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14 March 2023

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Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR COMMUNITY, LEISURE AND PARKING** will be held in the **COUNCIL CHAMBER** at these offices on **WEDNESDAY, 22ND MARCH, 2023 at 7.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

#### **A G E N D A**

	<b>Pages</b>
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declarations of Interests from Members in respect of any matter on the Agenda.	
4. To confirm the Minutes of the meeting of the Committee held on 01 February 2023.	<b>3 - 8</b>
5. To consider any items that the Chairman agrees to take as urgent business.	
6. Leisure Contract Update.	<b>9 - 14</b>
7. Parking Strategy Annual Review 2022/23.	<b>15 - 22</b>

8. Questions pursuant to Council Procedure Rule 10.2 due notice of which has been given.

To: **Members of Scrutiny Committee for Community, Leisure and Parking:** Councillors Anthea Lea (Chair), A Boutrup (Vice-Chair), K Adams, R Cartwright, P Chapman, R Clarke, J Dabell, B Dempsey, J Edwards, S Ellis, I Gibson, T Hussain, M Pulfer, A Sparasci and D Sweatman

**Minutes of a meeting of Scrutiny Committee for Community,  
Leisure and Parking  
held on 01 February 2023  
from 7.00 pm**

**Present:** Anthea Lea (Chair)  
A Boutrup (Vice-Chair)

P Chapman  
R Clarke  
J Dabell  
B Dempsey

J Edwards  
S Ellis  
I Gibson  
T Hussain

M Pulfer  
R Whittaker

**Absent:** Councillors K Adams, R Cartwright and A Sparasci

**Also Present** Councillors De Mierre and Webster  
**as Cabinet**  
**Members:**

**1 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE  
RULE 4 -SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Whittaker substituted for Councillor Adams.

**2 TO RECEIVE APOLOGIES FOR ABSENCE.**

Apologies were received from Councillors Adams, Cartwright and Sparasci.

**3 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT  
OF ANY MATTER ON THE AGENDA.**

Councillor Gibson declared an interest in relation to Item 8. Extension of Our Public Spaces Protection Order on Car Cruising, as he is a Member of West Sussex County Council for Imberdown.

**4 TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON  
16 NOVEMBER 2022.**

The minutes of the meeting held on 16 November 2022 were agreed as a correct record and signed by the Chairman, with 12 in favour and 1 abstention.

**5 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS  
URGENT BUSINESS.**

The Chairman had no urgent business.

## 6 AIR QUALITY.

Lucy Corrie, Assistant Director Communities, introduced the report noting that the air quality in the Mid Sussex District area was generally good, remaining in line with objectives and steadily improving with only one Air Quality Management Area in place at the Stonepound Crossroads.

A Member raised concerns regarding the visibility of 'Cut Engine, Cut Pollution' signage at Haywards Heath train station. Adam Dracott, Team Leader for Environmental Protection, advised due to safety issues it was not possible to increase the size, however, officers would consider installing more signs if required. In response to installing pollutant sensors in specific areas of Haywards Heath, he advised that traffic levels and the distance between the road and relevant receptors and the consequent levels of emissions did not warrant this.

Members emphasised the importance of continued Air Quality monitoring at Stonepound Crossroads and Copthorne given the recent housing developments. In response to a Member query regarding how general emissions were monitored, the Team Leader advised the Air Quality monitoring station at East Grinstead monitors both Nitrogen Dioxide and Particulate Matter emissions, providing accurate data for both. On the issue of particulate matter emissions, as these are produced from distant sources, local action is less relevant and action at a national level is required through Central Government strategies.

Regarding the locations of the diffusion tube monitoring sites in East Grinstead, the Team Leader confirmed the locations and that data is available. He advised a trial was underway with West Sussex County Council to monitor pollution and use these data to influence the 4-way traffic light sequencing at Stonepound Crossroads. In response to the impact of pollution on the Ashdown Forest, Judy Holmes, Deputy Chief Executive advised the Council worked closely with Wealden Council and East Sussex County Council to mitigate the impact of pollution and increased traffic through a Strategic Management plan and SANG Management plan.

At the Chairman's request, the Team Leader for Environmental Protection and Simon Hughes, Director People & Commercial Services provided an update on improving and promoting cycle routes between Sayers Common and Hassocks and the installation of EV charging points.

The Cabinet Member for Community thanked Members for their comments and questions. He emphasised Stonepound Crossroads was the only area of Air Quality Management in the District given the thorough monitoring systems in place.

As there were no further questions, the Chairman took Members to a vote on the recommendation which was agreed unanimously.

### **RESOLVED**

The Scrutiny Committee:

- endorsed the approach of the Council on Air Quality Management.

## 7 APPLICATION BY PART OF THE LICENSED HACKNEY TRADE TO AMEND THE TAXI LICENSING POLICY.

Lucy Corrie, Assistant Director Communities introduced the report which presented a request to amend the Taxi Licensing Policy relating to the age of vehicles used by the Trade. The Committee were requested to either recommend the request is declined or recommend the Council engages in a 6-week consultation to amend the current Taxi Licensing policy.

The Chairman emphasised that from a licensing perspective, when considering the proposed options, public safety was a priority.

Members discussed the recommendations in detail and the advantages and disadvantages. A Member raised concerns regarding the significant impact on affected individuals versus the impact on the Council's sustainability strategy. Jon Bryant, Senior Licensing officer advised no comparative assessment had been carried out and this would be difficult to capture. In response to the cost of conducting a consultation in terms of officer time and other resources, he noted this would be high.

Discussion was held on the signatures contained in the petition. The Senior Licensing Officer confirmed of the 74 signatures in the petition, approximately 3 to 4 were private hire drivers and the remainder were Hackney Carriage drivers. He noted that the overall total of licensed drivers in the District is approximately 500.

A member noted in another District Council, Electric Vehicles were exempt from an age restriction. The Senior Licensing Officer confirmed this was up to individual Councils and they are not exempt under the current MSDC licensing policy.

It was noted that the policy had been introduced in 2012 and rolled out in 2017 giving Taxi drivers sufficient time to be aware of the stipulations.

The Cabinet Member reminded the Committee it was important to consider those who had left the Trade as a result of the restriction and those who had already purchased new vehicles.

The Chairman considered the views expressed by the Committee and moved the following recommendation, which was seconded by Councillor Whittaker:

That the Committee

- (a) *Recommend to the Cabinet Member that the request is declined and the vehicle age restrictions continue to be enforced at 10 years.*

The Chairman took Members to a vote on this recommendation, which was agreed, with 10 in favour, 1 against and 2 abstentions.

### **RESOLVED**

The Scrutiny Committee agreed to:

- a) Recommend to the Cabinet Member that the request is declined and the vehicle age restrictions continue to be enforced at 10 years.

## **8 EXTENSION OF OUR PUBLIC SPACES PROTECTION ORDER ON CAR CRUISING.**

Lucy Corrie, Assistant Director Communities, introduced the report which sought the approval of the Committee to extend the existing Public Spaces Protection Order (PSPO) around Burgess Hill for a further three years, due to expire in April 2023 and to include an additional two areas to the PSPO. She reminded the Committee the PSPO was adopted by the Council to tackle car cruising in Burgess Hill in 2020. Since its adoption the number of complaints regarding car cruising had fallen considerably. The Assistant Director also noted officers recognised activities may move to other areas that are not enforced, including Job's Lane off A2300 outside Burgess Hill and Birches Industrial Estate off Imberhorne Lane, East Grinstead. Before a PSPO can be extended or put in place a consultation must be carried out this was completed between November 2022 and December 2022.

A Member expressed disappointment at the lack of responses to the consultation, however, having spoken to residents in the affected areas, car cruising was an issue.

As there were no further questions, the Chairman took Members to a vote on the recommendations in the report which was agreed unanimously.

### **RESOLVED**

The Scrutiny Committee agreed to recommend to Council that it:

- (i) Note the contents of the report;
- (ii) Agree to extend the existing PSPO for a further three years under the Anti-Social Behaviour, Crime and Policing Act 2014 for the prohibited activities outlined in the existing Order at appendix 5 within the area defined on the map at appendix 1;
- (iii) Agree to implement the PSPO under the Anti-Social Behaviour, Crime and Policing Act 2014 for the prohibited activities outlined in the existing Order at appendix 5 within the two additional areas defined on the maps at appendices 2 and 3.

## **9 SCRUTINY COMMITTEE FOR COMMUNITY, LEISURE AND PARKING WORK PROGRAMME 2022/23.**

Louise Duffield, Director of Resources and Organisational Development introduced the report which set out the schedule of business for the remainder of 2022/23 and noted that at the request of the Chairman, an update on the Leisure Centres contract would be provided at the next meeting.

The Chairman moved to a vote on the recommendation in the report which was agreed unanimously.

### **RESOLVED**

The Scrutiny Committee noted the Committee's Work Programme as set out at paragraph 5 of this report.

**10 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2 DUE NOTICE OF WHICH HAS BEEN GIVEN.**

None.

The meeting finished at 7.55 pm

Chairman

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## LEISURE CONTRACT UPDATE

REPORT OF: DIRECTOR OF PEOPLE AND COMMERCIAL SERVICES  
Contact Officer: Robert Anderton  
Email: [robert.anderton@midsussex.gov.uk](mailto:robert.anderton@midsussex.gov.uk) Tel: 01444 477374  
Wards Affected: All  
Key Decision: No  
Report to: Scrutiny Committee for Communities, Leisure & Parking  
Date of meeting 22 March 2023

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### Purpose of Report

1. This paper provides an update on the Council's Leisure Management Contract with Places Leisure (PL). Specifically, it presents a summary of the latest position with:
  - (a) Trends in membership and visitor numbers
  - (b) Open Book reconciliation for year-to-date 2022/23
  - (c) Decarbonisation of the leisure centres
  - (d) A forward look to 2023/24
  - (e) Planning for the future

### Recommendations

2. The Committee are recommended to note the contents of the report.
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### Background

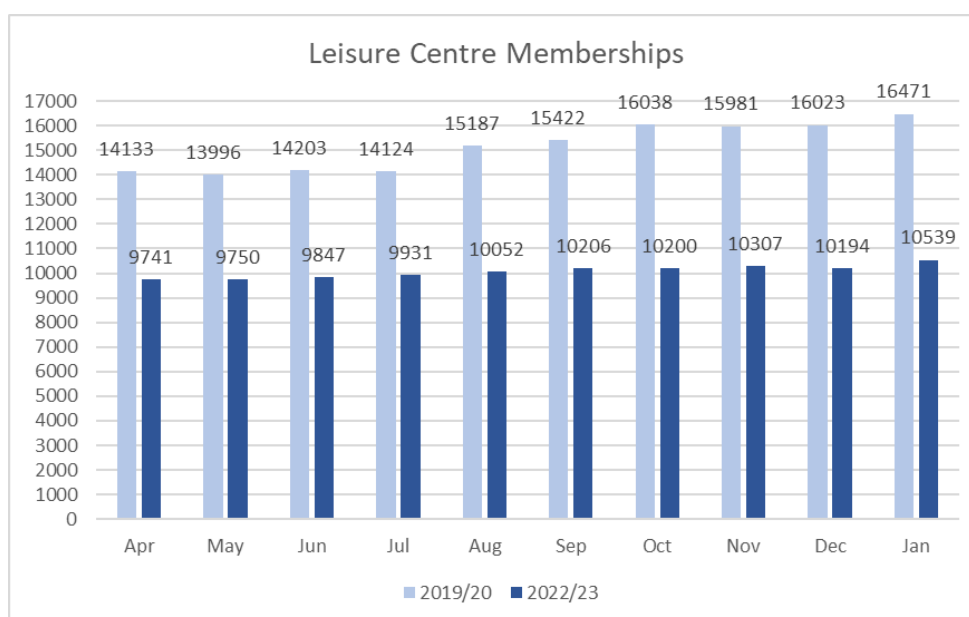
3. The Council's contract with Places Leisure (PL) commenced in July 2014. It is a 15-year concession contract with an option to extend for a further 5 years (until 2034).
4. Before the Coronavirus pandemic, PL was required to pay an annual management fee to the Council of £1.4m in return for running the Council's three leisure centres:
  - (a) Dolphin leisure Centre- Haywards Heath
  - (b) Kings Leisure Centre- East Grinstead
  - (c) Triangle Leisure Centre- Burgess Hill.
5. The pandemic and the regulations made under the Coronavirus Act 2020 required the Council to work with PL to assist in delivering the Leisure Management contract so far as that was possible during the pandemic. This saw the Council assume the operational and financial risk of managing the leisure centres, through the provision of financial support and the waiving of the contractual management fee. From 2020 to date, this support has totalled approximately £8m, with £6.7m of that cost being borne by the Council, as follows:

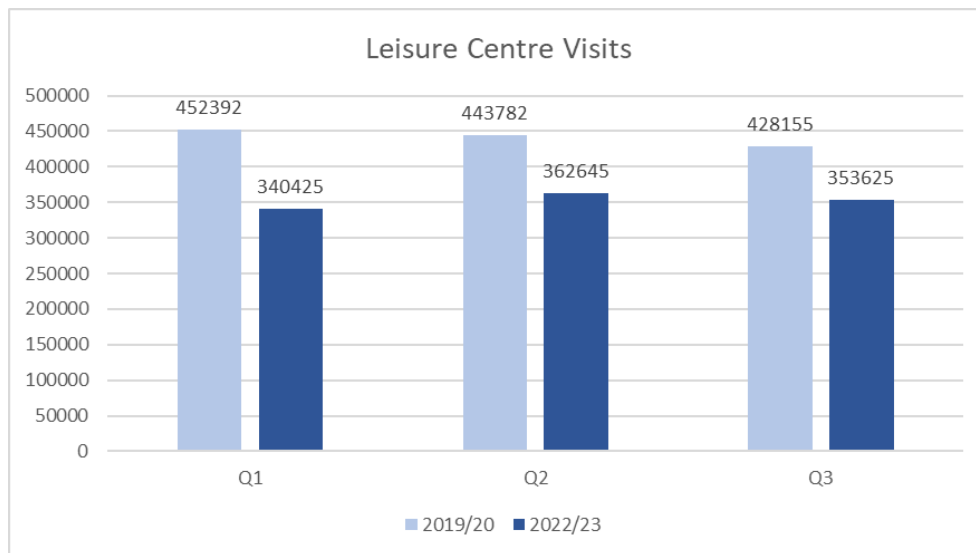
Direct financial support for centre operations	£4.3m
Foregone Management Fee	£3.7m
Government support for loss of income	(£1.3m)
<b>Net cost to Council March 2020 to date</b>	<b>£6.7m</b>

6. The majority of the provisions under the Coronavirus Act 2020 (including those relevant here) expired on 24th March 2022. However, the period since the pandemic has seen significant continued economic uncertainty. This has included escalating fuel and utility costs, and significant and ongoing cost of living pressures; all of which have a direct impact on the financial model of the leisure centres, as well as on the spending habits of their customers.
7. In light of these ongoing challenges the Council negotiated a one-year agreement with PL for 2022/23, which secured a reduced Management Fee of £600k, with an accompanying agreement securing the Council a share of any surplus above that threshold; while any under-achievement of this target (or any other unforeseen costs) are PL's to bear.
8. Officers continue to work closely with PL, colleagues from other local authorities, and the Council's expert advisors to secure the best possible outcome for the Council for the remaining contract term. This report provides a summary of the current position.

### Membership and Visitor Numbers 2019/20 and 2022/23

9. The following graphs demonstrate that, whilst both visitor numbers and membership numbers continue to move in the right direction, both remain significantly lower than they were pre-Covid.
10. The impact has not however been felt equally across all activities. For example, whilst 'dry' activities remain significantly below pre-Covid levels, pool use has recovered extremely strongly to a point where it now exceeds that seen pre-Covid.
11. This suppressed recovery of 'dry side' activities is likely to be the result of a range of factors; for example, the arrival of further competition in the district in the form of new budget high street gyms; and customers deciding to maintain the alternative exercise regimes they established during Covid rather than returning to the gym and/or organised exercise classes.
12. Therefore, while the recovery trajectory remains positive, this is something to watch as the cost-of-living crisis continues to force consumers to make difficult decisions about their discretionary spend.





### Open Book Reconciliation- April 2022 -January 2023

13. It was agreed with PL at the beginning of the current financial year that we should plan for an ongoing improvement in performance through 2022/23, giving rise to a full-year surplus of approximately £600k. It was also agreed that the financial and operational risk for the contract would transfer back to PL from 1 April 2022.
14. The Council is therefore now in receipt of a reduced (but guaranteed) Management Fee of £600k, with an accompanying agreement securing the Council a share of any surplus above that threshold; while any under-achievement of this target (or any other unforeseen costs) are PL's to bear. This is a one-year-only arrangement, and a formal variation to the contract, reflecting this position, was prepared, agreed, and signed by both parties.
15. Places Leisure agreed to this approach based on detailed modelling, which envisaged the recovery trajectory seen during 2021/22 continuing, and costs being actively managed.
16. While income has broadly delivered in line with projections, over-all financial performance has been significantly impacted by the ongoing increased energy costs. This has given rise to PL experiencing a shortfall against budget of over £470k in the first 10 months of the financial year.

### Energy Saving and Decarbonisation

17. Given the ongoing pressures in respect of utilities costs, PL has been working actively to reduce energy consumption across its centres, and has achieved significant results, with a 7.8% drop in gas consumption and a 21% reduction in electricity consumption since 2019.
18. In addition, they are currently implementing energy saving and decarbonisation initiatives on a 'spend to save' basis, with an initial focus on installing Photo Voltaic (PV) Panels on the roof of the Triangle and implementing a further roll-out of LED's across all three centres. These projects have been costed at approximately £260k and £80k respectively, and PL have identified the capital funding to take these projects forward on the basis of their projected 'pay-back' periods.
19. Work on the LED roll-out was completed in mid-March 2023; with the PV installations scheduled to take place shortly.
20. Further decarbonisation projects are being actively explored as part of the longer-term investment plan for the centres.

## **Management Fee- 2023/24**

21. As explained in paragraph 4, before the Coronavirus pandemic, and the triggering of the “Qualifying Change in Law” clause, PL were required to pay an annual management fee to the Council of £1.4m in return for running the Council’s leisure centres.
22. The original procurement took place at a time when the leisure market was extremely competitive; and the management fee secured by the Council was consequently very generous.
23. The Council would like to see a return to the pre-pandemic management fee; however, this is subject to ongoing negotiation and agreement with PL in the context of the ongoing challenges around energy costs and the wider cost of living crisis.
24. Reflecting those negotiations, the Council’s 2023/24 budget, which was agreed at Full Council on 1 March 2023, allows for an increased Management Fee of £1m for the coming financial year.
25. Given the commercial sensitivity of this negotiation, Members of the Scrutiny Committee will appreciate that no further details can be shared at the meeting as it will be broadcast on YouTube and these papers are publicly available.

## **Planning for the future**

26. Between the commencement of the contract and the onset of the Coronavirus pandemic, PL invested over £6m in the improvement of the leisure centres. This was supplemented by over £1.5 million of Council funding and supported a range of significant improvements to keep the local leisure offer modern and competitive.
27. Six years remain before the expiry of the initial contract term, with the potential to extend for a further five years beyond that.
28. The facilities require ongoing investment to further develop and enhance the activities and to keep the offer ‘fresh’ to increase footfall, as well as to ensure they can accommodate the population growth projected in the district over the coming years, and to ensure they are energy efficient and economical to run.
29. There is also a need to continue to respond to the increasing competition entering the marketplace, particularly with the arrival of budget gym providers in the district; as well as to ensure that any unused or under-used facilities are repurposed to further increase the leisure offer and/or generate an income.
30. Work will therefore take place over the course of 2023/24 to jointly develop and secure an agreement for a forward plan for the district’s leisure centres for the remaining contract term (to 2029).

## **Policy Context**

31. A key part of the work taking place over the next 12 months will be to determine a clear, data driven, strategic pathway for our leisure centres. This will enable the Council to respond to the needs of a growing district both within, and beyond, the current contract lifetime.
32. The plans and proposals forthcoming regarding decarbonisation directly support the ambitions outlined in the Council’s Sustainable Economy Strategy; specifically:
  - (a) to create a Mid Sussex Net-Zero Carbon Programme.

- (b) to identify the investment, job creation and green economy potential for Mid Sussex of achieving carbon net-zero.
- (c) To maximise the impact and benefits of the Sustainable Economy Strategy by building effective and collaborative partnerships through a range of mechanisms including Service Level Agreements

33. The services provided by PL directly support the Council in its aim to develop and promote physical activity to improve overall health and mental wellbeing. This includes providing referral programmes and access to activities at a concessionary rate.

#### **Financial Implications**

34. There are no financial implications arising from the recommendations of this report.

#### **Risk Management Implications**

35. There are no risks that might affect the successful implementation of the decision arising from this report.

#### **Equality and Customer Service Implications**

36. None.

#### **Other Material Implications**

37. None.

#### **Sustainability Implications**

38. Places Leisure is implementing energy saving and decarbonisation initiatives, initially installing PV Panels on the roof of the Triangle and implementing a further roll-out of LEDs across all three centres.

39. Further decarbonisation projects are being actively explored as part of the longer-term investment plan for the centres.

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## **PARKING STRATEGY ANNUAL REVIEW 2022-23**

REPORT OF: DIRECTOR OF PEOPLE AND COMMERCIAL SERVICES  
Contact Officer: Jo Reid, Head of Contracts and Services  
Email: [jo.reid@midsussex.gov.uk](mailto:jo.reid@midsussex.gov.uk) Tel: 01444 477203  
Wards Affected: All  
Key Decision: No  
Report to: Scrutiny Committee for Community, Leisure, and Parking  
Wednesday 22<sup>nd</sup> March 2023

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### **Purpose of Report**

1. To provide an update on progress towards the delivery of the Parking Strategy and Action Plan (2020-2030) during 2022-23.

### **Recommendation**

2. The Committee are recommended to note the contents of the Report.

### **Background**

3. The Parking Strategy and Action Plan (2020-2030) was considered at the Scrutiny Committee for Housing, Planning and Economic Growth on 22 October 2020, and formally adopted and approved at Council on 9 December 2020.
4. The Strategy provides a strategic direction for the management of the Council's car parks, aimed at supporting sustainable economic growth across Mid Sussex and providing focus on how the Council will manage its car parks over the next decade.
5. The development of the Parking Strategy and Action Plan was led by specialist consultants, Parking Matters Ltd, and was overseen by a Member Working Group. The Portfolio Holder for Economic Growth attended as an observer and an Officer Working Group, consisting of representatives from across the Council, supported this work.
6. Originally, the Parking Strategy and Action Plan, was due to be presented to Council in the summer of 2020 but the COVID-19 pandemic significantly changed the national and local economic outlook and further work was undertaken to ensure the Strategy remained appropriate and relevant.
7. The Council commissioned a COVID Addendum Report, which considered the economic, societal, and practical impacts of the pandemic and how they might impact the delivery of the Parking Strategy and Action Plan. It was concluded that the original document remained sound and could still provide robust direction for the Council.

### **Context**

8. The overarching vision for the Parking Strategy is to ensure 'The Council's car parks support sustainable growth and provide a positive parking experience,'
9. The delivery of the Parking Strategy (which is published, along with the COVID Addendum, online: [Parking Strategy - Mid Sussex District Council](#)) is supported by a five-year rolling Action Plan, designed to provide an agility to the implementation of the Parking Strategy whilst also responding to a changing landscape within our communities.

10. Key objectives for the delivery of the Parking Strategy are:

- a. Investing in car parks
- b. Sustainable growth
- c. Supporting vitality
- d. Customer experience

### **Investing in Car Parks**

11. The Parking Strategy proposed the production of an Investment Strategy to set out the medium-term strategic objectives for each of the Council's car parks (looking at retention, disposal, expansion and development and re-purposing) to meet the economic needs of the surrounding area. The assessment and subsequent delivery of the recommendations in the Investment Strategy will be key in meeting the ambitions of the five-year Action Plan.

### **Sustainable Growth**

12. Working alongside West Sussex County Council, the Council should ensure that it supports visitors and workers to make sustainable travel choices and support a modal shift towards car alternatives across the district, helping to reduce congestion. The Council should also explore opportunities to support inward investment by developing a season ticket policy that supports travel planning and changing business needs.

### **Supporting Vitality**

13. Setting parking tariffs (both price and duration) is an essential tool in managing supply and demand and ensuring footfall is maintained, to support vitality of town and villages in the district. Tariffs should be determined using knowledge of the local area, including reference to demand, competition, and local economic needs.

### **Customer Experience**

14. As the Council invests in and develops its car parks, using digital innovation to improve service delivery is a key consideration, particularly the development of self-service systems via Variable Message Signage, app technology and alternative payment methods.

15. Appendix 1 sets out the progress made to date with the implementation of the Parking Strategy's five-year Action Plan.

### **Other Options Considered**

16. N/A

### **Financial Implications**

17. Tariffs and stay restrictions (duration) are a tool to manage car parks more effectively, influence behaviour and provide the financial support for investment and improvement. Tariff and stay restrictions in Mid Sussex were revised in March 2022, having not previously been reviewed since 2012.

18. The current blanket approach to pay-and-display and season ticket pricing does not reflect the variation between individual towns and larger villages. Nor does it allow the Council to manage churn and demand effectively.



19. To ensure the car parks continue to support local economies, the Council has committed to an annual tariff review to ensure the structure of charging and stay restrictions reflect the differing requirements of local centres. This will include the exploration of sustainable alternatives to current charging and management regimes.

### **Risk Management Implications**

20. The Parking Strategy was developed to provide a strategic direction for the management of the Council's car parks, with the specific aim of supporting sustainable economic growth across Mid Sussex. There is a risk around effectively communicating the benefits envisaged within the strategy, given the generally negative perception of increasing or introducing parking tariffs and the general misconception that free parking supports economic vitality.

### **Equality and Customer Service Implications**

21. The Council has already made a significant investment in cashless payments and online services and will continue to invest and modernise car parking to ensure the service is accessible to all users.
22. Post-COVID 19 there has been an acceleration of digital technology uptake and the Council needs to adapt to these changing customer behaviours.
23. During 2022-23 the Council expanded its use of MiPermit, a cloud-based system which enables online payments for parking services, already used for pay and display transactions and to administer car park season tickets, to facilitate the management of the Controlled Parking Zone in East Grinstead. In December 2022, 65% of transactions were made digitally, well above our target of 58%.
24. As the Council develops its car parks via the Investment Strategy it will need to share information with digital platform providers and begin to invest further in new technology to better enable this. Information sharing with in-car systems and third-party apps will improve the customer experience of finding spaces.
25. During the next fiscal year, the Council will continue to collect performance data to further inform the management of its car parks and support the implementation of the Investment Strategy.

### **Policy Context**

26. The Council's Parking Strategy and Action Plan directly supports the implementation of the Sustainable Economy Strategy, which was adopted in April 2022.
27. The Parking Strategy also supports West Sussex County Council's Controlled Parking Enforcement Policy to better manage enforcement both on-street and across the Council's car park estate.

### **Sustainability Implications**

28. The growth outlined in the Council's District Plan presents both challenges and opportunities. The Council is already committed to delivering change through initiatives such as the Sustainable Economy Strategy, Burgess Hill Growth Programme, and the Haywards Heath Town Centre Masterplan, and the Government has indicated that post-COVID recovery will likely accelerate sustainable transport initiatives.

29. During 2022-23 the Council worked alongside West Sussex County Council and Connected Kerb to introduce 60 Electric Vehicle Charge Points (EVCPs) in car parks across the district. Whilst EVCPs themselves do not reduce carbon emissions, replacing petrol and diesel miles with electric miles does and, as such, facilitating the development of the EVCP network enables visitors and workers to make sustainable travel choices.
30. By continuing to implement the Action Plan the Council will work alongside West Sussex County Council, local businesses and other key partners to identify how technology and supporting different types of mobility could reduce congestion, improve air quality and local townscapes.
31. By investing in car parks there will be opportunities to introduce better information systems to guide customers straight to available spaces and support new transport initiatives, such as modal shift, mobility hubs and further introduction of alternative fuels.

### **Other Material Implications**

32. The Council commissioned an Investment Strategy, which clearly sets out strategic principles and provides a framework to support the future ambitions for the Council's car parks.
33. Parking is an asset and provision of safe parking in well-maintained car parks can help an area to thrive, reduce nuisance parking and provide income for the Council.
34. A key outcome from the Investment Strategy was for a feasibility study and business case for investment in Queensway Car Park, East Grinstead. This will be commissioned during 2023-24.
35. Another recommendation was for the Council to create a fit-for-purpose Asset Management Plan and, during 2022-23 a Capital Project Justification was submitted to finance the production of this Plan during 2023-24.

### **Background Papers**

36. None

**Appendix 1- The Action Plan**

<b>Objective</b>	<b>Action</b>	<b>Target date</b>	<b>Progress to date and Proposed Programme for 2023-24</b>
<b>Investing in Car Parks</b>	Commission an Investment Strategy setting out medium term strategic objectives for each of the Council's car parks in terms of retention, disposal, expansion, development / re-purposing to meet the economic needs of each settlement.	2020	Investment Strategy completed during 2021-22. This sets out strategic principles and provides a framework to support future ambitions for the Council's car parks across all three towns, and within the district's main villages.
	Assess the feasibility and business case of specific actions identified in the Investment Strategy.	2021	Car Park Investment Plan produced to identify a prioritised programme of works.
	Deliver the priority actions arising from the Investment Strategy and feasibility work.	2021 - 2025	Proposed to carry out Feasibility Study/ Business case for Queensway Car Park, East Grinstead in 2023/24.  Further work to follow in Haywards Heath and Burgess Hill in line with wider plans for each town centre and recommendations of Asset Management Plan.
	Renew the Asset Management Plan which sets out business as usual maintenance and investment programme.	2021 - 2025	Funding sought through Corporate Planning and Budget process to finance production of new Asset Management Plan during 2023/24.
<b>Sustainable Growth</b>	Work with WSCC to ensure parking policy supports sustainable transport initiatives, encouraging visitors / workers to seek car alternatives to support modal shift in each settlement.	2020 - 2025	Installation of 60 Electric Vehicle Charge Points across the district.  Further roll-out of on and off-street Electric Vehicle Charge Points to take place during 2023/24.
	Explore the opportunity to support inward investment by developing a season ticket policy that supports travel planning and changing business needs to encourage economic growth.	2021- 2022	Introduction of a range of flexible season ticket products in March 2022.  Monitor impact of new flexible season tickets through 2023/24.  Work with WSCC and the business community to explore scope for implementation of policy

			that supports preferential allocation of season tickets to local businesses with a travel plan.
	Work with WSCC to actively promote and monitor employer travel plans to encourage modal shift and reduce congestion.	2022 - 2024	To engage with WSCC and the business community in 2023/24
<b>Supporting Vitality</b>	Undertake an annual review of tariffs to reflect local circumstances	Annual	New tariffs introduced March 2022.  Further annual review undertaken as part of 23/24 Corporate Planning and Budget process. No further uplift currently proposed.  Annual review of tariffs to take place going forward, as part of annual budget process.
	Commission feasibility work to explore opportunities for differential tariff regimes in town centres to support local vitality	2020 - 2021	Initial feasibility work carried out in 2021
	Implement a differential tariff and stay restriction regime between and within town centres to support the local vitality.	2021 - 2022	Decision made to defer implementation of differential tariff and stay restriction regime until long-term impact of Covid better known.
	Commission feasibility work to explore opportunities for alternative management regimes in the larger village car parks	2020 -2021	Initial feasibility work carried out in 2021
	Implement new management regimes that support local vitality in the larger villages on a case-by-case basis.	2021 - 2022	Decision made to defer further consideration until long-term impact of Covid better known.
<b>Customer Experience</b>	As the Council invests and develops its car parks, it will utilise digital innovation to improve service delivery e.g. Variable Message Signage, app technology and alternative payment methods.	2022 - 2025	Expanded usage of MiPermit to include Controlled Parking Zone in East Grinstead.

			Feasibility Study/ Business case for Queensway Car Park, East Grinstead taking place in 2023/24, to include options for trialing new technologies/ alternative payment methods for subsequent roll-out across the district.
	Continue to develop digital platforms to provide more convenient self-service systems e.g., virtual season tickets.	2020 - 2021	Evidence of on-going channel shift from manual to digital self-service systems seen in cashless transaction figures.
	Respond to the WSCC Civil Parking Enforcement (CPE) Review and the outcomes of the MSDC Parking Strategy to manage the impact on the enforcement and management of the off-street estate.	2021 - 2022	Continuing to meet expectations for on-street Civil Enforcement deployment on behalf of West Sussex County Council, alongside enforcing in the Council's own car parks.

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