

## **Project Documentation - Initial Project Proposal Document**

**Project:** Review of Chichester District Parking Strategy

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### **1. Purpose of Document**

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

### **2. Project Description**

The Parking Strategy for Chichester District (2010-2020) was adopted in 2010. A refreshed Parking Strategy will consider the proposals in the Local Plan and policies in the Local Plan need to be reflective of the latest evidence and research regarding parking in the district. Given that parking proposals are also emanating from the WSCC Road Space Audit, along with projects within Chichester Vision currently underway, there is a requirement to review and refresh our Parking Strategy, to ensure that it responds to these new strategies and plans and to ensure that current and future needs are accommodated. The review of the document will take place in conjunction with other partners – including the Parking Forum and West Sussex County Council. It is anticipated that the review will take place during 2019. To undertake a thorough review it is crucial that traffic demands within the district are understood and how these might impact on car parks. It is proposed that consultants be appointed to undertake an audit and then an internal rewrite of the strategy.

#### **In scope:**

The updated Parking Strategy will set the policy basis on which the Council will make future decisions and what these should seek to achieve.

#### **Out of scope:**

The Parking Strategy will not set out 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.

### **3. Background**

The Parking Strategy requires consideration to include the latest thinking around parking provision across the district and links to other relevant Strategies / documents. Without a review of the Parking Strategy the authority is at risk of not meeting the latest parking needs in the district and having a strategy which may be outdated and not reflect customer demand.

As part of the Local Plan Review a Retail Study was undertaken. The Study has concluded that in order for Chichester city to retain its sub regional retail role there is a need for some additional comparison floorspace and has identified some car parks as potentially providing development sites. If any car park is to be considered for redevelopment it will have an impact on parking within the city, further investigation will therefore be required. It is suggested that an up-to-date assessment of parking is needed in order to make such decisions leading to a revision the Parking Strategy. Officers are currently drafting the Local Plan Review; the Preferred Approach Plan will be

consulted on in December 2018 with the Submission Plan being consulted on in Summer 2019. A refreshed Parking Strategy will be useful in making any allocations for future development on underused car parks.

#### 4. Outcomes to be Achieved

An audit to examine the current and future demands on car parking spaces. Confirmation that the council is making the best use of its assets, and that its vision is relevant and appropriate for future years.

#### 5. Timescales

Production of the revised Parking Strategy requires consideration in line with other documents in place within the authority and the latest demands in population, etc. It is anticipated that the Parking Strategy is revised during 2019. An indicative timescale is set out below:

Brief produced:	April 2019
Tender:	May/June 2019
Appointment:	July 2019
Audit:	September 2019
Review:	October 2019
Draft Strategy:	December 2019
Consultation:	January 2020
Publication:	March/April 2020

#### 6. Project Costs and Resources

The current Strategy was informed by Council-commissioned traffic consultants Mott Macdonald who provided technical support and expertise. It is anticipated that similar technical support and expertise should be provided to assist with the revision of the strategy.

	Costs (£)	Source
One-Off	£35,000	Capital Reserves
Revenue		
Savings		
Services to be involved in the project delivery	Parking Services, Consultation Team, Procurement, Finance. Close liaison with WSCC colleagues to ensure any linkages with on street provision are made.	

#### 7. Benefits vs. Cost

This is a specialist area of knowledge which can only be undertaken by specialists in this area of work. Costs and Benefits will be identified by the Strategy.

#### 8. Identify Risks

There is a risk that the consultants do not deliver on the desired outcome of the scope of the study. This will be mitigated by a definitive scope with desired outcomes and objectives and on-going monitoring of the work underway. There is also a risk that different and competing interests will result in polarised views which make it difficult to finalise the strategy in way that accommodates a variety of needs and demands. This will be mitigated by close and early engagement with the Parking Forum representatives.