

Project Documentation

PROJECT INITIATION DOCUMENT (PID)

Review of Chichester District Parking Strategy

Release:	2 nd Draft
Date:	9/05/2018
Authors:	Tania Murphy
Approved by:	Jane Hotchkiss

Document History

Revision Date	Version	Summary of Changes	Reviewer(s)
14 May 2018	1	Minor changes and amendments	Jane Hotchkiss

Consideration by the Corporate Improvement Team

Date	Reviewing Officer	Comments for Consideration
15/05/18	Andy Buckley	CDC project management guidance would normally require a Post Project Evaluation (PPE) be included in the project timetable for a project of this scale. However, given the nature of this project this will not be required.

Approvals

This document requires the following approvals:

Name of person, group or committee
Cabinet

Distribution

Name	Job Title
Jane Hotchkiss	Director of Growth and Place
Tania Murphy	Divisional Manager, Place
Mike Allgrove	Planning Policy Manager
Simon Ballard	Senior Environmental Protection Officer
Caroline Jardine	Assistant Parking Services Manager (Administration)
Nick Simpson	Assistant Parking Services Manager (Operations)

1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the review of the Chichester District Parking Strategy project. It sets out why the Strategy should be reviewed, who is involved and their responsibilities. This PID will provide the baseline for the project's management and for an assessment of its overall success.

2. PROJECT DESCRIPTION

The review of the Chichester District Parking Strategy.

3. BACKGROUND

- 3.1 The Chichester District Parking Strategy 2010-2020 was published in the autumn of 2010 following consideration and approval by the Chichester District Parking Forum, the then Executive Board and Council. The Strategy recognises the importance in car parking for local infrastructure, tourists, commuters and residents and that when parking is provided well it can contribute to the attractiveness, convenience and prosperity of a place to do business, visit or live. The Strategy attempted to balance the often-competing demands from car park users and pedestrians and ensure that the public car parking service continued to meet the needs of various users over the following 10 years.
- 3.2 At the time of the production of the Strategy, a number of assumptions relating to the demand of car parking spaces were made, based on the predicted growth in the district along with other societal changes and developments which were predicted. With the approaching expiry of the Strategy, along with the significant developments which will be seen in the District over the coming years it is considered that it is now appropriate to review and refresh the Strategy.

4. PROJECT OBJECTIVES AND SUCCESS CRITERIA

4.1. Outputs

The project will have as its overriding objective the production of a new Parking Strategy for Chichester District which reflects the issues and developments which will be seen over the coming years in the district. It will have the status of a strategy to guide parking considerations in the council-owned car parks and will reflect the issues in the emerging Local Plan Review, the Southern Gateway and the projects from the Visions for the city and the rural towns. The changing use of our high streets, how employment provision and policies affects the use of car parking and the implications of the proposals from the Road Space Audit will also be considered as part of this review, along with new technological advances in cars and parking infrastructure and population change.

4.2. Outcomes

The main outcomes that will flow from the production of a new Parking Strategy are as follows:

- I. An updated vision for parking to ensure it is relevant for the district.
- II. Confirmation that the council is making the best use of its assets.
- III. The implications of the Parking Strategy will be taken into account in the pre-submission version of the Local Plan Review.
- IV. The updated Parking Strategy will set the policy basis on which the Council will make future decisions and what these should seek to achieve.

4.3. Outcome Measures

The specific outcomes sought are as follows:

- Car parks are used at the optimum levels with capacity and turnover demands being met.

- Feedback from customers is positive regarding the turnover and availability of spaces.
- Congestion is minimised where the car parks have an impact on this.

4.4. Dis-benefits

- None.

4.5. Out of Scope

The project will not include:

- Determination of parking charges for car parks – these will continue to be evaluated separately on a regular basis and considered through the Chichester District Parking Forum and Cabinet.
- The Strategy will not set each and every decision or action that will affect car parks in the district but will be an overall strategic vision and direction for the car parks.
- On-street provision of parking is the responsibility of West Sussex County Council and will not be included but the impact of the proposals in the WSCC's Road Space Audit will be considered on the Strategy.

5. PROJECT CONSTRAINTS

- Timescales to achieve all requirements of the project
- Proposed budget for consultant is set at maximum of £30,000

6. PROJECT ASSUMPTIONS

Delivery of the project assumes:

- Project timescales and milestones are achievable and can be met
- On-going support for the revised Parking Strategy.
- Willingness of partners to consider the Parking Strategy

7. PROJECT COSTS

7.1. Project Delivery Costs

The cost of the project comprises staff costs of the Project Team which are included within the existing base budget and consultancy costs which are estimated at up to £30,000.

7.2. On-going Costs Following Project Completion

At present the only additional funding required is for the consultant fees to assist with the review of the Strategy.

8. OPTIONS SUMMARY

- 8.1** The Council could decide not to refresh the Parking Strategy for the District; however this would not assist with providing an up to date parking framework and policy for the district, not give the opportunity to fully review the

implications on the District of emerging developments and changes to parking requirements and demand.

- 8.2 Rather than procure consultants to assist, the Council could utilise existing staff resources. However, it is likely that consultants will be able to draw on a wider range of staff resources not available within the Council and also the use of existing staff would mean that other projects would have to be delayed. Additionally, consultants will have expertise relating to data modelling for demands.

9. PROJECT APPROACH

- 9.1 The review of the Parking Strategy will involve a mix of in-house, partnership and external consultancy resources.

10. PROJECT PLAN

Task No.	Task / milestone	Completion Date	Responsible Owner	Dependency
Stage 1				
1	Report to Cabinet to seek approval for PID and funding to support Parking Strategy Review	5 June 2018	Tania Murphy	
2	Finalise Brief for consultants	30 June 2018	Tania Murphy	1
Stage 2				
3	Advertise for consultants	2 July 2018	Tania Murphy	2
4	Appointment of consultants	14 September 2018	Tania Murphy	3
5	Report from consultants with results	16 November 2018	Tania Murphy	4
6	Draft Strategy to Parking Forum	January 2019	Tania Murphy	5
7	Final amendments to Strategy, adoption by Cabinet and Council	March 2019	Tania Murphy	6

11. PROJECT TEAM

Name	Role
Jane Hotchkiss	Project Sponsor
Tania Murphy	Project Leader
Mike Allgrove	Planning
Simon Ballard	Environment
Caroline Jardine	Assistant Parking Services Manager (Administration)
Nick Simpson	Assistant Parking Services Manager

12. COMMUNICATION

Chichester District Parking Forum will be kept informed of progress and regular updates will be provided to Members through the monthly Members' Bulletin and bespoke email communication as necessary.

13. RISK LOG

The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

Risk No	Risk Description	Likelihood Unlikely Possible Probable Certain	Impact Minor Significant Serious Major	Planned Actions to Reduce Risk	Responsible Officer
1	Lack of member agreement over the contents of the revised Strategy	2	4	Member briefing before Cabinet	Tania Murphy
2	Disengagement of partner organisations and lack of support	1	3	Chichester District Parking Forum to consider draft strategy and emerging policies.	Tania Murphy
3	Lack of consultants to meet the requirements of the brief	1	3	Sufficient testing of the market and advertising the proposal	Tania Murphy
4	Consultants don't deliver to deadline	2	2	Contract to ensure delivery	Tania Murphy
5	Recommendations from consultant studies identify proposals that are not viable	2	3	On-going liaison with consultants and seek viability advice if necessary	Tania Murphy
6	Different and competing interests make it difficult to finalise strategy in a way that accommodates demands.	2	2	Close monitoring of process and consultation with the Parking Forum.	Tania Murphy
7	Project timescales and milestones not achievable and cannot be met	2	2	On-going liaison and monitoring of timescales and milestones	Tania Murphy
8	Insufficient Officer time to meet the project milestones	2	2	On-going monitoring of timescales	Tania Murphy