

West Sussex County Council

Controlled Parking Zone (CPZ) Policy

Part 4

How the County Council Removes CPZs

The following stages shall be followed:

1. Determine why the removal of the CPZ is being proposed

A County Councillor(s) must put forward a case for the removal of the entire CPZ or part thereof to the Director of Highways, Transport and Planning. This may be based on one or more of the following reasons:

- Residents within the CPZ feel that it is unnecessary and that paying for permits is not worthwhile as there is no benefit to them.
- That the CPZ is not working, either because of problems with enforcement or there being too many cars for the space available.
- That the existence of the CPZ is hindering the local economy.
- That changes within the urban landscape (new housing schemes, new road layouts, regeneration projects, houses of multiple occupation) have rendered the CPZ unworkable.
- External influences (off-street car parking policy and charges)
- Other issues e.g. sign clutter

2. Decision by the Director on whether to support the principle of removing the CPZ

In addition to considering the reasons identified by the County Councillor(s), the Director, in consultation with the Cabinet Member for Highway and Transport, will also examine any changes to CPZ revenue or expenditure brought about by the potential removal of a CPZ to ensure it is affordable and achievable.

The Director will then consider the wider case for the removal of the CPZ, or part thereof, and if need be, commission a business case. This will include the likely costs of CPZ removal (actual and on-going), together with any future savings. The business case must also take into account the operational impact of removing a CPZ, including enforcement resources, the traffic management and safety impacts as well as any potential mitigation measures required (e.g. waiting restrictions).

The Director, in consultation with the Cabinet Member, will examine the business case and make a decision on whether to advertise proposals for the removal of the CPZ. As part of this, it will be determined how the work will be funded, be it fully or in part through the On-Street Parking Account or via other means.

3. Decision by the Director on the level of consultation

The Director will determine the appropriate level of consultation, be it a minimum legal consultation or a full design consultation.

The minimum legal consultation for a change to a TRO consists of a notice in the local press together with the erection of site notices in a number of roads, for a period of at least three weeks. The Director may decide to increase the amount of consultation in order to get a more reliable view on what local residents and businesses want. In this case, this could consist of a full design consultation, with plans/questionnaires/surveys being sent out to all affected parties. A decision may be made to broaden the scope of the consultation and also send materials to residents/businesses in roads outside of the CPZ.

For a full design consultation, a response rate of 50% or higher will be expected and for those parties who respond, over 50% will be required to support the removal of the CPZ.

4. Director decision on whether to remove the CPZ.

The Director will consider a decision report, based on the analysis of the consultation results and including recommendations for the next steps.

5. Implementation and review.

If a decision is made to remove a CPZ, any impacts will be monitored over the first 12 months. At the end of this period, consideration will be given to whether further changes to the parking arrangements are required e.g. additional waiting restrictions