

Committee Report Checklist

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

Stage 1

Report checklist – responsibility of report owner

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

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

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

Stage 2

Report checklist – responsibility of report owner

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

Council

Thursday 16 July 2026

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

1. Executive summary of the report

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

2. Key issues

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

2.5 Table 1

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

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

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

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

The amendments are intended to support:

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

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

3. Options appraisal and proposal

3.1 Option 1 – Approve the proposed amendments (Recommended)

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

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

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

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

3.5 Option 2 – Reject the proposed amendments

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

4. Risk implications

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

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

5. Financial implications

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

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

6. Legal comments

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

Corporate implications

7. Commissioners' comments

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

8. S151 Officer comments

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

9. Monitoring Officer comments

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

10. Procurement comments

- 10.1 There are no procurement implications arising directly from the recommendations in this report.
- 10.2 The Procurement Team will be consulted if any implementation activity gives rise to a procurement requirement.

11. Equality and Diversity

- 11.1 The Council has considered its obligations under the Equality Act 2010.
- 11.2 The proposed amendments are not considered to have a disproportionate adverse impact on any protected group.
- 11.3 Appropriate exemptions and accessibility provisions within Council car parks will continue to apply within the existing Parking Order.

12. Sustainability/Climate Change Implications

- 12.1 The proposed amendments support the Council's wider objectives relating to sustainable transport and the effective management of traffic and parking demand.
- 12.2 Effective parking management can contribute to reduced congestion and improved traffic flow within town centres and surrounding areas.

13. Other considerations

- 13.1 Relevant consultation and engagement have been undertaken in accordance with the Council's statutory obligations and established procedures.
- 13.2 Consultation responses, including objections and representations, were considered and assessed by officers as part of the review process, and the final proposals reflect the outcome of that assessment where appropriate.
- 13.3 The proposals support the Council's corporate priorities by:
 - Supporting vibrant and accessible town centres;
 - Maintaining effective and financially sustainable services;
 - Ensuring effective governance and regulatory compliance.

14. Local Government Reorganisation Implications

- 14.1 The Government's proposals relating to Local Government Reorganisation (LGR) have been considered in the preparation of this report.
- 14.2 The proposed amendments to the Spelthorne Borough Council Off-Street Parking Places (Amendment No.3) Order 2026 relate to the ongoing operational management and statutory regulation of the Council's off-street parking assets and services.
- 14.3 The amendments are considered necessary to ensure the continued effective operation, enforcement, and financial management of the Council's parking provision pending any future structural changes arising from LGR.
- 14.4 The proposals do not prejudice or restrict any future decisions relating to governance arrangements, service delivery models, or asset management that may arise as part of any future local government reorganisation process.
- 14.5 Any successor authority established through LGR would inherit the Council's statutory parking powers, operational arrangements, and associated Traffic Regulation Orders, including any amendments approved through this Order.

15. Timetable for implementation

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

16. Contact

16.1 Jackie Taylor, Group Head Neighbourhood Services

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Background papers:

Details of previous committee papers are listed at 2.5 Table 1

Appendices:

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

Appendix B – Off Street Parking Places Order Schedules

Appendix C – Off Street Parking Places Order

Appendix D– Implementation plan following Council approval

