

Mr Elkins, Cabinet Member for Highways and Infrastructure	Ref No: HI 25 (18/19)
December 2018	Key Decision: Yes
On-Street Parking to Support Traffic Management	Part I
Report by Lee Harris, Executive Director Economy Infrastructure and Environment and Matt Davey, Director of Highways and Transport	Electoral Division(s): All
<p>Summary</p> <p>Providing on-street parking in a well-managed way helps to support local businesses, residents and communities. Road Space Audits are now being used to identify where there is a need to implement better settlement wide parking solutions that support the County Council's aspirations in terms of economic development, improved safety and sustainable transport.</p> <p>The Cabinet Member for Highways and Infrastructure is being asked to agree a revision to the decision making process for Road Space Audits as well as a strategic parking management plan programme to implement on-street parking controls in various locations across the county. Specific proposals for each place will be put to the Cabinet Member as they arise from the programme of Road Space Audits which is already underway. Road Space Audits will be progressively rolled out to the majority of urban areas across the County.</p>	
<p>West Sussex Plan: Policy Impact and Context</p> <p>A Prosperous Place. Providing parking in a well-managed way helps to support local businesses and communities. This is best achieved by implementing settlement wide parking management plans that are defined by existing and future parking demand. In addition setting the right level of charges ensures that the primary choice for parking in towns should be off street.</p>	
<p>Financial Impact</p> <p>The revenue implication of designing and consulting upon the RSA programme is estimated at £1.150m of which £1.030m will be met from the County Council's On-street Parking Reserve.</p>	
<p>Recommendations</p> <ol style="list-style-type: none"> 1) That the decision to consult upon and /or formally advertise Road Space Audit parking management proposals is taken by the Director for Highways and Transport following consideration by the relevant County Local Committee. 2) That the decision to implement Road Space Audit parking management plans, any subsequent changes to parking arrangements contained with the plans, and any changes to the on-street parking charging structure is taken by the Cabinet Member for Highways and Infrastructure, in consultation with County Local Committees and following consideration of any objections. 3) That the Cabinet Member for Highways and Infrastructure agree a strategic parking management plan programme to implement on-street parking controls in various locations across the County 	

PROPOSAL

1. Background and Context

- 1.1 West Sussex County Council's approach to parking management is set out in the Integrated Parking Strategy. Parking in many towns and villages across West Sussex is currently characterised by limited supply in those areas of greatest demand as well as associated access and safety problems caused by indiscriminate parking. The introduction of waiting restrictions, including Controlled Parking Zones (CPZs), has facilitated traffic management and helped to resolve residents' concerns. However these changes have been largely specific to a group of streets rather than the whole settlement. The result is that often parking problems are moved into an adjacent unrestricted area.
- 1.2 The level of new residential and commercial development across West Sussex is likely to exacerbate parking problems in many towns and villages. A more progressive approach, known as a Road Space Audit (RSA) has been piloted in Chichester to determine if there are other, more strategic ways for the County Council to consider existing and future parking demands.
- 1.3 In October 2016, the Cabinet Member for Highways and Infrastructure convened an Executive Task and Finish Group (TFG) to determine whether the Chichester pilot RSA was more generally applicable across West Sussex.
- 1.4 The findings of the TFG are outlined in Appendix A. The TFG saw the value of RSAs as a tool in parking management and its ability to be applied elsewhere in West Sussex finding that:
 - RSAs provide vital technical data that informs decision making around parking and broader place-based transport policy.
 - By considering the whole place, both off and on-street now and in the future, RSAs may be used to determine parking management plans that balance the needs of residents, businesses and visitors. In doing so, comprehensive parking plans can be created that do not simply move a problem from one place to another.
 - A longer-term plan linked to potential development will help to manage the impacts of additional demand and feed into infrastructure planning.
 - The County Council needs to advise District/Borough Councils in greater depth on parking and road use issues in their local plans. This approach may be a useful tool for this purpose.
- 1.5 The TFG proposed the a three tier programme for RSAs:
 - Priority Growth Areas (Chichester, Crawley, Burgess Hill, Worthing)
 - Pipeline Areas (e.g. Shoreham, Haywards Heath, Horsham)
 - Locally Identified Areas (e.g. Barnham, Hassocks)
- 1.6 Feasibility work is underway in each of the priority growth areas and funds have already been allocated for the three pipeline areas highlighted above. It

is expected that RSAs will be rolled out to most other urban areas across the County in the next 2-3 years and it is likely that in each area, proposals for a comprehensive parking plan will be a key part of the overall study.

- 1.7 Currently County Councillors are asked to determine both the consultation for and final approval of parking schemes via their respective County Local / Joint Area Committee (CLC). However the settlement wide nature of RSAs together with the draft implementation programme (Appendix B) presents a challenge in respect of decision making.
- 1.8 The scale of response and level of detailed discussion in relation to consultation and design stages is anticipated to be far in excess of normal time constraints before, during and after CLC meetings.
- 1.9 The level of investment for RSAs detailed in Section 4 and resource implications of the programme are significant particularly given the prevailing financial circumstances. Therefore Cabinet Member oversight is required to ensure the outcomes of the programme are achieved.

2. Proposal Details

- 2.1 The RSA programme sets out the intended County Council priorities for the financial years 2018/19 and 2019/20. It is expected that in 2020/21, the programme will be extended to areas such as Bognor Regis, Littlehampton and Arundel. However, it is possible that throughout this period, RSAs will be progressed (and funded separately) in locally identified areas such as Barnham, Hassocks, Midhurst and Lancing. Any additions to the programme would be subject to approval by the Cabinet Member for Highways and Infrastructure.
- 2.2 The principle of a parking management plan should be that each single plan is implemented as a whole and not incrementally. This should ensure that current and future parking demands are met and that strategic parking policies complement infrastructure planning. There will be objections to particular proposals but the focus should be to ensure the policy removes or reduces indiscriminate and unsafe parking.
- 2.4 To support the delivery of the above programme it is proposed that close executive oversight is maintained. Therefore an amendment to the decision making process for RSAs and the strategic parking management plan programme is therefore proposed as follows:
 - That the decision to consult upon and /or formally advertise Road Space Audit parking management proposals is taken by the Director for Highways and Transport following consideration by the relevant County Local Committee.
 - That the decision to implement Road Space Audit parking management plans, any subsequent changes to parking arrangements contained with the plans, and any changes to the on-street parking charging structure is taken by the Cabinet Member for Highways and Infrastructure, in consultation with County Local Committees and following consideration of any objections.

- That the Cabinet Member for Highways and Infrastructure agree a strategic parking management plan programme to implement on-street parking controls in various locations across the County
- 2.4 Members will continue to be fully and closely consulted at all stages of development and reviews of RSAs / parking management plans. In particular members will be:
- Fully appraised of the development of RSAs including all proposed on-street changes and, once implemented the ongoing operation of each scheme.
 - Contribute to, consider and comment on any proposed on-street changes to parking management.
 - Report any comments or concerns to the Cabinet Member for Highways and Infrastructure and Director for Highways and Transport prior to and as part of decision reports.
 - Within certain parameters to ensure consistency, to agree the nature and degree of informal and formal consultation to be undertaken. Each consultation would be specifically designed to meet the needs of each settlement.
 - Consider reports outlining consultation responses received during the informal design consultation.
 - Consider any changes to existing on-street charges.
- 2.5 A CLC may wish consider deferring or re-prioritising any requests for changes to the Traffic Regulation Order (i.e. new waiting restrictions) in a particular area pending the outcome of a RSA study. Exceptions to this might include Traffic Regulation Orders proposed for safety reasons.
- 2.6 Once a parking plan is in operation, any requests for changes to waiting restrictions will be considered as part of the annual review of that plan rather than as stand-alone requests considered by the CLC. Accordingly, the decision on whether to advertise and implement any changes, in the light of any objections received during the statutory objection period, would rest with the Director for Highways and Transport and Cabinet Member for Highways and Infrastructure.
- 2.7 If a parking management plan was set to be implemented mid-year, any changes to on-street parking charges associated with that plan would be considered directly by the Cabinet Member for Highways and Infrastructure rather than as part of the annual Fees and Charges Report. This would prevent delay in the implementation of plans. However, these charges would then be subject to an annual review as part of that Fees and Charges Report although consideration would be given to whether charges should be reviewed twice in one area within the same year.

FACTORS TAKEN INTO ACCOUNT

3. Consultation

- 3.1 The principle of RSAs has already been considered by a TFG and the findings of that group, subsequently agreed by the Cabinet Member for Highways and Infrastructure are outlined in Appendix A.

- 3.2 The principles outlined in this report were also considered at the County Local Committee Chairman’s Meeting on the 12th November 2018. Members understood the difficulties that the draft implementation programme together with the size and complexity of each potential RSA presented. However members felt that taking the decision on whether to implement an RSA was achievable and practical at CLC meetings. Members were not therefore supportive of the proposed removal of the decision making powers from the County Local Committees.
- 3.3 The principles outlined in this report were also considered by the Environment, Communities and Fire Select Committee on the 6th December 2018 who found that the current CLC arrangements for creating Controlled Parking Zones (CPZ’s) are sufficient and the recommendations outlined in the report were not supported. However, members were keen to express their support the continuation of the Road Space Audits to identify parking problems across West Sussex
- 3.4 Each RSA has/will have its own comprehensive communications strategy. From an early stage, the relevant County members, as well as officers and other key stakeholders play a key role in determining the scope of the study. Once an initial study is complete, the findings are shared with all parties above as well as the general public.
- 3.5 As and when a detailed design has been prepared, it is subject to at least two public consultations, one of which involves public exhibitions/events and an online engagement process. A detailed design will only progress to a three week statutory advertisement subject to the approval of the Director of Highways and Transport.
- 3.6 Final proposals will only be implemented subject to the approval of the Cabinet Member for Highways and Infrastructure after full consultation with CLCs and consideration of any objections resulting from formal public consultation.

4. Financial (revenue and capital) and Resource Implications Resources

- 4.1 The revenue consequences of the proposals are as follows:

	Current Year 2018/19 £m	Year 2 2019/20 £m	Year 3 2020/21 £m	Year 4 2021/22 £m
Revenue Budget (net budget, expenditure funded by income)	0	0	0	0
Road Space Audit – Feasibility and Design (estimated)	0.145	0.495	0.270	0.140
Funded by Mid-Sussex District Council		-0.120		
Funded by On-Street Parking Reserve	-0.145	-0.375	-0.150	-0.330

Remaining Budget	0	0	0	0
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- 4.2 The cost of RSA feasibility studies and design work is estimated at £1.150m from 2018/19 onwards. Mid Sussex District Council will fund the feasibility studies for Burgess Hill and East Grinstead areas (£0.120m) while the remaining balance of £1.030m will be met from the County Council's On-street Parking Reserve.
- 4.3 This proposal does not have any capital implications because it does not determine whether schemes will be implemented. However if schemes are implemented capital costs would be met from the following sources;
- Capital Funding
 - Additional income generated from new parking controls implemented
 - Section 106 funds
 - Community Infrastructure Levy
 - Local Enterprise Partnership Growth Programme Funding
- 4.4 The additional on-going enforcement and back office costs associated with any parking management plan would be met from the additional income generated from the implementation of new parking controls.
- 4.5 The proposals are driven by operational rather than financial considerations but it is expected that there will be a net revenue contribution to the On-Street Parking Reserve. Any surplus may be reinvested in the Highways and Transport service as appropriate.

5. Legal Implications

- 5.1 Recommendations 1 and 2, if approved by the Cabinet Member for Highways and Infrastructure, would require changes to be made to the County Council constitution and therefore would be subject to scrutiny from Full Council.

6. Risk Assessment Implications and Mitigations

- 6.1 The risk with not proceeding (in full or in part) with the proposed changes identified within a particular parking management plan is resident and stakeholder dissatisfaction. As part of the engagement process, a large number of residents and stakeholders may have indicated that the parking situation in their area is getting more difficult and that they would like the County Council to take action. There is also a significant risk that cases of inconsiderate or dangerous 'displacement' parking could increase in unrestricted roads/areas.
- 6.2 The risk with proceeding with proposals of this scale is that many residents and businesses within a particular area find the measures unacceptable as their normal parking habits are affected. A number of respondents are likely to object to any form of County Council intervention and express a wish for things to remain as they are.

7. Other Options Considered

- 7.1 The Cabinet Member for Highways and Infrastructure may wish to consider retaining or refining the existing decision making arrangements where the CLCs continue to approve the decision to advertise proposals and / or decide upon implementation. The draft RSA programme and timing of CLC meetings are not necessarily compatible. In addition the likely scale of debate required for each scheme means exceptional CLC meetings would be required.
- 7.2 There is clear need to ensure that a consistent and strategic approach to the implementation of parking management plans, which adhere to the agreed programme is taken. The Council faces particularly challenging financial circumstances and there is a need to ensure accountability for how the investment of over £1m in RSAs is allocated and spent. It is therefore appropriate that the Cabinet Member has close oversight of the programme. In so doing it is also recognised that local members have a key role to play in delivering successful outcomes for our communities.

8. Equality Duty

- 8.1 Members should be aware that the Equality Act 2010 bans unfair treatment and seeks equal opportunities in the workplace and in wider society. It also imposes a Public Sector Equality Duty which requires the Council to have regard to the requirements of that duty when considering decisions. The protected characteristics are age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation
- 8.2 In this case, a comprehensive communications strategy for each RSA (see 5 above) will ensure that all groups have an opportunity to comment on any proposals that come out of it and to have any potential impact in terms of the Equality Duty included in the consideration of any decision.

9. Social Value

- 9.1 There are no significant social value issues arising from these proposals
- 9.2 Any parking management plans that are introduced will be closely monitored and an opportunity to make minor amendments will be available as part of an annual review process.

10. Crime and Disorder Implications

- 10.1 The County Council does not consider parking management plans to create any crime and disorder issues. Officers have previously consulted with Sussex Police, who share this view. It is considered this will not change if implementation of any parking management plan takes place

11. Human Rights Implications

- 11.1 There are not considered to be any Human Rights Act implications.

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Appendices:

Appendix A – Executive Task and Finish Group Report on RSAs

Appendix B – Indicative Road Space Audit Implementation Programme

Background Papers

[West Sussex Integrated Parking Strategy 2014 - 2019](#)