

Appendix B

IPS Action Plan Review (2023)

The following progress is reported for the period September 2022 to September 2023.

IPS Policy 1 - The County Council, together with the District and Borough Councils, will take all reasonable steps to provide a cost-effective and efficient parking service.

- The CPE Review Report, prepared by RTA Associates, has recently been updated and the addendum now incorporates year-end figures for 2022/23.

IPS Policy 2 - Civil Parking Enforcement will be quality based and information readily available to help road users understand that enforcement is as fair, accurate and expeditious as possible.

- The West Sussex IPS 2022 – 2027 has been available to view [online](#) since October 2022.
- There has been a delay in finalising the West Sussex Parking Policy but it is hoped this will be made available to view online in the Autumn 2023.
- The first IPS Action Plan review has been undertaken in September 2023.
- The 2021/22 Annual Parking Reports for Arun, Chichester, Horsham, Mid Sussex and Worthing are now available to view on their respective parking pages. Crawley Borough Council have yet to produce a report. The 2022/23 reports are expected to be available to view from November 2023.

IPS Policy 5 - On-Street parking charges will be reviewed regularly and set at an appropriate level to cover operating costs and influence parking demands, consistent with traffic management and environmental objectives.

- The 2023/24 charges review was approved in July 2023 and will become effective from Monday 2 October 2023.

IPS Policy 6 - A Controlled Parking Zone policy framework will set out an appropriate set of rules for the consideration, implementation, review and removal of Controlled Parking Zones.

- The West Sussex CPZ Policy is now available to view [online](#)

- A non-key Decision Report outlining a review of the CPZ programme will be submitted to the Assistant Director (Highways, Transport and Planning) in August 2023.

IPS Policy 8 – The County Council will promote improved access for Blue Badge holders through the provision of designated on-street spaces and the detection and investigation of Blue Badge misuse.

- The feasibility study relating to supporting advisory disabled bays with traffic regulation orders has been delayed due to a lack of resource and priorities elsewhere.

IPS Policy 9 - The County Council will widen its parking enforcement powers, including for moving traffic, in order to improve compliance, improve road safety, reduce public transport journey times and reduce congestion.

- The feasibility of using CCTV to enforce particular restrictions outside schools is being considered alongside wider School Street proposals as well as a School Keep Clear enforcement trial.
- Moving Traffic Enforcement powers have now been obtained following an application to the Department for Transport in February 2023. Two further applications (covering Bus Lanes and the extent of the West Sussex Civil Enforcement Area) will be made in October 2023, with a view to implementation from April 2024.

IPS Policy 10 - The County Council will embrace technological innovations which help customers to better access services and aid the efficiency of parking operations.

- An un-planned (but necessary) replacement of the modems in all on-street pay and display machines was undertaken between January and March 2023.
- Digital Permits to be implemented countywide by November 2023.

IPS Policy 11 - The County Council and the District/Borough Councils will be open and transparent about how the CPE Service works and how decisions are made.

- The Open Data [Transparency Code](#), outlining on-street parking income/expenditure for the preceding financial year, is published each June.
- Feasibility work has begun on the preparation of an annual West Sussex CPE performance and financial report.

Revised IPS Action Plan (2023)

IPS Policy	IPS Objectives Met	Specific Actions	Timescales
The County Council, together with the District and Borough Councils, will take all reasonable steps to provide a cost-effective and efficient parking service.	Traffic Management, Community, Economic, Health & Wellbeing, Location, Enforcement, Financial	<ul style="list-style-type: none"> • Undertake a comprehensive review of the County Council's CPE service. • Introduction of a new back office case management system (Chipside) 	<ul style="list-style-type: none"> • CPE Review Report completed Spring 2020 and most recently updated June 2023. • Horsham and Mid Sussex Agency Agreements due for review April 2024 with Chichester to follow in June 2024 and Arun in October 2024. • Chipside introduced countywide from April 2021. Client meetings planned every 6 months
Civil Parking Enforcement will be quality based and information readily available to help road users understand that enforcement is as fair, accurate and expeditious as possible.	Traffic Management, Community, Economic, Health & Wellbeing, Location, Enforcement, Financial	<ul style="list-style-type: none"> • Publication of the County Council's IPS and Parking Policy as well as the District and Borough Council Annual Parking Reports • Production (internal) of CPE performance reports for each District/Borough. Key information to be fed into annual parking reports. 	<ul style="list-style-type: none"> • IPS 2022 – 2027 available to view online from October 2022. • IPS action plan reviewed September 2023. • Parking Policy to be published in Autumn 2023. Procedural review every 3 years • Annual Reports to be published by the District and Borough Councils by the end of October each year. All 2021/22 reports currently available online with exception of Crawley. • CPE performance reports operative from April 2022 and submitted quarterly.
Parking signing and lining defects will be corrected as soon as possible after being reported.	Traffic Management, Economic, Enforcement	<ul style="list-style-type: none"> • Review (internal) of sign/line defect expenditure as well as PCN cancellations attributed to sign/line defects 	<ul style="list-style-type: none"> • Operative from April 2021 and monitored quarterly
Management of all on-street parking spaces will complement other transport and planning policies to discourage car use in congested urban areas,	Traffic Management, Community, Economic, Health & Wellbeing, Location, Enforcement, Financial	<ul style="list-style-type: none"> • Parking Standards Review • Review of internal processes related to Section 278 agreements • Review of IPS and CPZ operational guidance 	<ul style="list-style-type: none"> • Completed 2020/21 • Completed 2021/22 • IPS 2022 – 2027 available to view online from October 2022. IPS action plan reviewed September 2023. • Continuous review of CPZ operational guidance.

IPS Policy	IPS Objectives Met	Specific Actions	Timescales
balance the needs of various competing user groups and maintain the economic viability of those areas.			
On-Street parking charges will be reviewed regularly and set at an appropriate level to cover operating costs and influence parking demands, consistent with traffic management and environmental objectives	Traffic Management, Economic, Location, Enforcement, Financial	<ul style="list-style-type: none"> Preparation of on-street parking charges report 	<ul style="list-style-type: none"> The 2023/24 charges review was approved in July 2023 and will become effective from Monday 2 October 2023
A Controlled Parking Zone policy framework will set out an appropriate set of rules for the consideration, implementation, review and removal of Controlled Parking Zones	Traffic Management, Community, Economic, Health & Wellbeing, Location, Enforcement, Financial	<ul style="list-style-type: none"> Prepare new CPZ policy and incorporate forward programme for CPZ development and review. 	<ul style="list-style-type: none"> The West Sussex CPZ Policy is now available to view online A non-key Decision Report outlining a review of the CPZ programme will be submitted to the Assistant Director (Highways, Transport and Planning) in August 2023. CPZ Reviews to be undertaken as and when appropriate
The County Council will maintain a locally responsive approach towards verge and pavement parking, enabling it to draw on a range of options to manage issues in local communities.	Traffic Management, Community, Enforcement	<ul style="list-style-type: none"> Undertake feasibility study relating to a road specific or area wide footway parking ban (dependent on location) 	<ul style="list-style-type: none"> Footway parking position paper completed 2021. Progress dependent on DfT announcement
The County Council will promote improved access	Traffic Management, Community, Health	<ul style="list-style-type: none"> Undertake feasibility study relating to supporting 	<ul style="list-style-type: none"> Feasibility study delayed.

IPS Policy	IPS Objectives Met	Specific Actions	Timescales
for Blue Badge holders through the provision of designated on-street spaces and the detection and investigation of Blue Badge misuse	& Wellbeing, Location	advisory disabled bays with traffic regulation orders	
The County Council will widen its parking enforcement powers, including for moving traffic, in order to improve compliance, improve road safety, reduce public transport journey times and reduce congestion.	Traffic Management, Health & Wellbeing, Location, Enforcement	<ul style="list-style-type: none"> • Feasibility study relating to CCTV enforcement of School Keep Clears and Bus Stops outside schools (dependent on location) • Adoption of further Pt 6 powers (moving traffic) • Feasibility study relating to the enforcement of double/drop kerb parking 	<ul style="list-style-type: none"> • The feasibility of using CCTV to enforce particular restrictions outside schools is being considered alongside wider School Street proposals as well as a School Keep Clear enforcement trial. • Moving Traffic Enforcement powers have now been obtained following an application to the Department for Transport in February 2023. Two further applications (covering Bus Lanes and the extent of the West Sussex Civil Enforcement Area) will be made in October 2023, with a view to implementation from April 2024.
The County Council will embrace technological innovations which help customers to better access services and aid the efficiency of parking operations.	Traffic Management, Community, Economic, Health & Wellbeing, Enforcement, Financial	<ul style="list-style-type: none"> • Implementation of On-Street Pay and Display upgrade programme (incorporating card and contactless payments) • Introduction of digital parking permits • Introduction of a new back office case management system (Chipside) • Provision for car clubs will be provided where appropriate. 	<ul style="list-style-type: none"> • Pay and Display replacement programme runs from 2020 – 2026 • An un-planned (but necessary) replacement of the modems in all on-street pay and display machines was undertaken between January and March 2023 • Digital Permits to be implemented countywide by November 2023. • Chipside introduced countywide from April 2021. Client meetings planned every 6 months • Car club provision to be considered as per CPZ review programme.

IPS Policy	IPS Objectives Met	Specific Actions	Timescales
		<ul style="list-style-type: none"> Provision of EV charge points, in line with the WSCC EV Strategy 	<ul style="list-style-type: none"> Under Phase 1, 30 on-street EV charge point sites progressed out of the 63 proposed with 180 sockets installed and commissioned by the end of July 2023. In addition, 14 District & Borough Car Parks progressed with a total of 86 sockets commissioned. 38 further sockets due to be installed in car parks by the end of the summer 2023.
<p>The County Council and the District/Borough Councils will be open and transparent about how the CPE Service works and how decisions are made.</p>	<p>Traffic Management, Financial</p>	<ul style="list-style-type: none"> All District/Borough Councils to produce an Annual Report County Council to produce annual statement of parking accounts 	<ul style="list-style-type: none"> The Open Data Transparency Code, outlining on-street parking income/expenditure for the preceding financial year, is published each June. Feasibility work has begun on the preparation of an annual West Sussex CPE performance and financial report.
<p>As a member of the BPA, the County Council will continue to add its voice to those of other local authorities when lobbying Government or responding to government consultations on parking issues.</p>	<p>Traffic Management</p>	<ul style="list-style-type: none"> On-going engagement and sharing of best practice 	<ul style="list-style-type: none"> Under continuous review