

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	17/2/26
Commissioner engagement (if report focused on issues of concern to Commissioners such as Finance, Assets etc)	No	Sent 17/2/26
Relevant Group Head review	SM DA CM	18/2/26 19/2/26 18/2/26
MAT+ review (to have been circulated at least 5 working days before Stage 2)	Yes	
This item is on the Forward Plan for the relevant committee	Yes	
	Reviewed by	
Finance comments (circulate to Finance)	AS	25.02.26
Risk comments (circulate to Lee O'Neil)	LO	23.02.26
Legal comments (circulate to Legal team)	WB	25.02.26
HR comments (if applicable)	n/a	

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

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

Stage 2

Report checklist – responsibility of report owner

ITEM	Completed by	Date
Monitoring Officer commentary – at least 5 working days before MAT	L Heron	25/02/26
S151 Officer commentary – at least 5 working days before MAT	T.Collier	18/2/26
Confirm final report cleared by MAT		

Environment and Sustainability

19 March 2026

Title	<i>The Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026</i>
Purpose of the report	To make a recommendation to Corporate Policy and Resources Committee and Council
Report Author	<i>Jackie Taylor</i> <i>Group Head Neighbourhood Services</i>
Ward(s) Affected	All Wards
Exempt	No
Exemption Reason	Not applicable
Corporate Priority	Community Services
Recommendations	The Committee is asked to identify and recommend to the Corporate Policy and Resources Committee the selected proposed variations (set out in paragraph 3.2 of this report) to The Spelthorne Borough Council Off-Street Parking Places (Amendment No. 3) Order 2026.
Reason for Recommendation	The purpose of this report is to provide the Environment and Sustainability Committee with details of the proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026, to enable the Committee to identify and recommend these variations to the Corporate Policy and Resources Committee as detailed in 2.5 of this report.

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"> <i>Proposed amendments to “The Spelthorne Borough Council (Off-Street Parking Places Order) Amendment no.3) Order 2026</i> 	<ul style="list-style-type: none"> <i>When proposing to make any changes to the parking order and its schedules the changes must be agreed by Council and the amended order made.</i>
This is what we want to do about it	These are the next steps

<ul style="list-style-type: none"> Consider the proposals within this report and identify and agree to recommend the committees selected variations to CPRC. 	<ul style="list-style-type: none"> As agreed at Council on 23 October 2025 these proposed amendments must be discussed and agreed at Environment and Sustainability Committee for onward approval at Corporate Policy and Resources (CPRC) in April 2026 before recommendations are put to Council in July 2026.
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2. Key issues

- 2.1 The Council's current Parking Policy was set in 2020 following an extensive consultation and engagement exercise. This established the current Spelthorne Borough Council (Off-Street Parking Places) (OSPPO) Order 2020.
- 2.2 Spelthorne Borough Council manages thirty-eight car parks, ensuring accessibility with free motorcycle parking as well as designated disabled parking spaces at most locations.
- 2.3 Public car parks are an amenity provided by the Council for the convenience of the public. In shopping and recreational areas, they also encourage and maintain the viability of businesses but the income from the car parking charges is expected to, at least, cover the cost of providing and maintaining the car parks.
- 2.4 On Thursday 18 September 2026 a report was presented to the Environment and Sustainability Committee detailing proposed amendments to the SBC OSPPO. The Committee resolved to make a recommendation to Council as set out in paragraph 2.5. below.
- 2.5 **On 18 September, the Committee resolved to make a recommendation to Council to:**
1. 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.
 2. 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; and
 3. Authorise the Group Head Neighbourhood Services, in consultation with the Group Head Corporate Governance, to consider and address any objections and to amend the proposal if necessary, following the public consultation.
- 2.6 The report was subsequently presented to Council and debated at its meeting on 23 October 2025. At that meeting, the Parking Services Operational Manager advised that, should approval be granted, a one-month public consultation period would take place before any proposed amendments could become enforceable.
- 2.7 **On 23 October 2025, Council resolved to:**

1. Authorise the Group Head Neighbourhood Services to proceed with the consultation proposals made in this report and to implement the Spelthorne Borough Council Off-street Parking Places (Amendment no. 3) Order 2026, Council, 23 October 2025.

2. 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; and

3. Before the order is made, the Group Head Neighbourhood Services will report on the outcome of the consultation and any necessary proposed amendments to the relevant Committees (Environment and Sustainability, Corporate Policy and Resources and Council)

2.8 During the Council meeting, Members raised several concerns regarding the proposals to remove the nil tariff entirely from four car parks, and/or to reduce the tariff in other car parks from one hour to thirty minutes, particularly in relation to car parks located near parks and green spaces.

2.9 Members considered that such changes could have an adverse impact on residents' health and wellbeing. It was therefore confirmed that the consultation would proceed and that, following its completion, a further report would be presented setting out the results and any recommended amendments prior to final determination as set out in paragraph 2.7.

2.10 Local councils do not have a statutory duty to provide free parking. Car parks incur significant costs, including, maintenance, lighting, security, staffing, business rates, and long-term infrastructure upgrades. In a period of financial pressure on public services, councils should aim to make car parks financially sustainable rather than subsidising them through general domestic rates taxation. The income and expenditure for all car parks excluding maintenance and back-office services is as below:

Year	Expenditure	Income
2025/2026	£1,174,900	£1,658,800
2026/2027	£1,168,600	£1,663,800

2.11 In a period of continued financial pressure on public services, it is necessary for parking services to operate on a financially sustainable basis rather than being subsidised through general Council funds. Achieving cost recovery may require increases in charges. While such increases may be unpopular, they reduce pressure on the wider Council budget and help protect frontline services. A sustainable pricing model also enables reinvestment in maintenance, technology, accessibility, and service improvements.

Results of the consultation

2.12 In accordance with statutory requirements, a Notice of Proposal was published in the **Surrey Advertiser** on 12 December 2025 and circulated to statutory consultees. No objections were received from statutory consultees during the consultation period.

2.13 The consultation opened on 12 December 2025 and, following an extended period for comments and objections, closed on 26 January 2026. Officers are required to consider all representations received before submitting the original

or amended Notice of Proposal to Council in July 2026, seeking approval for the Order to be made.

2.14 A total of 180 responses were received from individual respondents. All 180 responses raised objections and/or comments on the proposals.

- 180 Responses from individual people
- 180 of those responding raised objections and comments.

2.15 The table below at 2.16 sets out the main reasons for residents objecting and/or commenting on the proposals.

2.16 Summary of Consultation Themes and Impacts

Theme	Key Issues Raised	Potential Impacts Identified
Clarity of information	Information in the Notice of Proposal was unclear, leading to misunderstanding about the change from pay-and-display to free parking with a 30-minute maximum wait time.	Confusion among the public about how the car parks would operate and what was being proposed.
Insufficient parking time (general use)	Thirty minutes is not enough time to shop, socialise, attend appointments, walk dogs, exercise, or spend time in green spaces.	Reduced use of town centre, parks, and community facilities; fewer visitors; reduced dwell time.
Impact on local businesses	Thirty minutes is not sufficient for dining in restaurants or visiting shops.	Loss of trade, reduced customer numbers, and negative economic impact on local businesses.
Families and children	Insufficient time for parents dropping off or collecting children, including school trips.	Increased stress for parents, potential safety concerns, and reduced use of facilities linked to schools and events.
Disabled users and accessibility	Disabled users require more time to park and manage wheelchairs or pushchairs.	Disproportionate impact on people with disabilities and carers; reduced accessibility and inclusion.
Health and wellbeing	Reduced time in parks and green spaces; concerns about mental health and obesity.	Potential negative effects on physical health, mental wellbeing, and community use of open spaces.
Community and faith groups	Church services and community activities would be affected.	Reduced attendance and disruption to regular community and faith-based events.
Council-run and local events	Impact on events in the Walled Garden promoted by the Council.	Reduced attendance, operational difficulties, and reputational impact for Council events.

Theme	Key Issues Raised	Potential Impacts Identified
On-street parking pressures	Reduced free parking time may lead to displacement onto surrounding streets.	Increased on-street congestion, parking conflicts, and enforcement pressures.
Parking permit charges	Objections to the increase in permit charges.	Financial impact on residents and permit holders; increased dissatisfaction with parking policies.

Conclusion

- 2.17 The consultation responses demonstrate concerns from residents, businesses, community groups and other stakeholders regarding the proposed reduction or removal of the nil tariff period in car parks. This proposed change is also associated with the suggested introduction of a maximum thirty-minute wait limit in four car parks and the reduction from one hour to a thirty-minute free parking period in other first hour free car parks.
- 2.18 While there is recognition of the Council's need to manage parking effectively and sustainably, the volume and consistency of objections indicate that the proposed changes may have unintended adverse impacts on car park users.
- 2.19 Failure to proceed with the proposed changes to off-street parking tariffs and free parking periods would result in the loss of approximately £37k of forecast additional income. As this income is contingent on approval of the proposals, it has not been incorporated into the 2026/27 budget. Consequently, the parking service would be required to operate without this anticipated revenue uplift, increasing pressure on the existing budget and reducing financial resilience. To offset this shortfall and sustain current service provision, the Council would need to consider other ways to compensate income streams or implement cost reductions within the parking service.
- 2.20 While the Council has previously offered first hour free parking in eight of all its car parks, supported by revenue from fee-paying car parks, this practice is no longer sustainable due to rising operational costs, inflation, increased Business Rates, and staffing expenses.
- 2.21 It is therefore appropriate for the Committee to consider amendments to the original proposals before any final determination is made, in accordance with the resolution of Council on 23 October 2025. A summary of proposals relative to this OSPPO can be found at **Appendix A**

3. Options appraisal and proposal

3.1 Options

- 1a.** 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** or
- 1b. Retain the current one-hour nil tariff period in car parks and make no changes to the order or the tariffs.
- 2a. Removal of Abbey Drive, Dumsey Meadow, Old Bathing Station and Green Street from **Schedule 1** chargeable tariffs, and addition of 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** or

- 2b.** Removal of Abbey Drive, Dumsey Meadow, Old Bathing Station and Green Street from **Schedule 1** chargeable tariffs, and addition of same car parks to **Schedule 3** with 11 hours maximum stay. Most free parking locations operate with a maximum permitted stay of eleven hours, which accords with the arrangements applied to other free car parks specified within the Parking Order.
- 3a.** Introduce a “no return within the same charging period” in all car parks listed in **Appendix 2 Schedule 1**
- 3b.** Do not introduce a “no return within the same charging period” in any of the car parks.
- 4.** Revise the Parking Order map for Spelthorne Leisure Centre, to accurately reflect the new layout, as detail in **Appendix 3.**
- 5.** Introduce other minor amendments as detailed in **Appendix 1 and 2 and schedules 1, 2 and 3.**
- 6.** 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 **Appendix2, Schedule 4 and Schedule 5.**

3.2 Officer preferred recommendations

Item	Option	Rationale
1. Off-street free parking period	1a. Approve the change from a nil-charge first hour to a 30-minute free period, with the introduction of a new 1-hour paid tariff, as detailed in Appendix 2, Schedule 6.	Option 1a is recommended as it improves revenue yield from short-stay parking while retaining limited free provision.
2. Reclassification of specified car parks	2b. Remove Abbey Drive, Dumsey Meadow, Old Bathing Station and Green Street from Schedule 1 chargeable tariffs and add to Schedule 3 as free parking places with a maximum stay of 11 hours, in line with most other free parking locations, as detailed in Appendix 2, Schedules 1 and 3.	Option 2b is recommended as it provides consistency with other free parking locations and reduces maintenance, enforcement, and monitoring costs.
3. Return parking restriction	3a. Introduce a “no return within the same charging period” restriction in all car parks listed in Appendix 2, Schedule 1.	Prevents repeated short stays to avoid payment, protecting income and improving space availability.
4. Parking Order map amendment	4. Approve the revision of the Parking Order map for Spelthorne Leisure Centre to accurately reflect the revised layout in Appendix 3.	Ensures enforceability and reduces operational and legal risk.
5. Minor amendments	5. Approve the introduction of other minor amendments as detailed in Appendices 1 and 2 and Schedules 1, 2 and 3.	Improves clarity, consistency, and operational efficiency.

6. Staines-upon-Thames tariff structure	6. Approve changes to the Staines-upon-Thames Short and Long Stay tariffs and introduce explicit reference to charges being applied per parking session, as detailed in Appendix 2, Schedules 4 and 5.	Strengthens the tariff framework, improves transparency.
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3.3 Options not recommended.

It is recommended that Options 1b, 2a, and 3b not be approved, as they fail to sufficiently address the principal concerns raised during the consultation process and do not adequately consider the requirement to ensure the financial sustainability of the Council's car park services.

4. Risk implications

4.1 Strategic Risks

There is a risk that the proposed amendments, in particular the reduction or removal of the nil tariff period and increases in parking charges, could be perceived as discouraging access to town centres, parks, green spaces, and community facilities, potentially conflicting with the Council's Community priority. This risk has been mitigated by taking account of consultation feedback and amending the original proposals. In response to concerns raised by Members, residents, businesses and car park users, the recommended option provides for a maximum stay of 11 hours rather than 30 minutes (**Recommendation 2b**), supporting accessibility while balancing financial objectives.

4.2 Operational Risks

Changes to tariffs and waiting restrictions may create initial confusion for users and increase enforcement demands. To mitigate this risk the Council will ensure that clear signage to reflect any updates will be displayed in all car parks affected by the proposed changes. Advance notification will also be provided on all social media platforms.

4.3 Financial Risks

Reduced Parking Usage: Increasing parking charges, especially at recreational venues, could lead to a decrease in usage as people seek alternative activities or locations.

Loss of Income: If the overall impact of the fee increases is negative, it could result in a net loss of approx. £37k (full year) income for the Council.

There is a risk that changes may not generate the projected income if usage reduces, or conversely, that retaining the one-hour nil tariff may limit cost recovery. To mitigate these risks the Council will continue with its monthly income monitoring which will help to determine if a recommendation that tariffs need to be adjusted is considered in future parking order reviews.

5. Financial implications

5.1 The Council's off-street car parks incur significant annual operating costs, including but not limited to: -

- Maintenance and repairs
- Lighting and utilities
- Staffing and enforcement
- Business rates
- Insurance
- IT systems and payment infrastructure
- Long-term capital maintenance and resurfacing

5.2 Parking income contributes toward the recovery of these costs and supports the financial sustainability of the service. These changes are necessary to address rising operational costs, maintain the self-funding nature of parking services, and invest in improvements to public car parks.

5.3 Increasing tariffs and reducing nil tariff periods would support cost recovery and reduce pressure on the wider Council budget. Conversely, retaining the one-hour free period in certain locations may reduce potential additional income but may help sustain town centre footfall and community use. Removing car parks from chargeable to free car parks will reduce costs in terms of business rates and enforcement. A summary of the financial impacts is listed below.

Proposal	Estimated Financial Impact (Annual)
Reduction of nil tariff to 30 minutes	Income from this reduction from 1 hour to 30 minutes (which is subject to usage patterns) has the potential to increase by £18k per year.
Removal of charging at four specified car parks	The saving on maintenance and business rates is anticipated to be approx. £2300 for a full year which is subject to the rates charges being removed. There will be other savings in terms of officer time in that officers will be able to enforce other areas more frequently.
Increase in Staines tariffs	Changes to the tariffs for both short and long stay car parks is anticipated to be £17k per year,
Introduction of no return rule	This is an operational control measure which has little or no benefit to income.

6. Legal comments

6.1 The relevant legal implications have been considered within the report. The proposals as set out are within the legal framework for changes to car parking orders.

Corporate implications

7. S151 Officer comments.

7.1 The S151 Officer confirms that all financial implications have been taken into account.

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 consultation responses identified concerns regarding the impact on:

- Disabled users requiring additional time to park and mobilise.
- Older residents with reduced mobility.

10.2 Reducing the nil tariff period may have an impact on individuals who require longer parking durations for access and mobility reasons. However, it should be noted that all users displaying a **valid Blue Badge are entitled to an additional one hour free of charge**, in addition to their paid-for parking period, in accordance with the Council's current parking policy. This provision is intended to allow additional time for those with mobility needs and helps mitigate potential adverse impacts on disabled users.

10.3 While the proposed parking variations, including modest fee increases and a recreational fee structure change, aim to ensure the sustainability of public parking services, we are committed to maintaining accessibility for disabled users. There will be no reduction in the number of designated parking bays for disabled individuals. These changes are designed to be equitable inclusive, ensuring that everyone can benefit from our public parking services.

10.4 The proposals set out in this report have taken consultation feedback into consideration and seek to balance the Council's need for financial sustainability with the principles of accessibility, fairness, and inclusion. The impact of any approved changes will be monitored, and further review will be undertaken if disproportionate impacts on protected groups are identified. The summary of the Equality Impact assessment is at **Appendix B**.

11. Sustainability/Climate Change Implications

11.1 Parking policy can influence travel behaviour. Adjustments to tariffs may:

- Encourage shorter stays and higher turnover in town centres.
- Influence modal shift where viable alternatives (walking, cycling, public transport) are available.
- Reduce unnecessary long-duration parking in high-demand areas.

However, care must be taken to avoid displacement to on-street residential areas, which could increase congestion and emissions.

If implemented the proposals will be monitored to assess any unintended environmental impacts.

12. Other considerations

12.1 Public perception and stakeholder relationships remain important considerations.

Given the strength of feedback received, Members may wish to consider a balanced approach that differentiates between town centre commercial car parks and those adjacent to parks and community facilities. The options laid out in **Section 3** of this report and **Appendix A** will assist members to make fully informed decisions on the proposed amendments to **The Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026**.

13. Timetable for implementation

Milestone	Date
Consultation completed	26 January 2026
Report to Environment and Sustainability Committee	19 March 2026
Consideration by Corporate Policy and Resources Committee	20 April 2026
Council decision	16 July 2026
Publication of Making Order Notice	Following Council approval
Implementation of amended tariffs and conditions	Within 4–6 weeks of Order being made

14. Contact

Jackie Taylor Group Head Neighbourhood Services 01784446418

Background papers:

[Issue details - The Spelthorne Borough Council \(Off-Street Parking Places Order\) Amendment No.3\) Order 2026 - Spelthorne Borough Council](#)

Appendices:

Appendix A Summary of options for proposed changes
Appendix B Summary Equality Impact Assessment