

**Report to Councillor Joy Dennis, Cabinet Member for Highways and Transport**

**December 2021**

**On-Street Parking Management in West Sussex – Controlled Parking Zone Framework and Development Programme**

**Report by Director of Highways, Transport and Planning**

**All Electoral Divisions**

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**Summary**

The strategic management of on-street parking remains important for the County Council as the level of development and number of vehicles in West Sussex continues to increase.

A revised framework and parking management programme to replace the County Council's Road Space Audit Programme and associated decision-making process has been developed.

The framework sets out rules for the consideration, implementation, review and removal of Controlled Parking Zones; how decisions will be made by the County Council on whether particular proposals should be progressed; and incorporates an initial three-year programme for Controlled Parking Zone development.

**Recommendations**

That the Cabinet Member for Highways and Transport approves:

- (1) The new Controlled Parking Zone Framework (Appendix A), incorporating a revised decision-making process, and delegates authority to the Director of Highways, Transport and Planning to formally advertise and implement proposals; and
- (2) The new three-year Controlled Parking Zone Development Programme (Appendix B), to implement on-street parking controls in various locations across the county and delegates authority to the Director of Highways, Transport and Planning to make amendments to this programme, in consultation with the Cabinet Member for Highways and Transport.

**Proposal**

**1 Background and context**

- 1.1 In December 2018, the then Cabinet Member for Highways and Infrastructure considered revised principles for managing on-street parking in West Sussex and [agreed a revision](#) to the decision making process for Road Space Audits (RSA) as well as a strategic parking management plan programme to implement on-street parking controls in various locations across the county.

- 1.2 In March 2020, members of the Environment and Communities Scrutiny Committee (ECSC) were updated on the progress of the strategic parking management plan programme and subsequently raised concerns about whether there was capacity to deliver the programme and manage the expectations of the community. It was resolved that the Cabinet Member for Highways and Infrastructure should review the RSA principles as well as the programme to confirm it remained deliverable, with regard to its resourcing and funding.
- 1.3 A review has now been completed and a new Controlled Parking Zone (CPZ) framework has been devised to replace the County Council's decision-making process for RSA and the associated strategic parking management plan programme.

## **2 Proposal details**

- 2.1 The new CPZ framework, outlined in Appendix A, sets out rules for the consideration, implementation, review and removal of CPZs; an outline on how decisions will be made by the County Council on whether particular proposals should be progressed; and incorporates an initial three-year programme for CPZ development.
- 2.2 In summary, the key revisions are as follows:
- The County Council, rather than actively seek out areas where CPZs may be introduced, will maintain a responsive position to parking problems and will be guided by concerns and expressions of interest from communities before committing to undertaking CPZ investigations.
  - The consideration of new CPZs will consist of three stages, which are the trigger stage, the assessment stage and the prioritisation stage.
  - In order to manage community expectations as well as its own resources, the County Council will maintain a three-year CPZ programme, enabling three projects to be progressed at any one time. The Director of Highways, Transport and Planning will be responsible for reviewing the programme, in consultation with the Cabinet Member for Highways and Transport.
  - For the initial public consultation and outline design phases of a project, the aspiration will be for an overall response rate of 50% or higher. Of those who respond, the aspiration will be for 50% or over to be in support of the project progressing to the next stage. Where rates are less than 50%, the responses would be judged on their own merits and the project may still progress.
  - The responses from a statutory/final design consultation will be shared with the County Councillor(s) whose electoral division is directly affected and then all comments will be reported to the Director of Highways, Transport and Planning, who will make a decision on whether to implement the CPZ. There is no expected response rate or a required level of support at this stage.
  - Reviews of established CPZs will also consider new restrictions in a particular road if there is evidence of displacement and if a majority of residents in that road support the introduction of further parking restrictions.
- 2.3 An initial three-year programme for CPZ development is outlined in Appendix B. The reasons for including particular projects are as follows:

- In Chichester, some new parking zones were implemented on June 1<sup>st</sup> 2021 and there is an existing commitment in place to review the operation of these zones, as well as consider other CPZ changes.
- In Manor Royal, approval has already been given to proceed with a statutory advertisement of a detailed CPZ design, although further work to date has been delayed due to COVID-19.
- In Horsham, a major review of the existing CPZ is seen as essential in ensuring its ongoing effective operation.
- In Burgess Hill and Shoreham, feasibility work has already been undertaken and local members have expressed support for the projects to progress.
- In Crawley, there is a commitment in place to review the impact of a Manor Royal scheme in the surrounding residential areas, as well as consider other CPZ changes across the town.

2.4 It is proposed that the projects listed above would not be subject to the initial trigger stage, the assessment stage and the prioritisation stage. However, all future projects would be subject to the entire framework.

### **3 Other options considered (and reasons for not proposing)**

3.1 An alternative option, whereby the County Council would consider only safety related parking measures has been considered and discounted. Further details are outlined in Appendix C.

### **4 Consultation and engagement**

4.1 The District and Borough Councils operate Civil Parking Enforcement in West Sussex and manage CPZs, under agency agreements, on behalf of the County Council. Officers from all authorities meet regularly to monitor the operation of CPZs and to discuss any issues that arise. There is also frequent dialogue between officers and stakeholders that identify specific parking related issues and the draft framework has sought to reflect these wherever possible.

4.2 The principles outlined in the draft framework were also considered by a Communities, Highways and Environment Scrutiny Committee Task and Finish Group (TFG) in November 2021. The recommendations of the TFG are outlined in Appendix D alongside officer comments on how these affect the draft framework. The draft framework outlined in Appendix A incorporates these changes.

### **5 Finance**

#### Revenue consequences

- 5.1 Feasibility, design and consultation work for proposed schemes will be undertaken within existing officer resources.
- 5.2 Anticipated additional on-street parking income will be assessed on a scheme by scheme basis, taking account of any expected increases to operational costs.
- 5.3 Any net income generated by schemes will be credited to the County Council's On-Street Parking Reserve and will be reinvested to fund parking improvements and other eligible Highways and Transport expenditure.

Capital consequences

- 5.4 Scheme implementation costs included in business cases will be subject to the County Council's usual capital programme governance.

## 6 Risk implications and mitigations

<b>Risk</b>	<b>Mitigating Action (in place or planned)</b>
The risk with proceeding with any CPZ proposals is that many residents and businesses find the measures unacceptable and object as their normal parking habits are affected.	The consideration of new CPZs under this new framework will generally only be favoured in situations where there is clear evidence of residents and other road users experiencing difficulties in parking and where any intervention on the part of the County Council has the initial support of the local community, including County Councillors. That support will also be critical if an outline design is to progress
Difficulties with resourcing and funding the CPZ programme.	No more than three projects will be progressed at any one time during the three-year programme period. External funding has already been secured for some CPZ projects on the programme and every effort will be made to secure additional funding or capitalise implementation costs for other projects.

## 7 Policy alignment

- 7.1 The new CPZ framework aligns with the Sustainable and Prosperous Economy policy in that providing parking in a well-managed way helps to support local businesses and communities.
- 7.2 The advertisement of the Traffic Regulation Order (to bring effect to any CPZ changes) will be undertaken in accordance with statutory procedures.
- 7.3 There are no equality, human rights, climate change, crime and disorder, public health or social value implications.

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### Appendices

Appendix A – CPZ Framework, incorporating a revised decision-making process

Appendix B – CPZ Development Programme

Appendix C – A safety only approach to parking management

Appendix D - Communities, Highways and Environment Scrutiny Committee Task and Finish Group Recommendations

### Background papers

None