



Tuesday 6th November 2018

Notice is hereby given that there will be a meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** held in the **NEW MILLENNIUM CHAMBER, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON** on **MONDAY 12 NOVEMBER 2018** at **6.30PM** to consider matters set out in the following Agenda.

Committee: Cllrs C Blanchard-Cooper
(Chair), Ayres, Buckland,
Chester, Tandy, Warren QVRM

PETER HERBERT
Town Clerk

AGENDA

2018/2019

1. EVACUATION PROCEDURES

2. FILMING OF COUNCIL MEETINGS, USE OF SOCIAL MEDIA AND MOBILE PHONES

During this meeting, the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be filmed. If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

3. APOLOGIES

4. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of disclosable pecuniary or personal and/or prejudicial interests that they may have in relation to items on this Agenda.

You should declare your interest by stating:

- (a) the item you have the interest in
- (b) whether it is a disclosable pecuniary interest, whereupon you will be taking no part in the discussions on that matter, or
- (c)
 - (i) whether it is a personal interest and the nature of the interest
 - (ii) whether it is also a prejudicial interest

- (iii) If it is a prejudicial interest, whether you will be exercising your right to speak under PUBLIC FORUM

It is recorded in the register of interests that:

- Cllr Buckland is a Member of Arun District Council and West Sussex County Council
- Cllr Warren QVRM is a Member of Arun District Council
- Cllr Ayres is a Member of Arun District Council

These interests only need to be declared at the meeting if there is an agenda item to which they relate.

5. MINUTES

To confirm the Minutes of the meeting held on Monday 15th October 2018, circulated herewith (pages 3 - 11).

6. CHAIR'S REPORT AND URGENT ITEMS

7. PUBLIC FORUM

Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon of the day of the meeting.

8. MASTERPLAN – NORTH LITTLEHAMPTON

To receive a presentation with an update on the progress with the development at Hampton Park from Mr Robert Clark, Head of Planning, Persimmon Homes Thames Valley.

9. PLANNING AND OTHER ARUN DISTRICT COUNCIL MATTERS

9.1 Planning Applications – Lists 42, 43, 44 and 45 if available (appendix 1, pages 12 – 14).

9.2 LU/223/18/PL - 36 - 38 Surrey Street, Conversion of basement & ground floor from Bookshop to 3no.holiday lets. This application has been re-advertised for comment with an amendment to the original plans which is the deletion of the railings. The Committee's original comments together with the comments from the Conservation Officer and revised plans are attached. It should also be noted that the applicant has agreed to provide a Flood Risk Assessment, but this has not been received to date (pages 15 -18).

10. TRANSPORTATION AND OTHER WEST SUSSEX COUNTY COUNCIL MATTERS

10.1 Number 15 Bus – report attached (pages 19 -25).

11. EXEMPT BUSINESS

It is **RECOMMENDED** that:

The public and accredited representatives of the press be excluded from the Meeting under Section 100 Local Government Act 1972 due to the confidential nature of the business to be conducted.

MINUTES of a MEETING of the PLANNING AND TRANSPORTATION COMMITTEE held in the FLEMING ROOM, MANOR HOUSE, CHURCH STREET, LITTLEHAMPTON on MONDAY 15th OCTOBER 2018 at 6.30PM

Present: Cllrs C Blanchard-Cooper
(Chair), Ayres, Buckland,
Chester, Tandy, Warren
QVRM. The Mayor
attended Ex-Officio.

2018/2019

102. EVACUATION PROCEDURES

The evacuation procedures were noted.

103. FILMING OF COUNCIL MEETINGS USE OF SOCIAL MEDIA AND MOBILE PHONES

The procedures were noted.

104. APOLOGIES

There were none.

105. DECLARATIONS OF INTEREST

Members and Officers were reminded to make any declarations of disclosable pecuniary or personal and/or prejudicial interests that they might have in relation to items on the Agenda. The standing declarations were noted. Councillors Ayres, Buckland and Warren QVRM declared personal interests as Arun District Councillors on matters relating to the Local Plan Update.

106. MINUTES

106.1 Regarding Minute 97.1, public conveniences in Littlehampton, the link to the District Council's website with the relevant information had been circulated (<https://www.arun.gov.uk/public-toilets>). The Town Council had also recently received details of phase two of the District Council's WC improvement contract which were circulated to the Committee (copy attached to the minutes). It was noted that clarification regarding the Norfolk Gardens winter provision was still awaited.

106.2 Regarding Minute 97.4, fly posters on the fencing at the Flintstone Centre, the West Sussex Alternative Provision College had advised that having taken on the management of the building very recently, they were unaware of a policy covering this activity and were monitoring the situation.

- 106.3** It was **RESOLVED** that these updates be noted and that the Minutes of the meeting held on Monday 17th September 2018, (previously circulated), be confirmed as a true record and signed by the Chair.

107. CHAIR'S REPORT AND URGENT ITEMS

107.1 A27 Arundel Bypass Scheme update

The Committee received an update from Highways England advising of their decision to carry out a further non-statutory consultation for the A27 Arundel Bypass scheme in spring 2019. It was **RESOLVED** that:

The update be noted.

108. PUBLIC FORUM

There were three members of the public present.

- 108.1** Mr Terry Ellis expressed his concerns for the closure of the public conveniences over the winter period at Norfolk Gardens due to the frequent use of the disabled facilities there. Regarding the proposed additional housing allocation for Littlehampton, he sought more detail regarding the rationale behind the assumption that the Town was a considered a "sustainable location where development would assist with economic regeneration".

- 108.2** The Chairman thanked Mr Ellis for his comments. It was observed that the published information regarding the availability of the public conveniences was inconsistent and agreed that further clarification be sought on the availability of toilet facilities at Norfolk Gardens, particularly for the disabled, during the renovation work. Mr Ellis' question regarding the proposed additional housing allocation for Littlehampton was noted for consideration when the Committee received the presentation from Arun District Council later in the meeting.

109. PLANNING AND OTHER DISTRICT COUNCIL MATTERS

109.1 Local Plan Update

- 109.1.1** The Committee received a presentation from Kevin Owen, Planning Policy Team Leader, Arun District Council that provided an update on the progress to the Local Plan and informed Members on how the District Council would engage with the Council to address housing shortfall. It was confirmed that the net additional housing provision sought from the parish of Littlehampton was currently 200 dwellings. This figure was over and above anything specified in the both the newly adopted Arun Local Plan (ALP) and the Littlehampton Neighbourhood Plan (NP). The following points were noted from the ensuing discussion:

- The net additional housing requirement was determined at 1/4/18 therefore any site allocated and without planning consent at that point could be included in the net additional housing calculation.

- The timescale to resolve housing shortfall was two years and next steps would see the LPA embarking on a two-stage consultation in 2019 during Spring and Summer.
- The current Housing and Economic Land Availability Assessments (HELAA) assessment had been undertaken in 2017. This included sites which either already featured in the ALP and NP. The decision as to whether they were deliverable was based on the sustainability appraisal process and agreed with Parishes.
- Consultation had been undertaken in accordance with statutory process and as set out in the statement of community engagement with information publicly advertised using libraries as well as the internet, Planning Officers attending Parish and Town Council meetings on request and LPA organised workshop events. Members emphasised the importance of engagement with Ward Councillors as part of this process.
- Sustainability was described as the “dictionary definition” with emphasis on the social, economic and environmental objectives set out in the ALP.
- HELAA sites could not be taken for granted because they were sites that were promoted by developers and/or landowners and as such, their viability would be tested in the planning process.
- Options for further development in the parish appeared limited. A situation that was further compounded by the fact that there were some sites which already had planning consent for development that had yet to be fulfilled.
- There was already an infrastructure gap in the parish and unfulfilled planning consents also meant that associated infrastructure improvements would not be implemented.
- It was noted that the LPA had no powers to compel an applicant to build once consent was granted. Recent changes to the NPPF designed to address this had been introduced but had not yet been tested.
- There was a consensus that Town Centre development was not sustainable because it did not come with any infrastructure to support the delivery of local services. As such, it was considered that further development shouldn't be permitted until promised local infrastructure improvements had been delivered e.g., primary healthcare.

109.1.2 The Town Council had already undertaken to work with the District Council

on small sites development to meet the housing number gap and it was noted that this type of planning document could sit alongside the existing Neighbourhood Plan. Observing that an updated HELAA was due to be published on 5th December 2018, it was considered prudent that any decision on the way forward be deferred until this information was available and could be reviewed. It was noted that the updated HELAA would be presented to Parishes at a workshop event planned for January 2019. It was **RESOLVED** that:

- 1) ***The position regarding a decision on the way forward be re-affirmed pending consideration of the outcome of the revised HELAA which will be presented to parishes in January 2019.***
- 2) ***The presentation and update be noted***

The Chair thanked Mr Owen for his presentation and he left the meeting at 7.30pm.

109.2 Planning Applications – Lists 38, 39, 40 and 41

It was **RESOLVED** that:

The representations of the Council (appended to these Minutes as Appendix 1) be forwarded to Arun District Council.

109.3 Planning Application A/23/15/OUT, Land south of New Road (A259) and East of Brook Lane Angmering.

Members received an update on the above planning application and noted the District Council's Development Control Committee's decision to approve the plans. It was also noted that the formal decision notice was yet to be published. Following research by Councillor Chester, a letter had also been sent to the Group Head of Planning with details a very similar case where the recommendation to refuse the application was based on the failure of the proposal to meet the sequential test requirements was upheld by the Secretary of State on appeal. The District Council had been asked to consider whether this information should have been brought to the attention of the Development Control Committee at the time and a response was awaited. It was **RESOLVED** that:

The update be noted.

110. TRANSPORTATION AND WEST SUSSEX COUNTY COUNCIL MATTERS

110.1 Number 15 Bus Service

In response to a question the Assistant Town Clerk reported that she and the Town Clerk had recently met with the contractor and that the

Committee would shortly receive a comprehensive report containing a service update and usage figures. It was **RESOLVED** that:

The update be noted.

111. MASTERPLAN – NORTH LITTLEHAMPTON

111.1 Members received a copy of the West Sussex Highways Infrastructure Delivery Programme (previously circulated) which set out the proposed timetable for the highway works. It was also noted that an update on the works would be included in Winter edition of Progress.

111.2 It was also noted that the timeframe for the delivery of the Northern Section of the Lyminster Bypass had slipped. Observing that the delivery of this section of the Bypass was underpinned by a funding package, Members sought confirmation that the funds available remained sufficient to meet the costs of the scheme. It was therefore **RESOLVED** that:

- 1) Clarification regarding the funding of the delivery of the Northern Section of the Lyminster Bypass be sought from West Sussex County Council.**
- 2) The update be noted.**

112. EXEMPT BUSINESS

There was none.

The meeting closed at 08:02pm.

CHAIR

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 15 October 2018
Representation on Lists 38, 39, 40 and 41

Page 1 of 3

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|---------------------------|------------------------|---------------------|---|--|--|
| 38 | River | IB | LU244/18/PL | Retention of translucent roof over part of rear yard adjoining St Martins Lane | 33 High Street Littlehampton BN17 5EG | No Objection |
| 38 | Courtwick with Toddington | MA | LU/241/18/PO | Application for modification of planning obligation dated 22nd March 2012 under planning application reference LU/355/10 relating to the Schedule 1 exemption clause & Schedule 2 triggers & locations of LEAP/NEAP | Land at Courtwick Littlehampton BN17 | The Town Council's Planning and Transportation Committee considered this matter at its meeting held on Monday 15th October 2018 and had no objection to the application. Observing the lack of any explanation for the proposed change to the central area, concern about the impact on the community of the loss of the play area as an amenity facility was expressed. In particular, there was concern that the introduction of vegetation could encourage Anti-Social Behaviour. |
| 38 | Courtwick with Toddington | MA | LU/240/18/PL | Variation of condition 1 imposed under LU/121/17/RES relating to approved plans. | Phase 2 Land North of Toddington Lane Littlehampton BN17 7PP | The Town Council's Planning and Transportation Committee considered this matter at its meeting held on Monday 15th October 2018 and had no objection to the application. However, regarding the reduction in affordable housing, Members considered that this provision should not be diminished and that the dwellings should be incorporated elsewhere on the development to compensate for the loss. |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 15 October 2018
Representation on Lists 38, 39, 40 and 41

Page 2 of 3

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|-------|-----------------|--------------|--|---|--|
| 39 | River | IB | LU/235/18/PL | Change from partial residential partial guest house to fully residential as House in Multiple Occupation (HMO) | 36 Pier Rd Littlehampton BN17 5LW | The Town Council's Planning and Transportation Committee considered this matter at its meeting held on Monday 15th October 2018 and objected to the application on the grounds that the application would have an adverse impact on the residential amenity of neighbouring properties. Scrutinising the application further, the veracity of the economic statement was questioned, and Members also wished to draw the Local Planning Authority's attention to the recent changes in the regulations relating to the Licensing of Houses in Multiple Occupation (HMOs) and the minimum room sizes in HMOs. It was noted that room nine in the application is only 5.1 square metres and the draft regulations for minimum room sizes states that any room in an HMO used as sleeping accommodation by one person should not be less than 6.51 square metres. |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 15 October 2018
Representation on Lists 38, 39, 40 and 41

Page 3 of 3

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|---------------------------|------------------------|---------------------|---|---|-----------------|
| 40 | River | IB | LU/237/18/PL | Change of use from family home & part-time podiatry/chiropractic practice to family home only. This application may affect the setting of a listed building | 59 Beach Road Littlehampton BN17 5JH | Supported |
| 41 | Beach | | LU/247/18/HH | Demolition of single storey lean-to & erection of single storey rear extension. This application affects the character & appearance of the Littlehampton Seafront Conservation Area & may affect the setting of a Listed Building | 13 Norfolk Road Littlehampton BN17 5PW | No Objection |
| 41 | Courtwick with Toddington | MA | LU/256/18/HH | Replacement of timber steps and landing with anti slip steps and landing | 25 Penarth Gardens Thornlea Court Littlehampton BN17 7QA | No Objection |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 15 October 2018
Representation on Lists 41

Page 1 of 1

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|---------------------------|------------------------|---------------------|---|---|-----------------|
| 41 | Beach | | LU/247/18/HH | Demolition of single storey lean-to & erection of single storey rear extension. This application affects the character & appearance of the Littlehampton Seafront Conservation Area & may affect the setting of a Listed Building | 13 Norfolk Road Littlehampton BN17 5PW | No Objection |
| 41 | Courtwick with Toddington | MA | LU/256/18/HH | Replacement of timber steps and landing with anti slip steps and landing | 25 Penarth Gardens Thornlea Court Littlehampton BN17 7QA | No Objection |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 12 November 2018
Representation on Lists 42, 43 and 44

Page 1 of 3

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|-------|-----------------|--------------|--|---|----------|
| 42 | Beach | | LU/262/18/L | Listed building consent for the replacement of 2 No. existing PVCu windows with 2 No. new double glazed PVCu windows. | Upper Maisonette 3rd & 4th Floor 5 South Terrace Littlehampton BN17 5NZ | |
| 42 | River | IB | LU/261/18/PL | Replacement of 4 No. timber windows with PVCu windows of the same design to north elevation. This application affects the character & appearance of the Littlehampton River Road Conservation Area | 38 & 39 Mariners Quay Littlehampton BN17 4DA | |
| 42 | River | IB | LU/255/18/HH | Two storey side extension & single storey rear extension to provide garage, enlarged kitchen & dining room, additional bedroom & bathroom | 64 Cornwall Road Littlehampton BN17 6EQ | |
| 42 | Beach | | LU/258/18/L | Application for listed building consent for propping canopy and supporting timber posts, demolition and reinstatement of the balcony. | Flat 3 16 South Terrace Littlehampton BN17 5NZ | |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 12 November 2018
Representation on Lists 42, 43 and 44

Page 2 of 3

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|---------------|---------------------------|-----------------|--------------|---|--|----------|
| 42 | Courtwick with Toddington | MA | LU/260/18/HH | Two storey side extension, demolition of existing garage and outbuilding, construction of new annexe. | 22 Roman Acre Littlehampton BN17 7HN | |
| 43 | Courtwick with Toddington | MA | LU/286/18/PD | Notification for Prior Approval for a Proposed Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) to provide 30 self-contained flats (14 studios & 16 one-bed flats) | 4 Hawthorn Road Littlehampton | |
| 44 | Courtwick with Toddington | MA | LU/285/18/PL | Division of house into two dwellings and replacement of conservatory with flat roofed extension | 2 Kestrel Way Littlehampton BN17 7RD | |
| 44 | River | IB | LU/295/18/HH | Single storey rear extension & new rooflight in existing rear extension. | 70 Lansdowne Road Littlehampton BN17 6JG | |
| 44 | River | IB | LU/296/18/HH | Single storey rear extension | 67 Norfolk Road Littlehampton BN17 5HE | |

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning & Transportation Committee Monday 12 November 2018
Representation on Lists 42, 43 and 44

Page 3 of 3

| Plan List No. | Ward | Ward Councillor | Planning No. | Details of Application | Location | Comments |
|----------------------|---------------------------|------------------------|---------------------|--|--|-----------------|
| 44 | River | IB | LU/273/18/CLP | Lawful development certificate for a proposed rear dormer window. | 9 Rosemead Littlehampton BN17 6UH | |
| 44 | Courtwick with Toddington | MA | LU/276/18/DOC | Approval of details reserved by condition imposed under LU/251/15/PL relating to condition 4-landscape scheme | 1 Tulley Cottages Toddington Lane Littlehampton BN17 7PW | |
| 44 | Courtwick with Toddington | MA | LU/278/18/DOC | Approval of details reserved by condition imposed under ref LU/249/17/PL relating to Condition No 13 (SuDS system) and No 15 (Landscaping scheme including details of hard and soft landscaping) | Directors Cottage Toddington Lane Littlehampton BN17 7PP | |
| 44 | Courtwick with Toddington | MA | LU/281/18/DOC | Application for part approval of details reserved by conditions imposed on planning permission LU/47/11 relating to condition 10 - drainage | Hampton Park (Parcels B3 & B5 - Plots 6 to 117 only) Toddington Lane Littlehampton ME19 4UY | |
| 44 | Courtwick with Toddington | MA | LU/292/18/CLP | Lawful development certificate for a proposed single storey rear extension. | 15 The Crossways Littlehampton BN17 7NJ | |

From: Martyn White **On Behalf Of** Conservation Officer
Sent: 19 October 2018 09:58
To: Planning.Responses
Subject: LU/223/18/PL & LU/224/18/L

LU/223/18/PL & LU/224/18/L

The application relates to the conversion of basement space and an area of the ground floor from Bookshop to 3 holiday lets. The applications affect a listed building which is visible on the street-scene within the town centre.

The concept of the change of the use of the space is acceptable from a conservation area perspective as it enables compatible uses to be introduced to the conservation area; there is a mixture of residential and retail/commercial uses in the local area.

It is evident from looking at the existing and proposed floor plans that a significant amount of internal works have been undertaken in order to accommodate the new uses. As the works are retrospective, it is not possible to determine the scale of the impact i.e. in terms of the loss of historic fabric. It is considered that the proposed/implemented floor plan is acceptable as the majority of the floor plan is retained.

I note from the proposed floor plans that there is a proposal to install further railings to the front of the shop. Railings have been fitted into other parts of the conservation area where it has been proven that there were there historically. In addition, they should be of a design and materials to reflect the status of the property as a listed building, located within a conservation area. At the moment, it is not clear what the railings will look like, and a full commentary cannot be provided.

Martyn White | Principal Conservation Officer, Planning Policy, Directorate of Place, Arun District Council | Location: First Floor, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF
Internal: 37717 | External: +44 (0) 1903 737717 | E-mail: Martyn.white@arun.gov.uk

Visit Arun's web site at www.arun.gov.uk



Save the environment - think before you print.



Proposed Floor Plans

Ground Floor Plan
1:50



Basement Floor Plan
1:50

Dimensions & Scales
Do not scale off this drawing unless for Local Authority purposes. The Contractor is responsible for checking all levels, site dimensions etc. prior to ordering materials and starting work on any element.

Any discrepancies or anomalies should be brought to the attention of Caldotec Ltd prior to commencement of the works.

| Rev. | Details | Date |
|------|-----------------------------|----------|
| R1 | Client addition of railings | 19/07/18 |
| R2 | Annotation update | 23/07/18 |
| R3 | Removal of railings | 25/10/18 |



10-11 The Parade
Willowhayne Crescent
East Preston
West Sussex
BN16 1NS

01903 859176
info@caldotec.co.uk
www.caldotec.co.uk

| Issued for: | Drawn | Checked |
|----------------------|-------|---------|
| Discussion | NJ | RM |
| Planning Application | NJ | RM |
| Building Control | | |
| Construction Issue | | |
| As Built | | |

Proposed Floor Plans

Client
Site Address
36-38 Surrey Street
Littlehampton
West Sussex
BN17 5BH

Mr P Bedford

Printed Date
Drawing Number

As Shown on A2
25/10/2018
17279/02R3



Littlehampton Town Council
Mr P Herbert
Manor House
Church Street
Littlehampton, W Sussex
BN17 5EW

Arun District Council
Arun Civic Centre
Maltravers Road
Littlehampton
West Sussex BN17 5LF
Planning General Enquiries
Tel: (01903) 737756 Fax: (01903) 730442
Dx: 57406 Littlehampton
Minicom: 01903 732765
e-mail: planning@arun.gov.uk
website: www.arun.gov.uk/planning

Your Ref: OWPC19996
Our Ref: LU/223/18/PL
Please ask for:
Mrs A Gardner

19th September 2018

Dear Sir/Madam

Town & Country Planning Act 1990 (as amended)
Town and Country Planning (Development Management Procedure) (England) Order 2015

Conversion of basement & ground floor from Bookshop to 3no. holiday lets. This application affects the character and appearance of Littlehampton River Road Conservation Area
36 - 38 Surrey Street Littlehampton

Thank you for your internet comments made on 18th September 2018 which has been recorded as **'an objection'** with the comments as follows:

The Town Council's Planning and Transportation Committee considered this matter at its meeting held on Monday 17th September 2018 and strongly objected to the application on the grounds that the application effects the features of a listed building. It was observed that the application lacked any information regarding the extent of the work inside and Members were therefore unable to judge the impact on the integrity of what was a Grade II listed building. Members were also disappointed to see that the planning application was retrospective and that the Conservation Area Committee had had no objection to the proposals. Observing that the location was in or near a flood risk area and that the basement was inhabited, the application also lacked a flood risk assessment.

Your views will be considered before the application is determined and I shall write to inform you of any decision made.

Please be aware that if the application is to be determined by the Council's Development Control committee and your letter has been received at a late stage after the Agenda has been published you will not receive a separate letter notifying you of the date of the meeting and procedures for public speaking. In such circumstances it is recommended that you track the progress of the application on the Council's website or telephone the Council for further information. Please be advised that any comments you make that are not included within the Committee Agenda will be reported to the Members of the Development Control committee. Please also be aware that only a small number of all planning applications received go to the Development Control Committee. Most are determined under delegated powers by Officers in which case your comments will again be considered before the application is determined.

Please be aware that Planning Services operate an 'open file' policy and will publish details of your comments on the internet on the Arun District Council Planning section. Please ensure that you only provide information that you are happy will be made available in this way. If you supply information belonging to a third party, please ensure you have their permission to do so. If you do not wish your comments to appear on the 'open file' please confirm this in writing and I will arrange for it to be

destroyed although this means that its contents will then be disregarded.

In the event of a subsequent written representations appeal, against a refusal of planning permission on a householder application, any representations made on the application will be automatically forwarded to the Secretary of State. Unlike all other types of appeal, there will be no further opportunity to comment at the appeal stage.

Yours faithfully

A handwritten signature in black ink, appearing to read 'NC', followed by a period.

Neil Crowther
Group Head of Planning

LITTLEHAMPTON TOWN COUNCIL

Non-Confidential

Committee: Planning and Transportation

Date: 12th November 2018

Report by: The Town Clerk

Subject: No 15 Bus

1. Summary

- 1.1 The report sets out the history of the Town Council's provision support for a bus service in the Town; options for improving the current service and a recommendation to cease supporting the service from April 2019, particularly given a likely significant increase in subsidy.

2. Recommendation

The Committee is RECOMMENDED to:

- 1) Consider the options for the future subsidising of the No. 15 bus service with a view to agreeing to include the cessation of the service within its budget deliberations in December, where a final decision would be made.
- 2) Otherwise note the report.

3. Background

a) Brief History

- 1.1 The Town Council's involvement with buses started in 2005 with the withdrawal of the Stagecoach 702 service. This passed along the seafront (swimming pool/Norfolk Gardens). Its withdrawal led to strong campaigning from those affected, particularly the East Beach Residents Association. Despite lobbying Stagecoach and WSCC, the service could not be saved. Concerns about poor services in Wick were also raised, particularly relating to the lack of Sunday and Bank Holiday services.
- 1.2 A 3 days a week service with ACCT was trialled in 2006, but this did not work out. Bus passes not being accepted, and the lack of a regular service were given as reasons.
- 1.3 In 2007 a three-way partnership for a one-year trial bus service, run by Compass buses was agreed with WSCC and ADC. This, the No. 12, ran from Rustington Sainsbury's to Tesco via the seafront, Anchor Springs and Clun Road. By the end of the trial WSCC would no longer fund it and ADC would only support it through to the end of the 2007/8 financial year.

- 1.4 Tesco s.106 funds became available from April 2008 (£15,000 pa) and the Town Council topped this up to allow the No. 12 to continue. This was always on the understanding that the service needed to be used by the public, as the Town Council was unlikely to be able to fund the service when the s.106 expired.
- 1.5 The Tesco funding ended in March 2016 and was replaced by s.106 funds from Morrisons for 2016/17. At this point the service would have stopped as it was not financially viable. S.106 monies were secured from the Kingley Gate & North Littlehampton developments. These needed to be spent on addressing the severance issues of these developments as they were built-out. The hope was/is that once built, commercial operators would want to service these developments as they became economically viable. The Town Council would not be able to afford the current level of subsidy.
- 1.6 The new No. 15 service was introduced in Spring 2017 serving only Littlehampton, running between the swimming pool and Kingley Gate, via Anchor Springs and Wick. Rustington residents, who were the main users of the former No. 12, were disappointed and Rustington Parish Council (RPC) and the Town Council met to seek a resolution. RPC agreed to support a service between Sainsbury's (Rustington) and Anchor Springs. The Littlehampton service was rebranded to the No. 15 and now covers Tesco, the new estates, Wick, Anchor Springs, Fitzalan Road and the seafront/Pier Road.
- 1.7 The No. 15 service is very poorly used. Usage figures are set out below. However, these should be treated with caution as they have been questioned and clarification sought.
- 1.8 The new service has not been helped by changes to the route; lack of bus stops/flags; lack of timetables at bus stops and a route that means that long journeys are often inevitable as the service retraces its route around the Town. Current service timetables are also constrained by the need to accommodate the school bus which part-subsidises the service. Compass has highlighted the importance of running an hourly service which makes any adjustments to the route difficult to incorporate.

b) Way Forward

- 2.1 It has been suggested that, the low ridership figures represent poor value for money. This has been exacerbated by the loss of the Rustington No. 12 passengers.
- 2.2 Withdrawing from supporting the service will almost certainly mean that the service will cease, although the existing s.106 monies may enable it to continue for perhaps another year. In the context of current ridership levels this will affect very few people. The future of the Rustington service is unknown but does cater for the South East of the Town. Withdrawing support will also assist in reducing the strain on the budget. There are several options that Members may wish to consider.

Option 1a – withdraw from service completely.

Option 1b – withdraw from service but provide very limited support to Rustington service to meet the needs of the “Beach Town” area.

- 2.3 It is possible to continue the existing service. It has not had the benefit of consistent running, bus stops and publicity. This could lead to an increase in ridership figures. It could be extended for:

- a) the remaining period of the S.106 funding;
- b) only a year as a trial or
- c) extended as in (a) plus one year.

Option 2a – continue funding as now, with slightly amended route, until March 2022. Do not use any underspends for a further year. An amendment to the route cannot happen until March 2019 and may be restricted by the preference to retain an hourly service.

Option 2b - Continue funding for one year, to see if passenger numbers increase with an amended route and publicity, with view to ceasing in March 2020 if they don't.

Option 2c – As (2a), using any underspend towards an additional year.

- 2.4 A more radical alternative could be a one -year trial/free service. This is based on the existing cost of supporting a service with almost zero passengers. It is suggested that operating the same for free might cost little more, although bus pass users would still need to display these. This would provide a potential service for all and clearly identify if there is demand.

Option 3a – Run free service for a trial year.

Option 3b – Run free service for remainder of S.106 period (March 2022).

- 2.5 Given the loss of the SAMMY/ACCT service, the need to support community transport has been proposed. This is a matter for the Community Resources Committee, but issues they may consider are: -

- Whether this could in some way replace the No. 15 service. This is very unlikely, given previous experience and the newness of the emerging Community Transport organisation, which is currently not looking at providing mini-bus services.
- LTC is likely to support this group and will need to consider both this year's grant (if retrieved from the Receiver) and future funding. This would only be to support the Littlehampton element of the Eastern Arun scheme. Subsidising the service for other parishes is both inadvisable and not legally possible.
- The new Community Transport service will need to bed-in before taking -on major new projects and be in a position to deliver a consistent service with staff and vehicle back-up.

c) Recent Ridership Figures

| Year | MONTH | MONTHLY TOTAL | AVERAGE PER WORKING DAY | COMMENTS |
|------|-----------|---------------|-------------------------|--|
| 2017 | April | 0 | 0.00 | Service commenced Monday 24th April 2017 |
| | May | 1,144 | 45.76 | 2xBH |
| | June | 1,222 | 47.00 | |
| | July | 1,183 | 45.50 | |
| | August | 1,179 | 47.16 | 1xBH |
| | September | 507 | 19.50 | Start of new services arrangements re routes 15&12 |
| | October | 389 | 14.96 | |
| | November | 412 | 18.73 | |
| | December | 343 | 14.29 | |
| 2018 | January | 368 | 14.15 | 1xBH |
| | February | 388 | 16.17 | |
| | March | 239 | 8.85 | 1xBH |
| | April | 305 | 12.71 | 1xBH |
| | May | 439 | 16.26 | 1xBH |
| | June | 523 | 20.12 | |
| | July | 559 | 21.50 | |
| | August | 527 | 20.27 | 1xBH |
| | September | 455 | 19.78 | |
| | October | 408 | 15.69 | |

d) Feedback from Compass Travel

3.1 Officers met with Compass Travel to discuss both the current arrangements and the way forward. The key points of their feedback are set out below.

- The current service is carrying far fewer passengers than Compass had hoped for and they state that consideration needs to be given to how things could be improved. They note that the s.106 money is designated specifically for this service and cannot be used for anything else and therefore that there needs to be focus on how to make best use of this money.
- They state that on average, there are currently 96 passenger journeys per week, of which 79 are travelling free with a concessionary pass. That equates to an average of less than 20 passenger journeys per day with only around 3 per day actually paying a fare. Compass are operating under a “considerable shortfall against budget”.
- Compass report that most of the passengers are travelling either to Tesco or the town centre – with most of the sections of the route being used fairly equally. Since most passengers are travelling with a free pass there is no record of their destination. Compass suggest that a more detailed passenger survey be undertaken by someone riding on the bus for 2-3 days to get accurate data of

where passengers are coming from and going to. They suggest that this could be undertaken by either LTC or WSCC.

- Compass have looked at possible route improvements.
 - 1) Divert services via Clun Road (in both directions)

There is definite demand for a bus from the Wickbourne Estate to Tesco. If the Bus served this estate, it would certainly increase revenue. However, the problem is that to divert the service via Clun road would require additional time and so could not be done unless something else was removed from the timetable.
 - 2) Withdraw the section south of Anchor Springs.

This would give enough time to divert via Clun Road. Compass state that the section south of Anchor springs is not that well used and general only carries a handful of passengers each day. However, it can get busier during school holidays and on Saturdays with families going to the seafront.
 - 3) Withdraw the loop serving north Littlehampton.

This section is used less than Kingley Gate and adds considerable time to the route and inconveniences other passengers with a sizable diversion. However, Compass correctly presume that some of the s.106 funding comes from these estates, so withdrawing the service from here is unlikely to be an option.
- Compass state that the fares are generally on the high side and it is possible that a fare reduction might attract more passengers – although this could also potentially reduce the revenue. Officers asked Compass to look at the fare options, including a free service: -
 - 1) Operate as a free service

Since the annual on-bus fare revenue is only around £3,000 – one option would be to increase the subsidy by this sum and then provide a free service to increase passenger usage. One difficulty would be that passengers with free passes might not bother to show them and Compass would then miss out on the concessionary reimbursement. Compass also commented that if the service was totally free, people might question why tax payer's money was being used for this (they wouldn't understand about s.106 funding) so their preference would be a much-reduced fare instead.
 - 2) Charge a flat rate single £1 fare (50p for children)

Compass think this idea would be worth trying as it might increase usage and the amount of revenue being risked is already very small. Obviously, it would need to be well publicised to be effective.
- Officers asked for a report on use of the free service on Armed Forces Day (Saturday 30th June), given significant discrepancies on the figures and reports of the service not reaching parts of the route. Compass have fed back explaining that because the service was free the driver failed to keep any record

of passenger numbers for which they apologise. There was also a minor error and the North Littlehampton estate was missed on two journeys. However, overall the service was a great success with standing loads being carried on the first few trips into Littlehampton and reasonable numbers being carried on most other journeys – although understandably none were carried during the parade itself. Compass estimate that around 300 passenger journeys were made during the day. This does indicate that a free bus attracted more passengers although obviously on the day in question more people would consider using the bus because of parking difficulties in Littlehampton and the significant advertising. Officers have some doubt about the 300 passenger figures.

- Compass have looked at funding the service for the future. They state that if the service is to continue, there is a need to review the current contract price since they report that they are around £17,000 below budget on their income. They state they are happy to compromise on their target income but based on current fare revenue they would really need an additional £12,000 pa – especially if they were to consider reducing the fares which is likely to reduce revenue somewhat.

4. Conclusion

The service is providing very poor value for money. Whilst many of the options set out could be examined, the proposal to increase the subsidy by circa £12,000 pa means it is very difficult to justify this level of expenditure, given the low passenger figures. Therefore, it is suggested that the subsidy cease from 1st April 2019.

5. Financial Implications

5.1 The financial implications of the various options are set out below:

Option 1a)* £31,000 can be saved from the 2019/20 and onwards budgets, together with an estimated underspend from 2017/18 and 2018/19 of circa £33,000 being returned to reserves.

Option 1b)* Savings as 1a) above, less any contribution to the No. 12 Rustington service.

Option 2a)* Not saving for an additional year reduces the budget to £18,600 a saving of £12,400 and means that circa £33,000 can be returned to the General Reserves from the 2017 – 19 underspend.

Option 2b)* As 2a above, but for one year only, with a decision on future funding taken in Autumn 2019.

- Option 2c)*** Annual budget of £31,000 pa to allow savings for 2022/23, but nothing thereafter.
- Option 3a)*** Estimated cost: Possibly £23,000 pa+, with other costs s..... as publicity to be added – to be checked with Compass, who may not be interested in running such service the cost of a £1/50p fare has not been calculated.
- Option 3b)*** As 3a above, per annum.
- Community Transport: Currently £3,000 grant is being reclaimed from the Receiver/Administrator from demise of ACCT, if received, this could be redirected to the successor body? Future funding of £4,500 has been included in the draft Community Resources Committee budget for 2019/20.
- 2019/20 onwards Compass are indicating that the contract should rise by £12,000pa, which would mean that any potential for an additional year, using underspends from the current budget, would disappear.

*These figures do not include the possible £12,000pa increase.

Peter Herbert
Town Clerk