

Appendix D – Implementation plan following Council approval

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

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

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