

West Sussex County Council

Controlled Parking Zone (CPZ) Policy

Part 2

How the County Council Implements New CPZs

Any project on the CPZ implementation programme will typically undergo up to four stages:

1. Initial Consultation

A study area will first be devised. This will not only include the area outlined in the original submission but a surrounding area giving due consideration to local geography as well as the impact of displacement that may arise should any proposals progress. The relevant County Councillors will be consulted on the extent of the study area, and their support required, before further work proceeds.

A letter drop survey will then be undertaken of all properties (residential and businesses) within the study area as well as other interested parties (e.g. tourism representatives, educational establishments, health and medical centres, religious institutions, emergency services) in order to;

- Inform all affected parties of project background/progress as well as introduce the concept of a CPZ. For example, ensure they are aware of any permit charges that would apply, prospective permit entitlement and conditions that would apply to any future scheme;
- Confirm that there is a convincing and sustainable percentage in favour of the project moving forward to outline design, taking into account people's preferences as well as the letter drop response rate;
- Help to shape the potential scheme design to meet the balance of needs of residents, community services and any appropriate local business needs (e.g. short stay parking for customers).

The County Council will consider the utilisation of all available methods of publicising the letter drop consultation such as use of its website, community noticeboards and other websites and the erection of street notices. Responses will be welcomed either in writing or online via the County Council's website. Consideration may also be given to a separate online survey, whereby those road users who travel in/out of the study area (e.g. to work) can also submit comments.

Although letters will be sent to residential/business addresses rather than to individuals, multiple responses from individuals within those properties will be accepted and treated as stand-alone representations.

To ensure that the results accurately reflect the wishes of those who own a property/business within the study area and have no alternative but to park on the road and who are directly affected by parking controls, a healthy response rate will be encouraged. Accepting that unanimity is extremely unlikely, a response rate of 50% will therefore be the aspiration for any study area consultation exercise.

Of those parties who respond, it is also hoped that 50% would be in support of the project, including it progressing to outline design. This can be either across the entire study area or in a group of roads (five or more) within that area.

Representations from outside of the study area (from other interested parties and road users) will be considered and reported separately. Accordingly, there will be no aspiration for a particular response rate or level of support.

Where there is the necessary support for a new CPZ in an area, it is appreciated that residents in particular roads may not support this individually. Despite this, some of these roads may still be considered for inclusion in an outline design where it would not be feasible to leave them unrestricted and/or where there is a high likelihood of displacement parking occurring.

Where the initial response rate is lower than 50% or where less than 50% of those who responded supported the idea of a CPZ and its progression, the responses may be judged on their own merits and the Director of Highways, Transport and Planning will decide whether to make an exception and allow a project to progress. The Director will consult with the Cabinet Member and relevant County Councillors as part of this decision making process.

Such exceptions may be considered where the progression of a project to outline design is considered necessary for strategic or policy reasons (i.e. where the need for a scheme has been identified in a local transport strategy) or where additional factors merit attention. An example of this includes where a new housing/commercial development is likely to have a negative impact on parking in a surrounding area. In addition to considering the initial letter drop results, the County Council is required to meet the obligations of the Road Traffic Regulation Act 1984 (see paragraphs 8.1 to 8.3) and this includes making its own assessment about whether a new CPZ is warranted.

While approval to proceed with an outline CPZ design is not required at this stage, the support of the Director of Highways, Transport and Planning as well as County Councillors whose divisions are directly affected will be sought and documented prior to commencing any design work.

2. Outline Design and Consultation

Once an initial level of support has been established, further site visits to understand the nature of that area will be undertaken. Photographic surveys may be taken for example to ascertain any evidence of parking stress, illegal parking activities or any other specific issues that may require special attention. Note may also be made of land use characteristics e.g. identification of retail centres, car parks, leisure centres and hospitals. Parking related assets may also be recorded via an inventory survey, including existing restrictions and signage, locations of crossovers (dropped kerbs), build outs and other features that may

inhibit the introduction of kerbside controls or moreover, formally marked parking bays. Optionally, an assessment of available off-street parking may also be made which should include private non-residential (PNR) spaces for businesses/shops etc.

In order to justify and complete a preliminary or 'outline' CPZ design, surveys to quantify the parking activity currently taking place will be arranged. These surveys seek to understand the parking capacity as well as current level of demand for parking by residents/visitors/long-stay commuters in every road (or the majority of roads) within the study area. These surveys may be purely observational but will normally be beat and/or accumulation surveys that include: numbers of vehicles parked by hour/day and by areas, duration of parking acts (using registration number matching surveys) and extent of yellow line abuse etc.

The outline design shall establish key principles such as possible zone boundaries, hours of control, use of charging, use of permit controls, compliance levels sought as well as an off-street strategy for any long stay requirements. Where possible a CPZ design will not comprise less than five roads or more than 12 roads per individual sub-zone, as recommended in national guidance.

While approval to proceed with an outline CPZ design consultation is not required at this stage, the support of the Director of Highways, Transport and Planning as well as County Councillors whose divisions are directly affected will be sought prior to putting CPZ plans out into the public domain.

An outline design consultation with the public as well as stakeholders, businesses/interest groups will then be undertaken. A targeted letter drop survey will again be undertaken of all properties (residents and businesses) within the design area. As before, multiple representations from individuals within properties will be accepted. Information will also be sent to other interested parties who are not necessarily located within the affected area.

A number of exhibitions will also be held. For larger schemes, the exhibitions will normally take place over at least 3 days (including one evening and one weekend day) and County Council staff will be in attendance. For smaller schemes, the exhibitions may be unmanned or not considered necessary.

A press release will also be issued and copies of the proposals made available for viewing at various locations. Informative site notices will also be erected in each road affected and details of the proposals, including an electronic response form for comments, will also be posted on the County Council website.

As before, a response rate of 50% or higher will be the aspiration (based on the number of properties within the affected area) and of those who respond, at least 50% will generally be expected to be in support for the outline design to be considered for progression to detailed design and formal advertisement.

Representations from properties/individuals outside of the affected area will again be considered and reported separately. Accordingly, there will be no aspiration for a particular response rate or level of support.

The overall consultation results will be shared with County Councillors and their subsequent views, alongside the results, will then be reported to the Director for Highways, Transport and Planning.

There may again be circumstances where an outline design is progressed to the next stage where there is less than a 50% response/support rate. This might include where design changes can mitigate a number of the concerns raised. The decision on whether to proceed with a statutory advertisement of detailed proposals will be taken by the Director for Highways, Transport and Planning. As part of this decision making process the Director will consult with the Cabinet Member for Highways and Transport and relevant County Councillors.

Statutory Advertisement

Provided approval to advertise detailed proposals is granted, full details of parking controls and restrictions proposed, including a draft Traffic Regulation Order, shall be publicised through wider consultation, which may include exhibitions/displays and public meetings but must include a 21-day statutory advertisement. During this advertisement, statutory consultees (e.g. District/Borough Council, Road Haulage Association, Sussex Police) and other stakeholders will be formally notified of the proposals, plans of the proposals left on display at various locations, a release issued in the local press and site notices erected in each road affected by the proposals. Details of the proposals, including an electronic response form for formal responses, will also be posted on the County Council website.

The final design will then be reported to the relevant County Councillors alongside any formal representations and they will be invited to submit their views. All 'formal' comments will then be reported to the Director for Highways, Transport and Planning, who, subject to consultation with the Cabinet Member for Highways and Transport, will make a decision on whether to implement the CPZ (in the light of unresolved objections) or to modify and re-advertise it, in which case there shall be a further 21-day period for possible representations. The procedures for modifying a parking plan shall include some or all of the activities described above.

As part of the statutory advertisement, there is no expected response rate or a required level of support in order for the Director of Highways, Transport and Planning to make a decision to implement a CPZ. This is because the main dialogue and opportunity for public engagement takes place at the informal and outline design consultation stages and therefore, it is reasonable to assume that at this stage, those in support or who are neutral have no further comments to make. A statutory advertisement is designed to inform the public of the County Council's intended scheme of traffic regulation and to invite any objections.

3. Implementation

Once final approval is obtained, the County Council will undertake the necessary implementation work in order for the CPZ to become operational. All parties directly affected by the CPZ will be notified in writing, in advance of the start of works. Details will be provided on a potential go live date and where/how to apply for permits.

The CPZ shall become operational once the works have been completed and the approved Traffic Regulation Order has been sealed and advertised. A two week 'period of grace', with regard to enforcement, will normally ensue after the Order has been sealed. During this period, warning notices will be issued by the Civil Enforcement Officers for any parking contraventions.