetings and contributing to consultations.
Partner of Colne Valley Regional Park Trust (CVRP)	CVRP Trust works collaboratively with SBC to protect and enhance green space in the Colne Valley through volunteer days and project support. CVRP aims to enhance the landscape, safeguard the countryside, conserve and enhance biodiversity, provide opportunities for recreation, achieve a sustainable rural economy and encourage community participation.

Holder of Countryside Stewardship Higher Tier (CSHT) Agreements for four sites.	CSHT is a grant scheme offered by Defra which supports landowners to deliver environmental management in order to enhance biodiversity and promotes sustainable land use.
Supporting partner of Surrey's 'Adapt' Climate Change Adaptation and Resilience Strategy	Surrey Adapt is a strategic blueprint for building climate resilience across the county. The strategy is under consultation (at the time of this report) and yet to be adopted.

National strategies

Government guidance states all local authorities must consider relevant national strategies and how these will affect how the organisation complies with biodiversity duty. This includes the LNRS (aka Surrey Nature Recovery), species conservation strategies and protected site strategies.

Natural England is the government's adviser for the natural environment in England and are responsible for developing species conservation and protected site strategies. As a Local Planning Authority, the Council has a legal duty under Section 110(5) of the Environment Act to cooperate with Natural England in these efforts.

LNRS

The [LNRS](#) is a spatial strategy mandated by the Environment Act 2021. It identifies locations to improve nature and provide other environmental benefits including carbon sequestration, flood risk mitigation, accessibility to green space to promote social well-being. The LNRS which concerns Spelthorne is being developed by Surrey County Council and the public consultation is scheduled to run from August – September 2025. As a supporting authority, SBC has contributed to the development of the LNRS through attending update meetings, providing local information (such as mapping and survey data) and by responding to the consultation. The strategy is scheduled to be finalised between October and December 2026 and to be adopted in February 2026.

The LNRS will:

- *Set out priorities for nature's recovery*
- *Map the most valuable existing areas for nature*
- *Map specific measures for creating and improving habitat for nature and wider environmental goals*

Species conservation strategies

Since 2023, SBC has held a [District Level License](#) for great crested newts. The license was administered by NatureSpace on behalf of Natural England and it benefits great crested newts through the creation of high-quality habitats in targeted areas to increase and re-connect populations at a landscape scale. Great crested newts are a Protect species under the Conservation of Habitats and Species Regulations 2017 and the Wildlife and Countryside Act 2017.

Protected sites strategies

There are four SSSIs and one SPA in Spelthorne. Of these, only Dumsey Meadow and (part of) Staines Moor are managed by SBC. The [EIP23](#) states that by the end of 2023 all public authorities should have management plans in place to support their sites to reach favourable condition. Dumsey Meadow and Staines Moor are both reported by Natural England to be in favourable condition and are both under [Countryside Stewardship Higher Tier](#) agreements with the Rural Payments Agency (on behalf of Defra). These agreements set out the management requirements of the sites. In August 2025, the Staines Moor Strategic Plan was finalised and published by the Staines Moor Steering Group which will further support the positive management of the site.

Grounds management

The borough hosts over 750 acres of parks and open spaces which are largely managed in-house by Neighbourhood Services. Seven of the open spaces are managed under the Biodiversity Officer in recognition of their ecological importance and the management focuses on increasing biodiversity through targeted habitat enhancement. The grounds maintenance team manage all parks, other open spaces, verges, cemeteries, playgrounds and the grounds of many of the Council assets such as the Council offices. The Council already manages land with consideration for nature; for example, deadwood is increasingly retained on site to create habitat for invertebrates and fungi, nest boxes for birds, bats and hedgehogs have been

installed across the borough, areas of long grass or perennial native wildflower meadows have been designated across more than 30 sites, and glyphosate (and other synthetic pesticides) is decreasingly used and has been completely banned across the Council cemeteries since 2023.

In 2024, the Council installed a new tree nursery with an irrigation system and capacity for 500 trees. The nursery enables the Council to fulfil its objectives of replacing dead or felled trees and planting new trees every year based on individual site needs. Species are predominantly native.

Across the Council's allotment sites, tenants are encouraged to use environmentally friendly methods of pest and weed control to minimise harm to the local ecosystem. In spring 2025, the Council launched a new community allotment at the Groveley Road site, aiming to expand opportunities for residents to engage in sustainable food growing and community-based horticulture.

Communications and public engagement

The Council is committed to engaging residents in biodiversity and conservation, aiming to raise awareness of the importance of biodiversity and the threats it faces. This objective is firmly embedded in the Council's Corporate Plan, Climate Change Strategy and Parks and Open Spaces Strategy. We actively support and collaborate with 'Friends of' and other community organisations across the borough to deliver biodiversity initiatives, such as wildflower meadows and bulb planting, that bring people closer to nature.

The Leisure and Community Development service deliver self-led walks for residents across Council sites, including sites of ecological interest to encourage residents to explore and appreciate natural environments. In addition, the Independent Living service promotes the benefits of spending time in green spaces through social prescribing initiatives, including for patients recently discharged from hospital.

Biodiversity information is also regularly shared across a range of communication channels, including on-site interpretation boards, social media, the Council bulletin and the staff intranet. We promote information about local biodiversity events, celebrate achievements and align with national and international campaigns to inspire wider community involvement.

Internal environmental action

In line with government guidance the Council has reviewed internal policies and processes for staff and facilities that could affect biodiversity. Under the Climate Change Strategy and the Corporate Priority Environment Plan, the Council has taken significant steps for ensuring staff and facilities are environmentally mindful.

For example, there are two electric pool cars and two electric bicycles available for staff use to carry out work-related site visits. This forms part of a wider transition towards a low-emission vehicle fleet, with a long-term goal that all Council vehicles will operate on electric or alternative fuels. It has already progressed this goal, introducing three electric Spelride community transport buses and two electric vans across 2024-2025.

Solar panels are being rolled out across Council assets; across our municipal and community buildings, six sites already have solar panels. In October 2024, the Eclipse Leisure Centre opened in Staines-upon-Thames. This flagship Council asset was built to Passivhaus standards and delivers significant reductions in energy and water consumption.

Following the declaration of the Climate Emergency in 2020 and the subsequent Climate Change Strategy, all Spelthorne Borough Council employees undergo Carbon Literacy training in order to foster a culture of climate awareness and to empower staff to take action to reduce their environmental impact. In December 2024, the Council became a Bronze-level Carbon Literate Organisation and is now working towards Silver.

Recycling facilities are available across all Council offices, supporting improved and responsible waste management practices.

Biodiversity Net Gain preparation

The Environment Act 2021 introduced Biodiversity Net Gain (BNG), a policy which requires all new developments to create a 10% uplift in overall biodiversity. The Spelthorne Draft Local Plan 2022-2037 aligns with national policy; it pledges to offer stronger protection for urban green spaces and positions biodiversity as a key concern, stating the Plan 'positively tackles the impact of climate change in our borough and ensures important biodiversity is protected'. It requires a 10% minimum increase in BNG, enforces full use of the mitigation hierarchy, and pledges to assess our own land to act as potential off-site BNG delivery units.

The Council has established an internal officer working group to coordinate Council preparation and implementation of BNG. As part of this, officers have commissioned baseline

BNG surveys of Council-owned sites to explore opportunities for local habitat bank creation. This would enable off-site uplift in biodiversity to be delivered within the borough, supporting local nature recovery.

To support effective BNG delivery through the planning process, the Council has invested in a BNG module on the software Exacom to assist with the management and monitoring of BNG-related applications.

[Guidance on BNG](#) has been published for residents, developers and landowners to promote understanding. Planning Officers have also received training from Surrey Wildlife Trust to ensure they have the required knowledge and expertise to implement BNG. Surrey Wildlife Trust also provide expert ecological input via their Ecology Planning Advice Service into planning decisions, including BNG, as part of an agreement.

Biodiversity Duty Action Plan

Officers across Council services have explored additional opportunities to enhance biodiversity outcomes beyond current strategies and ongoing initiatives. These objectives have been structured around key policy areas:

- 1) Land management across Council-owned land
- 2) Education, advice and awareness of biodiversity
- 3) Consideration of national strategies and targets from the EIP23
- 4) Preparation and implementation of Biodiversity Net Gain

The objectives and actions in the table below will be reviewed and reported on, in line with government requirements, before January 1st 2026 and published before the end of March 2026. The Biodiversity Duty Report and Action Plan will then be reviewed and reported on every five years.

Land management across Council-owned land

Land management across Council owned land					
Objective	Actions	Timescale	Key Performance Indicators	Department(s) / Officer(s)	Future Actions
1. Enhance the management of trees across the borough by improving the management of existing tree stock and adopting a more strategic approach to new tree planting. Future planting will be planned to maximise the ecosystem services provided by trees, including benefits to biodiversity, climate resilience (e.g. carbon sequestration), and community wellbeing.	1.1 Adopt a new digital system to collect and manage tree data across the borough to enable improved monitoring of tree health and to support more informed decisions on management and future tree planting proposals.	Oct-25	System installed and number of staff trained to use the system. The percentage of Spelthorne sites uploaded onto the system.	Grounds Maintenance (Neighbourhood services)	Input all existing data into new software, including all the tree surveys in the past 3-5 years. Identify any gaps in tree surveys and act, as soon as possible, to survey these sites to ensure all sites are surveyed every 3-7 years. Utilise the system to better understand the distribution of species, ancient and veteran trees, and to identify areas which would benefit from additional planting.

	<p>1.2 Optimise the environmental and social benefits of tree planting on Council land by applying the 'Right Tree, Right Place, Right Reason' principle. Planting plans will be informed by evidence-based tools and guidance, including the Woodland Trust's Tree Equity Score and Woodland Creation Guide, as well as Defra's Trees Outside Woodland programme and the Forest Research Ecological Site Classification System. The Council will prioritise strategic, location-sensitive planting that enhances biodiversity, climate resilience, and community value. Wherever possible, tree planting initiatives will actively involve local volunteers. The Biodiversity Officer and Parks and Open Spaces Manager will meet prior to each planting season to discuss and agree appropriate species and locations for the upcoming winter.</p>	<p>March 2026 (after first tree planting season)</p>	<p>Number of trees planted and the number of planting projects which involved the community. Meetings between the Parks and Open Spaces Manager and Biodiversity Officer to discuss tree planting.</p>	<p>Biodiversity Officer/ Parks and Open Spaces Manager (Neighbourhood services)</p>	<p>Review at the next Biodiversity Duty reporting period.</p>
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<p>2. Promote biodiversity-friendly practices on Council assets, which are not directly managed by the grounds maintenance team, by providing biodiversity advice and awareness information directly to the tenants of that land.</p>	<p>2.1 Promote biodiversity friendly gardening approaches among allotment tenants by providing education and guidance. Update the allotments tenancy welcome information and allotments rules to introduce an allotments-wide ban on glyphosate and other synthetic pesticide use and introduce a dedicated section of biodiversity considerations and good environmental practices.</p>	Oct-26	<p>Publication of the welcome information and site rules. The number of welcome packs shared with new tenants, and the number of reports of breaches of the glyphosate (or other synthetic chemical) ban.</p>	<p>Allotments Officer/ Biodiversity Officer (Neighbourhood Services)</p>	<p>The updated welcome pack and rules to be distributed with all new tenants and the Allotments Officer to review the pack and site rules information at the next Biodiversity Duty reporting period.</p>
	<p>2.2 Promote biodiversity friendly actions among tenants of Council-owned assets by providing supplementary information on biodiversity at the start of their tenancies. The information will aim to encourage small, simple actions which support biodiversity, such as wildlife-friendly weed management and plants for pollinators.</p>	Dec-26	<p>The number of tenants who receive the supplementary biodiversity information (new tenants).</p>	<p>Biodiversity Officer/ Assets/ Legal</p>	<p>Biodiversity Officer, Assets and Legal will discuss and confirm suitable mechanisms the information can be shared, considering welcome packs, AST (tenancy documents) and the addition of a clause in the leases of municipal properties. Biodiversity Officer to draft the biodiversity information for Assets and to review it at the next Biodiversity Duty reporting period.</p>

	2.3 Explore opportunities to introduce biodiversity initiatives (such as community wildflower meadows or planting spaces) around the Council Day Centres for their members. Initiatives should be under the ownership of the day centre community. Consider a project in Shepperton Recreation Ground by the Greeno Centre (in agreement with the Grounds Maintenance team).	Sep-26	The number of biodiversity initiatives created, and the number of volunteers engaged.	Parks and Open Spaces Manager/ Biodiversity Officer (Neighbourhood Services) / Independent Living	Review success of the project and promote ongoing maintenance and ownership from the day centre community. Assess similar opportunities for the other day centres.
3. Explore opportunities to create new designations for open spaces (such as Local Nature Reserves or Local Wildlife Sites) to support the protection of the site's local natural interest and to enhance its value for wildlife and the community.	3.1 Assess whether any Council sites (such as Studios Walk and Bronzefield) meet the criteria to be designated as LNRs or LWSs. Consider the current biodiversity status, community interest, finances and any strategic significance in relation to the Local Nature Recovery Strategy.	Sep-26	Number of sites assessed, and number of sites designated.	Biodiversity Officer (Neighbourhood Services)	Post-assessment, progress with any identified and agreed sites following the government guidance on designation creation (gaining committee approval and sending a declaration document to Natural England). Review upon the completion of the assessment.

Education, advice and awareness of biodiversity

Education, advice and awareness of biodiversity					
Objective	Actions	Timescale	Key Performance Indicators	Department(s)/ Officer(s)	Future Actions

<p>4. Actively promote residents' awareness and understanding of biodiversity through the delivery of regular and structured material via Council communication channels.</p>	<p>4.1 Design a communications plan for biodiversity to be shared on Council social media, magazines and any other media channels. The plan will include a calendar of significant biodiversity dates, the promotion of local, national and international campaigns, and updates on local nature initiatives.</p>	<p>Jan-26</p>	<p>Completion of Biodiversity Communication Plan. Engagement with biodiversity posts on social media.</p>	<p>Biodiversity Officer / Communications Officers</p>	<p>The annual communications plan to be refreshed at the start of each year by the Biodiversity Officer to include any new significant dates/ events/ campaigns.</p>
	<p>4.2 Promote nature-related activities and events through the Leisure Service. The Biodiversity Officer will feed more resources on local biodiversity to Leisure Officers (such as the Spelthorne Biodiversity/Climate Biodiversity Map) to facilitate the incorporation of nature-related health activities. For example, the Biodiversity Officer could work closely with Leisure to promote nature walks at Staines Moor and other open spaces to support Sport England's ongoing investment with Active Surrey in Stanwell.</p>	<p>Dec-28</p>	<p>Number of nature related activities and events provided by Leisure.</p>	<p>Leisure / Biodiversity Officer</p>	<p>The Biodiversity Officer and Leisure to discuss ideas and share information throughout the year and to meet at least annually.</p>

	4.3 Encourage residents to carry out responsible pest management which minimises unintended harm to non-target wildlife or the local environment. Achieve this by updating guidance on the Spelthorne website and promoting this information through Council communication channels. Residents should prioritise non-chemical, ethical and site-specific techniques in line with advice from the government and the British Pest Control Association.	Dec-26	Number of reports of harmful or damaging residential pest control incidents.	Environmental Health	Advice on responsible pest control should be reviewed at each biodiversity duty reporting period to ensure guidance is up to date and continues to be promoted.
5. Increase and support conservation volunteering opportunities for local businesses, residents, schools and youth groups to increase nature engagement and awareness. Explore a linked-up approach with Voluntary Support North Surrey to coordinate a range of volunteer opportunities annually.	5.1 Seek out opportunities to engage with local businesses via conservation volunteering in their local area, such as Shepperton Studios/ Thames Water/ Staines BID. For example, arrange volunteer days with Shepperton Studios at Studios Walk.	Dec-26	Measurable by the number of businesses involved, number of volunteers, and the days volunteering annually.	Biodiversity Officer	Assess/review the successes of the volunteering and tailor future volunteering based on that review with each biodiversity duty reporting period.
	5.2 Engage with local youth groups and schools, such as Scouts to set up volunteer sessions in Spelthorne. Seek out engagement projects in proximity to their youth club or scout base to encourage long term ownership of projects. For example, with a Miyawaki	Dec-26	Measurable by the number of numbers of youth groups or schools, individual volunteers and days	Biodiversity Officer / Communications Officers	Assess/review the successes of the volunteering and tailor future volunteering based on that review with each biodiversity duty reporting period.

	tree planting project in a Council Park.		volunteering annually.		
	5.3 Engage Spelthorne employees in biodiversity and local conservation by organising internal volunteer days, encouraging staff to utilise their paid volunteer days, and sharing news on the staff intranet and in staff meetings.	Dec-26	Measurable by the number of volunteer days and individuals involved.	Biodiversity Officer/ Neighbourhood Services	Assess/review the successes of the volunteering and tailor future volunteering based on that review with each biodiversity duty reporting period.
6. Improve political commitment to nature by formally recognising the ecological crisis and embedding biodiversity within climate governance structures.	6.2 Rename the Climate Change Working Group the Climate Change and Nature Working Group to formally recognise the interconnectedness of the climate and biodiversity crises.	Nov-25	Committee approval and adoption of name change.	Climate Change Officer / Biodiversity Officer	Biodiversity initiatives will be more closely considered/ discussed at the CCNWG.
	6.3 Consider re-declaring the climate emergency as the climate and ecological emergency to consolidate this recognition of biodiversity loss.	Sep-26	Committee approval and declaration of biodiversity emergency.	Climate Change Officer / Biodiversity Officer	Biodiversity initiatives will receive more political attention.

Consideration of national strategies and targets from the EIP23

Consideration of national strategies and targets from the government's EIP23					
Objective	Actions	Timescale	Key Performance Indicators	Department(s)/ Officer(s)	Future Actions
7. Support the delivery of target p45 of the Government's EIP23 which seeks to restore 75% of protected sites to favourable condition by 2042.	7.1 Continue to maintain sites within SSSIs under Council management in a favourable condition. When the new application phase opens for Higher Tier Countryside Stewardship, engage with the landowners of Shortwood Common (SSSI) to set up a new management agreement in order to support the recovery of the condition to favourable.	Mar-26	Successful set-up of a new HTCS.	Biodiversity Officer (Neighbourhood Services)	Manage the site as per the management agreement using the agreement grant money. The agreement will cover a five- or ten-year period. At the end of the agreement SBC should consider its renewal (in agreement with the landowners).

Preparation and implementation of Biodiversity Net Gain

Preparation and implementation of Biodiversity Net Gain					
Objective	Actions	Timescale	Key Performance Indicators	Department(s)/ Officer(s)	Future Actions

8. Confirm Biodiversity Net Gain Reporting Process as required by statutory Biodiversity Duty.	8.1 Establish a data collection and reporting mechanism. Establish the responsible officers within the planning department to carry out this task.	Jan-26	Number of applications reported on through BNG reporting requirements.	Planning	Reviewed with each BD reporting period.
	8.2 Complete successful installation and usage of Exacom as a tool to assess, track and monitor BNG applications.	Jan-26	Number of applications reported on through Exacom to meet the BNG reporting requirements.	Planning	Assess the usefulness and successes of the software with each BD reporting period and compare to other software available. Ensure new officers are trained and use the software.
9. Support the creation of Habitat Banks in the borough to create local biodiversity uplift from Spelthorne developments which require off-site units.	9.1 Explore opportunities on both Council sites and with private landowners to create Habitat Banks. Assess benefits of working with third parties such as Wild Capital to facilitate the process.	Dec-26	Measurable by the number of sites investigated and/or number of units registered on the national register.	Biodiversity Net Gain Officer Working Group (Biodiversity Officer / Strategic Planning/ Climate Change Officer / Projects Officer)	Reviewing demand for units and tailoring and future habitat bank opportunities to the demand.



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	01/09/2025
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	Yes	29/08/2025
Relevant Group Head review	Yes	15/07/2025
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	Yes	14/07/2025
	Reviewed by	
Risk comments		
Legal comments	LH	10/09/25
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
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	10/09/2025
S151 Officer commentary – at least 5 working days before MAT	Ola Owolabi	03/09/2025
Confirm final report cleared by MAT		09/09/2025

CPRC

13th October 2025

Title	The Spelthorne Borough Council Off-Street Parking Places (Amendment no. 3) Order 2026
Purpose of the report	To make a Key Decision
Report Author	<i>Bruno Barbosa – Parking Services Operational Manager</i>
Ward(s) Affected	All Wards
Exempt	Report – No Appendix 1 - Yes
Exemption Reason	Appendix 1 of this report contains exempt information within the meaning of Part 1 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 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information), and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
Corporate Priority	Recovery Environment Service Delivery
Recommendations	<p>Council is asked to:</p> <ul style="list-style-type: none"> • Authorise the Group Head Neighbourhood Services to proceed with the proposals made in this report and to implement The Spelthorne Borough Council Off-Street Parking Places (Amendment no.3) Order 2026. • Authorise the Group Head Corporate Governance to publish all notices required to implement The Spelthorne Borough Council Off-Street Parking Places (Amendment no. 3) Order 2026. • Authorise the Group Head Neighbourhood Services in consultation with the Group Head Corporate Governance to consider and address any objections and to amend the proposals if necessary, following the public consultation.
Reason for Recommendation	To ensure best value of the service provided and guarantee the legal requirement of financial self-sufficiency of civil enforcement

	is upheld, the report recommendations enable the implementation of the required changes to the existing Parking Order.
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1. Executive summary of the report

What is the situation	Why we want to do something
<ul style="list-style-type: none"> The current Parking Order has amendments implemented in the last revision on October 2025. The amendments increased the majority of tariff points and charges. Despite a slight reduction in customer numbers, the new tariffs have increased the overall income expectation. The new Leisure Centre in Knowle Green has a different map layout/location and is no longer enforceable in the current Parking Order. 	<ul style="list-style-type: none"> A number of recreation grounds where civil enforcement is required to prevent misuse are operated at significant deficit due to the provision of a nil charge first tariff point that is largely the most used. Business rates for some car parks have increased significantly, further reducing the cost-efficiency of them. A number of benchmarked tariff points highlighted the need for some adjustments in our own tariff points and charges. The introduction of a new Pay on Foot system at Elmsleigh Surface+MSCP requires the adjustment of some of the terms referenced in the original Parking Order. Include the new Leisure Centre map in the Parking Order to enable its enforcement.
This is what we want to do about it	These are the next steps
<ul style="list-style-type: none"> Remove the provision of the starting nil charge tariff point where it's provided. If removal of this nil charge is not agreed, propose the reduction of the length of time of the starting nil charge tariff point where it's provided. If reduction of the nil tariff point length is not agreed, propose the removal of the relevant car parks from the parking Order, where the starting nil charge tariff point makes the car park run at a significant deficit to the council budget. Adjust the wording on specific Parking Order terms to reflect the new ticketless Pay on Foot system at Elmsleigh Surface+MSCP Make adjustments to wording to address noted operational issues/queries. Update the map for the car park of the new Leisure Centre 	<ul style="list-style-type: none"> Obtain Full Council approval for the preferred options; Launch the statutory public consultation in line with the statutory instrument; Implement the Amendment of the Parking Order as soon as practicable.

- 1.1 This report seeks to receive Council approval to make an Amendment to the Spelthorne Borough Council Off-Street Parking Places Order 2020, for the changes proposed in this report. Options are provided to enable members to make fully informed decisions.

2. Key issues

- 2.1 All car parks in Recreation Grounds with a tariff that includes a nil charge first hour have a significant operational deficit associated to that tariff and customer habits. Despite an increase in the tariff points (excluding the nil charge for the first hour), the budgetary gap has not been met for those car parks. Abbey Drive, Green Street, Orchard Meadow, Laleham Broadway, Manor Park, Old Bathing Station and Dumsey Meadow have a combined operational deficit of £184k, so they either need to cease having a starting nil tariff point or they must be removed from the Parking Order to mitigate or eliminate the operational deficit they cause (further details on Appendix 1).
- 2.2 The new Pay on Foot system being installed in Elmsleigh Surface+MSCP will be fully ticketless, hence the wording for Pay on Foot processes on the Parking Order will not be accurate after the new system is in place.
- 2.3 The new PCN Management system will enable the introduction of virtual season tickets and contract permits. On the last Amendment a change was made on the wording of season tickets to enable virtual season tickets, but the same was not done for Contract Permits.
- 2.4 The Parking Order includes reference to season tickets for Disabled Badge Holders. This facility was removed in the original Parking Order in 2020.
- 2.5 The Parking Order references for Motorcycle parking could be read as permitting motorcycles taking marked bays reserved for other classes of vehicle if there is no motorcycle bay available, as such the wording needs to be revised to clarify that to benefit from free parking, motorcycles can only park in designated motorcycle bays (meaning that where there aren't designated motorcycle bays, motorcycle parking is not permitted).
- 2.6 The Parking Order reference to Council staff and Member parking is not explicit enough in ensuring that members of the scheme are using the passes exclusively for use whilst on duty and not for commuter parking. The Council does not provide subsidised commuter parking to members of the scheme, which would be liable to the relevant taxation on pay benefits, and this provision is solely aimed at members of the scheme that are required to use their personal vehicles whilst on duty and use paid car parks to access sites during site visits (which would otherwise be a reimbursed expenditure).
- 2.7 Feedback was received that the Sunday tariff charge of £2 for any length of stay in some car parks can be interpreted as the maximum charge payable by a customer regardless of the amount of times they visit any car park. Since the tariffs are designed around the charge payable per parking session, this can be clarified further in the Parking Order to further minimise the likelihood of incorrect interpretation.
- 2.8 Debt registration fees have increased, and as such the relevant reference on the Parking Order must be updated.

- 2.9 A reference to a maximum charge for Film company dispensations and suspensions is not intended to exist and needs to be removed as it would permit interpretations that a Film company could hire a large car park for any length of time and a maximum charge would be applicable.
- 2.10 The Parking Order does not define the charge applicable for areas that are not marked bays during suspensions, thus enabling companies to use non-marked areas such as driving lanes or pedestrian walkways without a charge being liable for the land they would have exclusive use of.
- 2.11 The new Leisure Centre has a completely new car park layout, which requires an update to the map in the Parking Order.
- 2.12 The Staines-upon-Thames long and short stay tariffs were benchmarked, and mostly align or exceed the charges applied in comparable car parks in the region. Slight increases in some tariff points can be implemented where we are underpriced in the benchmark, but some tariff points we are overpriced so we should also consider a slight reduction on those (further details in Appendix 1).
- 2.13 In Appendix 1, a detailed analysis and overview can be consulted for the tariff issues highlighted above.
- 2.14 In Appendix 2 (Parking Order 2020), the proposed wording changes can be viewed in detail, with tracked changes.
- 2.15 In Appendix 2 (Schedules 2020), the proposed tariff and charges changes can be viewed in detail, with tracked changes.

3. Options analysis and proposal

- 3.1 Members are asked to approve one of the following 2 options:
 - (a) Approve all proposals contained within Appendix 4;
 - (b) Reject the proposals contained within Appendix 4 and continue with the current Parking Order and its associated issues.

4. Risk implications

- 4.1 Costs associated with Business Rates have seen a significant increase since the end of the pandemic measures, and overall Business Rates now represent £421k in yearly operational costs across all car parks. Other non-Business Rates operational costs amount to £799k (further details on Appendix 1).
- 4.2 The operational deficit of the Recreation Grounds tariffs with a nil charge tariff point are very high (£231k), and any measure that does not significantly increase the income the tariffs generate continues to have a significant negative budgetary impact.
- 4.3 If the amendments to the Leisure Centre map and the relevant Schedule entry are not updated, the new Leisure Centre car park will remain unenforceable.

5. Financial implications

- 5.1 Appendix 1 has a comprehensive analysis of the financial implications associated with the issues identified and proposed measures, including a detailed rationale for every financial figure presented in this report.

- 5.2 Through extensive analysis it was identified that the current Recreation Grounds tariff structure fails to mitigate the cost to operate it, with the overall operational deficit calculated to be £231k.
- 5.3 Business Rates for car parks would be significantly lower or non-existent if there wasn't a chargeable tariff applicable to them, since the valuation is based by the VOA on the tariff practiced and their estimation on the income it should generate, as opposed to the actual income achieved.
- 5.4 The staffing costs that are part of the operational costs outlined in Appendix 1 cannot be reduced further since the approved business model by the Council for Parking Services already has the minimum deployable resource required to operate the service, hence any removal of a car park would not generate savings in staffing costs but it would release that resource to focus on car parks where their intervention would have a more significant impact on the income generated.
- 5.5 Due to the tariff increase overall under Amendment 2 in October 2024, additional proposed increases have limited positive impact on the income projected, which is estimated to be around £36k.

6. Legal comments

- 6.1 The Council has powers under the Road Traffic Regulations Act 1984 to provide off street parking places and may by an Order regulate the use of the said parking spaces.
- 6.2 The relevant procedure and requirements for making of the Order are contained within the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 ("the Regulations"), and the proposed Order must comply with the Regulations.
- 6.3 Legal Team will assist with the preparation of the Order and statutory notices as required.

Corporate implications

7. S151 Officer comments

- 7.1 The proposed amendments to the Parking Order are necessary to address a significant and ongoing operational deficit across several car parks, particularly those offering a nil-charge first tariff point. The current tariff structure at Recreation Grounds alone contributes to an estimated annual deficit of £231k. Although recent tariff increases have slightly improved income projections, the overall financial benefit remains limited, with an estimated net income increase of only £36k.
- 7.2 Additional financial pressures include an annual Business Rates liability of £421k, alongside increasing operational costs. The proposed changes, removal or revision of loss-making tariffs, updates to enable enforcement at the new Leisure Centre, and adjustments to reflect the introduction of new technologies such as ticketless systems are essential to improve the long-term financial sustainability of the parking service. Without these

amendments, several sites will either remain unenforceable or continue to operate at a substantial deficit, with ongoing adverse impacts on the Council's parking budget.

8. Monitoring Officer comments

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

9. Procurement comments

- 9.1 There are no procurement implications in the amendments proposed.

10. Equality and Diversity

- 10.1 All Options contained within this Report do not remove or change existing facilities in a way that is likely to impact or be relevant to rights and obligations arising from Equality and Diversity legislation.
- 10.2 The additional payment method to be introduced in Elmsleigh Surface+MSCP has a positive impact in increasing accessibility to all customers by enabling payment through an app, without the need to interact with any terminal at entry or exit.

11. Sustainability/Climate Change Implications

- 11.1 The Options proposed to members in this report have been carefully considered to enable a more sustainable approach to the operation and management of the car parks. Some options reduce the reliance on the use of printed documents, as well as encouraging the use of cashless payment options where suitable and relevant.

12. Timetable for implementation

- 12.1 Report to Council for decision to make the Order (23/10/2025)
Publish notice of the making of the Order in the press and on social media (14/11/2025)
Order takes effect on 01/01/2026 (subject to the receipt of objections)

13. Contact

- 13.1 Bruno Barbosa – b.barbosa@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:

<https://www.spelthorne.gov.uk/article/19592/Parking-Order-2020>

<https://www.spelthorne.gov.uk/article/19593/Parking-Order-2020-List-of-Schedules>
<https://www.spelthorne.gov.uk/article/21955/Parking-Order-Amendment>

Appendices:

Appendix 1 (Budgetary efficiency of regulated car parks)

Appendix 2 (Parking Order 2020)

Appendix 2 (Schedules 2020)

Appendix 3 (Eclipse Leisure Centre map amendment)

Appendix 4 (Proposals)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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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 fascia 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 fascia 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.

APPENDIX 2 – PARKING ORDER 2020

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.

APPENDIX 2 – PARKING ORDER 2020

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 premisses 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**~~

~~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.~~

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

- 6764.** (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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SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 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

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	All days All hours	6.00am to 12.00midnight Monday to Sunday

		Vehicles less than 2.10 metres in height		No return within the same charging period Maximum 24 hours
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SPELTHORNE BOROUGH COUNCIL (OFF-STREET PARKING PLACES) ORDER 2020

SCHEDULE 1 (continued)
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
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

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

SCHEDULE 1 (continued)
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
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
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,	Area marked out for car	Motor cars with or without trailers	All days	06.00am to 7.00pm Monday

Shepperton.	parking within the recreation ground	Motor cycles with or without side cars Invalid carriages Vehicles less than 2.10 metres in height	All hours	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 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
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
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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 30 minutes 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 30 minutes waiting period.
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	Maximum of 30 minutes 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 30 minutes 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 30 minutes 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 Car Park, Staines-upon-Thames	Resident 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 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	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	Maximum 11 hours

		Vehicles less than 2.10 metres in height	1 April - 30 September 7.30am – 8.30pm	
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
Bus Area, Elmsleigh Shopping Centre,	Area marked out for bus stopping and ranking, outside the South entrance to	Motor vehicles used for the carriage of passengers, comprising more than eight seats in addition to the driver's seat, and	All days All hours	No waiting, except for vehicles operating under a Public Service Vehicle Operator's

South Street, Staines-upon- Thames	Elmsleigh Shopping Centre	having a maximum mass not exceeding 5 tonnes. Motor cars with or without trailers authorised by Spelthorne Borough Council.		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
Long Lane	Area marked out for car	Motor Cars with or without trailers.	1 October – 31	Maximum 11 hours

Recreation Ground, Stanwell	parking	Motor cycles with or without side cars Invalid Carriages	March 7.30am – 6pm 1 April - 30 September 7.30am – 8.30pm All Year	
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

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

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) (per parking session)	(Sunday 6am to 12midnight) £2.00

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

SCHEDULE 6

PARKING TARIFFS - RECREATION GROUNDS

Pay and display car parks

		All Year
Lammas Recreation Ground, Staines-upon-Thames Laleham Park Car Park Thameside Car Park, Laleham	Up to 1 hour	£0.50
	Up to 2 hours	£2.00
	Up to 4 hours	£4.00
	Over 4 hours	£8.00
Laleham Park Car Park Thameside Car Park, Laleham	Up to 1 hour	£0.50
	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
Dumsey Meadow, Shepperton Manor Park, Shepperton Abbey Drive, Laleham Laleham Village Car Park (The Broadway) Laleham Old Bathing Station, Sunbury Green Street, Sunbury Thames Street, Sunbury Orchard Meadow, Sunbury The Walled Garden, Sunbury Shepperton Village Hall	Up to 1 hour 30 minutes	£0.00
	Up to 1 hour	£1.00
	Up to 2 hours	£2.00
	Over 2 hours	£4.00

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 Kingston Road, Staines-upon-Thames Tothill Multi-storey, Staines-upon-Thames Elmsleigh Multi-storey Car Park, Staines-upon-Thames	3 months	£250
		6 months	£450
		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 Orchard Meadow, Sunbury	Up to 3 months	£100
	The Walled Garden, Sunbury	Up to 6 months	£150
	Manor Park, Shepperton Laleham Village Car Park (The Broadway) Laleham; Shepperton Village Hall	Up to 12 months	£200

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

SCHEDULE 9

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 £89.00 debt registration fee*	Increase further the increased notice by £89.00 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 £89 (as of ~~25 July 2016~~ 19 May 2025) but this may change from time to time.

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

SCHEDULE 10

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 11****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

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

SCHEDULE 12

Site Plans for all Car Parks

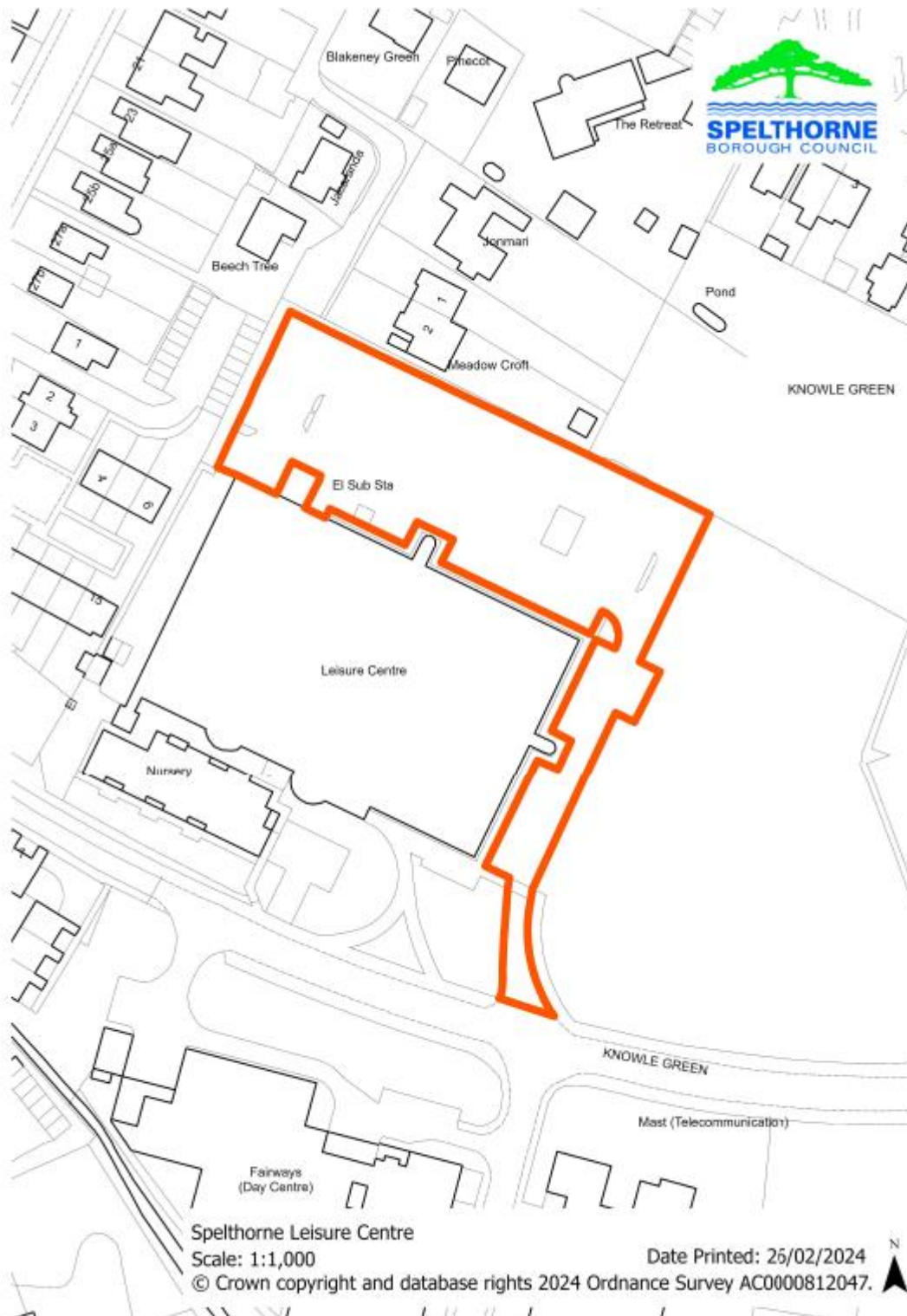
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Appendix 3

Car Park map changes proposed, as follows:



1) Spelthorne Leisure Centre (current):



2) Eclipse Leisure Centre (amended):



APPENDIX 4 PROPOSALS

1. Itemised proposals

- 1.1 Revise the wording for the Elmsleigh Surface+MSCP new pay on foot system use, as detailed in **Appendix 2, item 42 and item 43.**
- 1.2 Enabled the use of virtual contract permits, as detailed in **Appendix 2, item 49.**
- 1.3 Remove the reference to a season ticket type no longer available since the introduction of the Parking Order 2020, as detailed in **Appendix 2, previously items 54, 55 and 56.**
- 1.4 Clarify the motorcycle parking conditions, where they are only able to park in designated bays, free of charge, as detailed in **Appendix 2, renumbered item 54 and 55.**
- 1.5 Revise the wording for the terms of use of the Council staff and Member parking scheme, as detailed in **Appendix 2, renumbered item 56 and 57.**
- 1.6 Redraft the reference to the 2004 Act to cease requiring amendments if new legislation is introduced, as detailed in **Appendix 2, renumbered item 60.**
- 1.7 Change of the Staines-upon-Thames Short and Long Stay tariffs and introduction of reference to the charges being per parking session, as detailed in **Appendix 2, Schedule 4 and Schedule 5.**
- 1.8 Addition of 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 2, Schedule 1 and Schedule 2.**
- 1.9 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 30 minutes maximum stay, as detailed in **Appendix 2, Schedule 1, Schedule 3 and Schedule 6.**
- 1.10 Change of the nil charge first hour tariff to 30 minutes, and addition of a tariff point with charge for 1 hour stays, as detailed in **Appendix 2, Schedule 6.**
- 1.11 Update to the latest debt registration fee, as set by parliament, as detailed in **Appendix 2, Schedule 9.**
- 1.12 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 2, Schedule 10.**
- 1.13 Revise the Parking Order map for Spelthorne Leisure Centre, to accurately reflect the new layout, as detailed in **Appendix 3.**

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Environmental & Sustainability Committee

18 September 2025

Item 8 – Updates from Task & Finish/Working Groups

CIL Spending Boards

All Local CIL Spending Boards have met, and of 23 Local CIL applications submitted, 17 have been agreed with a combined total value of £759,148. There are £508,836 Local CIL funds remaining across the Local CIL pots, the majority in the Staines area. The Staines Local Spending Board will consider a further application this evening (10 Sept) for the Spelthorne Museum Heritage Interpretation Centre (for nearly £148K) originally submitted as a Strategic CIL application.

Local CIL Spending Boards have referred six applications to the Strategic CIL Spending Board, largely due to insufficient funds available in Local CIL pots. The Strategic CIL Spending Board is due to meet this evening and on 23 Sept, for consideration and decision of nine Strategic CIL applications and the referred Local CIL applications.

Let me know if anything else is needed. There's a detailed table of applications and decisions I can circulate if needed.

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Spelthorne Borough Council Services Committees Forward Plan

This Forward Plan sets out the decisions which the Service Committees expect to take over the forthcoming months, and identifies those which are **Key Decisions**.

A **Key Decision** is a decision to be taken by the Service Committee, which is either likely to result in significant expenditure or savings or to have significant effects on those living or working in an area comprising two or more wards in the Borough.

Please direct any enquiries about this Plan to CommitteeServices@spelthorne.gov.uk.

Spelthorne Borough Council

Service Committees Forward Plan and Key Decisions for 1 June 2025 to 31 May 2026

Anticipated earliest (or next) date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Members' briefing pack 15 10 2025	Surrey Climate Change Adaptation and Resilience Strategy (Surrey Adapt)	Non-Key Decision	Public	Sandy Muirhead, Group Head - Commissioning and Transformation, Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 18 09 2025	Update to Climate Change Working Group Terms of Reference	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 18 09 2025	The Spelthorne Borough Council (Off-Street Parking Places Order) Amendment No.3) Order 2026	Non-Key Decision	Public	Bruno Barbosa, Parking Services Manager
Environment and Sustainability Committee 18 09 2025	Biodiversity Duty	Non-Key Decision	Public	Arthur Stokhuyzen, Climate Change Officer, Anna Fjortoft, Biodiversity Officer
Environment and Sustainability Committee 04 11 2025 Council 11 11 2025	Adoption of Local Plan	Non-Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 04 11 2025 Council 11 11 2025	Adoption of the Spelthorne Design Code	Non-Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 04 11 2025 Council 11 11 2025	Re-adoption of Climate Change Supplementary Planning Document	Non-Key Decision	Public	Jane Robinson, Principal Planning Officer
Environment and Sustainability Committee 04 11 2025	Play Facility in Memorial Gardens, Staines-upon-Thames	Key Decision	Public	Jackie Taylor, Group Head - Neighbourhood Services
Environment and Sustainability Committee 13 11 2025	Design Review Panels	Non-Key Decision	Public	Laura Richardson, Joint Interim Service Lead for Strategic Planning
Environment and Sustainability Committee 13 11 2025	Green Initiatives Fund Bid - Electric Charge Points	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 13 11 2025	Green Initiatives fund Bid - Solar Panels	Non-Key Decision	Public	Timothy Snook, Sustainability Officer
Environment and Sustainability Committee 13 11 2025	Parking Services business improvements and efficiency review	Non-Key Decision	Public	Bruno Barbosa, Parking Services Manager
Environment and Sustainability Committee 13 11 2025	Green Initiatives Fund Bid - Internship Stipend	Non-Key Decision	Public	Arthur Stokhuyzen, Climate Change Officer

Date of decision and decision maker	Matter for consideration	Key or non-Key Decision	Decision to be taken in Public or Private	Lead Officer
Environment and Sustainability Committee 13 11 2025	Open Spaces and Biodiversity Strategy	Non-Key Decision	Public	Catherine Munro, Deputy Group Head Neighbourhood Services
Environment and Sustainability Committee 13 11 2025	Budget Report	Non-Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Environment and Sustainability Committee 13 11 2025	Fees and Charges	Non-Key Decision	Public	Ola Owolabi, Interim Chief Accountant
Environment and Sustainability Committee 13 11 2025	Service Plans	Non-Key Decision	Public	Heather Morgan, Group Head - Place, Protection and Prosperity, Sandy Muirhead, Group Head - Commissioning and Transformation
Environment and Sustainability Committee 13 11 2025	Changes to Community Infrastructure Levy Bidding Rounds 2025/2026	Key Decision	Public	Jane Robinson, Principal Planning Officer