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22 March 2022

Notice is hereby given that there will be a meeting of the:

Planning and Transportation Committee

**Venue: The New Millennium Chamber, Manor House, Church Street,
Littlehampton BN17 5EW**

Date: Monday 28 March 2022

Time: 6.30 pm

Committee:

Councillor Long – Chair
Councillor Buckland
Councillor Tandy
Councillor Tilbrook
Councillor Turner
Councillor Woodman

Peter Herbert, Town Clerk

2021 to 2022

Agenda

- 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 or persons 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:

- Councillor Buckland is a Member of Arun District Council
- Councillor Tilbrook 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 28 February 2022, circulated herewith, pages 4 to 12. In accordance with the Town Council's Standing Orders, Section 9a, Members are reminded that no discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

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. Planning and other Arun District Council Matters

8.1. Planning Applications

Lists 9, 10, 11 and 12 if available, attached, pages 13 to 14.

9. Transportation and other West Sussex County Council Matters

9.1. West Sussex County Council Post-16 Transport Policy Statement

The County Council is currently consulting on this matter and the Committee is asked to consider and comment upon the Policy Statement, attached on pages 15 to 25. The consultation is also available online at: [Post-16 Transport Policy Statement | Your Voice West Sussex](#).

10. Masterplan – North Littlehampton

10.1. Residential Proposals for Land Adjacent to The Littlehampton Academy

To note the consultation proposals, pages 26 to 27 and receive an oral update from the Assistant Town Clerk.

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 New Millennium Chamber, Manor House, Church Street, Littlehampton BN17 5EW on MONDAY 28 February 2022 at 6.30 pm

Present:

Councillor Long – Chair
Councillor Buckland
Councillor Tandy
Councillor Woodman

2021 to 2022

114. Evacuation Procedures

The evacuation procedures were noted.

115. Filming of Council Meetings, Use of social media and Mobile Phones

The procedures were noted.

116. Apologies

There were apologies from Councillors Turner and Tilbrook.

117. 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.

118. Minutes

The Minutes of the meeting held on 31 January 2022, previously circulated, were confirmed as a true record and were confirmed as a true record and signed by the Chair.

119. Chair's Report and Urgent Items

There were none.

120. Public Forum

There were six members of the public present. The Committee heard three representations regarding the Rampion 2 wind farm development as follows:

- 120.1. Mr Haas on behalf of the Littlehampton Society and East Beach Residents Association asked that Councillors take note of the correspondence with Arun District Council, West Sussex County Council, and the Planning Inspectorate on the resumption of Rampion 2 community consultations. And that Arun District Council's Chief Executive Officer had passed this correspondence directly to the applicant. He added that West Sussex County Council Officers and the Planning Inspectorate's Rampion 2 Case Team had acknowledged this, both saying a full response would be provided shortly.

He also asked, regarding the reopened Rampion 2 consultations to 11 April 2022, whether the Town could consider holding an open public meeting in the Millennium Chamber for Town Councillors and residents, directly inviting Dr Colin Ross and RWE to make in-person presentations and other presentations followed by open Questions and Answers. A precedent was Middleton-on-Sea Parish Council inviting RWE to its 25 August 2021 special meeting on Rampion 2 during the former consultation round ending 16 Sept 2021.

- 120.2. In response it was confirmed that all information that had been received from the Littlehampton Society and East Beach Residents Association had been shared with Members. The Committee was very aware of the sensitivities surrounding these plans and noted the open meetings that had already been held about these proposals. The Committee maintained the position that the Local Impact Assessment proposed by Arun District Council would be essential in helping Members come to a view. It was agreed that a copy of the Town Council's initial response to the Rampion 2 consultation would be forwarded to Mr Haas. It was also noted that the Littlehampton Society had commissioned their own local impact report which would be shared with the Town Council when completed.

- 120.3. Mrs Crossley stated that there had been many representations to councillors about the consultation process of the RWE new windfarm proposal. Highlighting the Local Government Association 2019 guidance, Probity in Planning, she noted that Members needed to avoid the appearance of bias or having predetermined views or having a closed mind. The rules also stated that councillors with no pecuniary interest could vote on matters that they had researched and that decisions could not be made on a party-political basis.

As the information given by RWE to the public was in her view woefully inadequate, she suggested it was better that everyone gathered facts from scientists that had correct information, and then inform people. She therefore asked for assurance from the Council that members had gathered all the technical information that was freely available about the effects of the RWE windfarm, and that might not be in RWE's planning application, to

enable them to fully participate in the decision-making procedure. She also asked if the Town council were doing their own Local Impact Report, and if so when it would be made public as she had heard Arun District Council were not taking theirs forward.

- 120.4. In response it was stated that the Town Council was a consultee in the planning process that would determine this application. Members, like many, were laypeople and had been free to access, gather and read all material that had been published regarding these proposals. The Town Council was not doing a local impact report or aware of any decision by the District Council not to progress their impact assessment. As previously stated, the Town Council was waiting for the District Council's Local Impact Assessment which would be essential in helping Members come to a view.
- 120.5. The Assistant Town Clerk read out a written submission on behalf of Mrs Tyrrell who asked for an update on the Committee's discussion about Rampion2 at the last meeting and sought an update on progress with the District Council's Impact Assessment and whether Dr Ross had been asked to speak to the Council.
- 120.6. In response it was confirmed that whilst there was no plan to invite Dr Ross or RWE to a meeting, Members were very aware of the sensitivities surrounding these plans and would consider all the representations that were received on this matter.
- 120.7. The Assistant Town Clerk read out a written submission on behalf of Mr Chester regarding the A27 Arundel Bypass. Mr Chester stated that much had changed over the course of the years the Town Council had been asked for a view on this. Primarily the declaration of a climate emergency, the various proposed routes, and a better understanding of the ecological damage the proposal would have and the devastating impact this current proposal would have on the villages of Binsted and Walberton in particular. Tonight, the committee would be looking at the impact on Littlehampton. He attended the exhibition last week and found the following matters clarified. There would be no junction at Ford. The figure in the brochure of an increase of traffic at the North end of Lyminster Road, just south of Crossbush of 72% was accurate, and primarily made up of traffic seeking to access the new road from the West. This far exceeded the traffic estimates used to inform the design of the Lyminster Bypass, further much of this would be using the A259 to get to the new road before heading north. Part of that section was the A259 between Wick roundabout and Highdown Drive roundabout, single file and unable to be widened due to the proximity of residential properties. The proposal before the Committee would therefore in his view exacerbate traffic congestion in and around Littlehampton and he asked the Committee to object to it.
- 120.8. In response the Committee thanked Mr Chester for his comments which would be taken into consideration when Members came to discuss the consultation later in the meeting.
- 120.9. The Assistant Town Clerk read out a written submission on behalf of Ms Le Moine regarding Public Transport and asked why more wasn't being done to enable people to use public transport by providing a better service. She

stated that public transport in Littlehampton could be improved and highlighted that the train to London seemed to needlessly take forever and considered that one train an hour could go from Littlehampton to Victoria via Arundel. There was also a need for more frequent small buses and fewer huge empty buses, and she suggested a new bus route Barnham, Yapton, Clymping, Littlehampton Town Centre, Littlehampton Morrisons, Ford, and Arundel and then return. This would link up Barnham, Littlehampton Ford and Arundel Stations allowing multiple choices of trains east, west, south, and north. Noting that more housing was planned in these areas she felt this or a bus to Arundel via Ford timed to enable people in Littlehampton to catch the faster London to Brighton train would be beneficial. Lamenting the lack of a Sunday service she added that families without a car would be helped by such a move. She also questioned running huge infrequent empty buses and commenting on the regeneration works in the High Street she commented that in her view the money would be better spent on improving public transport which in turn encourage a broader retail offer in the Town.

- 120.10. In response the Committee thanked Ms Le Moine for her presentation. Whilst the Town Council strived for improvements to strategic transport links, the delivery of public transport was not a matter that was within its remit.

Regarding bus services particular, the Town council had expressed views similar to those stated in the representation when consulted on bus service provision. In terms of improvements, these comments had focussed on the current 700 bus route which it was thought might better serve residents if made into shorter routes, incorporating new housing developments, and improving access to local facilities.

It was also noted that the Town Council had some experience of this in the past when trialling a local bus service funded by developer contributions. This had shown that despite efforts over several years to promote and deliver a local bus service connecting the town centre with the new developments in North Littlehampton, the service was not well used and hugely expensive.

In terms of train services, the Town Council had expressed support for the Arundel Chord rail link which if implemented would be a strategic transport improvement. Whilst this again was not within the Council's remit, it would support any move by the relevant bodies to put this in place.

The Town Council acknowledged that in area experiencing increased growth in housing would always need to improved public transport services however, the Town did benefit from being a major stopping point and terminus for both bus and train services which alongside the current investment in the High Street would encourage investment in the Town Centre.

121. Planning and Other District Council Matters

121.1. Standing Orders, Urgent Action

The Committee received and noted an urgent action, previously circulated, relating to planning application LU/370/21.

It was Resolved that:

The urgent Action be noted.

121.2. Planning Applications – Lists 5, 6 and 7

There were no applications for List 8.

It was Resolved that:

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

122. Transportation and West Sussex County Council Matters

122.1. A27 Arundel Bypass Statutory Consultation

- 122.1.1. The Committee received a report summarising details of the National Highways proposed grey route for the A27 Arundel Bypass. Although not the Council's preferred route, the lack of decent highways infrastructure in the area was viewed as a major barrier to economic growth and the future prosperity of the Town. This was a primary concern, and it was therefore considered important that the Council maintain its support for the Bypass. The Committee proceeded to consider the plans in more detail and discussion focused on the impact of the proposals as they related to the junctions at Crossbush and Ford.
- 122.1.2. The Town Council had previously supported the inclusion within the Bypass scheme of improvements to the junction at Ford. This was based on supporting the potential growth of housing which if realised would place an additional burden on the local highways network. This chimed with the representation made earlier in the public forum which Members considered highlighted the impact that the new bypass could have on the wider local network. It was however also acknowledged that any new bypass route was likely to either exacerbate existing local issues or create new ones but that this should not prevent the scheme progressing. Members therefore considered it imperative that the discussion between National Highways, Arun District and West Sussex County Council's aimed at finding a long-term solution for Ford should continue.
- 122.1.3. Members went on to consider the new junction arrangement at Crossbush in terms of the impact on the operation of the Lyminster Bypass and how it linked to the new development in North Littlehampton. Although the County Council were understood to be planning improvements at the point where the Lyminster Bypass joined the A284, Members felt that the projected increase in traffic as stated in the public forum had been overlooked. The enhancements planned by the County Council were aimed at improving

access for pedestrians, equestrian and cycle users only and there also appeared to be no plan to change or improve how the Crossbush motorway services were accessed. This was viewed as something which could also exacerbate the existing queuing problems at this point in the network. More clarity was therefore required regarding how this would work as part of the wider highway network especially when a gap remained before traffic reached the new junction at Crossbush. It was noted that the County Council were seeking more detailed information on this point and again, Members emphasised the importance of National Highways and the County Council' continuing to work together to find a solution.

- 122.1.4. In conclusion Members also questioned the 50 mile per hour speed limit believing that it would have little benefit in terms of alleviating congestion and was unrealistic particularly as a 60 mile per hour speed limit was more common on this type of highway. Overall, Members remained supportive of the Bypass and emphasised the need for the ongoing discussions between National Highways, Arun District and West Sussex County Council's to continue.

It was Resolved therefore that:

The Town Council's support for the Bypass be re-iterated and that authority be delegated to the Town Clerk in consultation with the Chair of the Committee to draft a response to the Consultation incorporating Member's views as set out above.

123. Masterplan – North Littlehampton

There was nothing further to report.

124. Exempt Business

There was none.

The meeting closed at 7.47 pm.

Chair

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 28 February 2022 Representation on Lists 5, 6, 7 & 8

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
5	Wickbourne	JL/FT	LU/12/22/PL	New vehicular cross over. This site is in CIL Zone (Zero Rated) as other development	Wick Information Centre 76 Wick Street Littlehampton BN17 7JS	No objection
5	River	IB	LU/18/22/PD	Notification for prior approval under Schedule 2, Part 3, Class MA for the change of use from commercial, business & service (Class E) to 1 No dwelling house (Class C3).	10 Bayford Road Littlehampton BN17 5HL	No objection, subject to receipt of a satisfactory flood risk assessment as requested by the Environment Agency.
5	Beach	WT	LU/20/22/HH	Erection of two storey rear extension.	33 The Hooe Littlehampton BN17 6PS	No objection
5	Beach	WT	LU/23/22/HH	Single storey wrap around rear extension. (This application affects the character and appearance of the Littlehampton Sea Front Conservation Area)	23 Norfolk Road Littlehampton BN17 5PW	No objection. The committee had no objection and supported the comments of the Arun District Conservation Area Advisory Panel.
5	Courtwick with Toddington	JL/FT	LU/27/22/HH	Erection of two storey side extension following the demolition of single storey detached garage	103 Griffin Crescent Littlehampton BN17 7LH	No objection
7	River	IB	LU/3/22/CLE	Lawful Development Certificate for the existing planning permission LU/287/17/PL 'Demolition of existing buildings, change of use of & erection of 1 No. building incorporate office (B1) at ground floor & 8 No. dwellings at first and second floor.' has been implemented and is extant.	46a & 47 & Land north of Clifton Road Littlehampton BN17 5LW	No objection

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 28 February 2022 Representation on Lists 5, 6, 7 & 8

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
7	Courtwick with Toddington	JL/FT	LU/5/22/PL	Change of use from a single dwelling into two flats and rear two storey extension and rear dormer. This application is in CIL Zone 2 (Zero Rated) as flats.	37 Griffin Crescent Littlehampton BN17 7LH	Objection. Overdevelopment of the site and out of character in terms of its appearance compared with existing development in the vicinity. The accommodation on the ground floor also did not meet the space standards
7	Beach	BW	LU/16/22/HH	Replace fire escape at rear of building. (This application may affect the character and appearance of the Littlehampton Sea Front Conservation Area and a Listed Building).	Second Floor Flat 36 South Terrace Littlehampton BN17 5NU	No objection
7	Beach	WT	LU/17/22/L	Listed building consent for the replace fire escape at rear of building.	Second Floor Flat 36 South Terrace Littlehampton BN17 5NU	No objection
7	River	IB	LU/30/22/PL	Extension of first floor rear balconies at 32 & 33 Mariners Quay (resubmission of LU/349/20/HH). This application affects the character & appearance of the Littlehampton, River Road Conservation Area and is in CIL Zone 4 (Zero Rated) as other development.	32 & 33 Mariners Quay River Road Littlehampton BN17 5DA	Objection. The Committee endorsed the comments of the Arun District Conservation Area Advisory Panel and considered that the previous objection comments stand in that it is out of character and that the nature of the proposal was obtrusive and would have an adverse impact on the residential amenity of the neighbours. It was also observed that the original design by its very nature avoided this issue and there was concern that if approved this would set a precedent.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 28 February 2022 Representation on Lists 5, 6, 7 & 8

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
7	Courtwick with Toddington	JL/FT	LU/36/22/HH	Single storey side extension	1 Coleridge Crescent Littlehampton BN17 7FJ	Objection. Proposals were considered to be an overdevelopment of the site and out of keeping when compared to existing development in the vicinity.
7	Wickbourne	JL/FT	LU/38/22/HH	Loft conversion with dormers to front and rear elevations	31 Grand Avenue Littlehampton BN17 7NG	Objection. Overdevelopment by virtue by mass and bulk of the proposed extension.
7	River	IB	LU/40/22/PL	Replacement of shopfront with UPVC windows and new front door to front elevation in addition to installation of new UPVC to rear elevation. This application is in CIL Zone 4 and is not CIL liable as other development.	10 Bayford Road Littlehampton BN17 5HL	No objection, subject to receipt of a satisfactory flood risk assessment as requested by the Environment Agency.

Appendix 1

LITTLEHAMPTON TOWN COUNCIL Planning and Transportation Committee 28 March 2022 Representation on Lists 9, 10, 11 and 12 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
9	River	IB	LU/35/22/PL	Alterations to elevations, rear extension and replacement of existing various roofs with new flat roof at second floor to provide refurbished and extended bar, restaurant, function room and guest accommodation. This application is in CIL Zone 4 and is not CIL liable as other development.	The Nelson Hotel 61 Pier Road Littlehampton BN17 5LP	
9	Beach	WT	LU/51/22/HH	Erection of single storey rear extension.	4 The Estuary Littlehampton BN17 6NF	
9	Brookfield	AT/BW	LU/53/22/PL	Single storey rear extension to 215 Timberleys and single storey rear extension to proposed new dwelling at 215A Timberleys (approved under application reference LU/350/20/PL). This site is in CIL Zone 4 (Zero Rated) as other development.	215 & 215A Timberleys Littlehampton BN17 6QD	
10	Wickbourne	JL/FT	LU/49/22/HH	Single storey rear extension.	27 Clun Road Wick Littlehampton BN17 7DZ	
10	Brookfield	AT/BW	LU/50/22/HH	Single storey side extension.	92 Westlands Rustington BN16 3NW	
10	River	IB	LU/55/22/L	Listed building consent for the installation of 3000mm high welded mesh fencing and associated single leaf gate along a section of the northern boundary line and along the rear elevation, Ornamental fencing and associated gates to be installed, located adjacent to the existing southern side entrance to the building, as well as the installation of 3000mm high welded mesh fence encapsulating the existing boiler room to the rear of the building, demolition of existing side secondary entrance including existing ramped access and associated fittings. Repairs to the section of wall affected by the removal of the entrance.	The Flintstone Centre East Street Littlehampton BN17 6AW	

Appendix 1

LITTLEHAMPTON TOWN COUNCIL
Planning and Transportation Committee 28 March 2022
Representation on Lists 9, 10, 11 and 12 if available

Plan List No.	Ward	Ward Councillor	Planning No.	Details of Application	Location	Comments
10	River	IB	LU/61/22/PL	New Fibre Broadband Exchange (Use Class B8 Storage and Distribution). This application is in CIL Zone 4 (Zero Rated) as other development.	Linden Park Recreation Ground Littlehampton BN17 7BS	
11	River	IB	LU/69/22/PL	Change of use from abandoned amenity space to temporary caravan site to house refugees. This site is in CIL Zone 4 (Zero Rated) as other development.	28 Arundel Road Littlehampton BN17 7DB	

WEST SUSSEX COUNTY COUNCIL

Post-16 Transport Policy Statement

2022 to 2023

DRAFT

West Sussex County Council Transport Policy Statement for Students aged 16-25 yrs

This Policy Statement is for young people aged 16-18 in further education (known as sixth form age.) It also includes information for young adult learners aged 19 and over in further education with an EHCP (Education and Health Care Plan).

Department Responsible: Education and Skills

Contact Details: David Crockford, Principal School
Transport Officer

Document Release: 31 May 2022

DRAFT

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1. Introduction
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4. The 16-19 Bursary Fund
5. Young parents/Care to Learn
6. LA support for young people without special educational needs or a disability
7. LA support for learners with special educational needs or a disability
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 - 7.2. Low income criteria
 - 7.3. Post-19 Young Adult Learners
8. Refunds
9. Travel training
10. LA support in other circumstances
11. Travelling to a course beyond the local authority area
12. Additional eligibility criteria
13. Applying for LA transport support
14. Appeals

1. Introduction

Most young people make their own arrangements to get to their school or college. The website has more information at www.westsussex.gov.uk/post-16transport. This document sets out what support and schemes are available to students. This includes commercially available discounts, financial assistance to help plan the journey to school/college and, in exceptional circumstances, where the council will make arrangements. This is usually for students with Special Educational Needs and/or Disabilities (SEND).

Local Authorities do not have to provide free (or subsidised) Post-16 travel support. They have a duty to prepare and publish an annual transport policy statement specifying the support that West Sussex County Council considers necessary to facilitate the attendance of Post-16 learners receiving education or training. This is written in accordance with section 509 of the Education Act 1996. This policy statement also includes relevant young adult learners (19+) with an Education, Health and Care Plan (EHCP).

Travel support for young people carrying on their education Post-16 does not automatically continue.

2. Aims and Objectives

The [Home to School and College Transport Policy](#) seeks to ensure that students from West Sussex are able to continue in further education and are able to access information to help them to do so. This includes transport provision, transport planning and financial support with transport costs. The Policy Statement gives practical information about the schemes and support available within West Sussex. It sits alongside the Policy itself.

This Policy Statement gives contact details and links to transport information, travel concessions or products and the assistance available for:

1. Young people of sixth form age
2. Young people of sixth form age with an EHCP
3. Young adult learners aged 19+ with an EHCP

For the purposes of this document, a person is of sixth form age if they are aged 16-18 (or have started their course before they turned 19 and continue to attend that course) and are referred to as Post-16 students. Young adult learners are those who are aged 19+ and have an EHCP.

This document and the Policy itself, specifies the support that West Sussex County Council considers necessary to facilitate the attendance of Post-16 learners receiving education or training.

Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing

higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.

The current [Home to School and College Transport Policy](#) is available on the Council's website.

For information on current transport options, travel concessions and products on public transport please see attached 'Supporting Documents'

3. Transport and Travel Support

3.1. Concessionary tickets for young people 16-25

['Travel discounts and concessions'](#) shows details of public transport operators and the travel concessions/products currently offered. These will be updated as details of the prices and offers are known. Most bus operators offer student discounts. These are run by the operator to their own terms and conditions.

The 16-17 Saver gives 50% off most rail tickets, including season tickets. It is valid from age 16 to when the young person turns 18. **Season tickets bought using a 16-17 Saver can be bought for up to four months beyond the 18th birthday** if bought before the birthday.

Students may wish to investigate the [UniZone](#) scheme and the [16-25 Railcard](#) which costs £30 and saves 1/3 on rail fares throughout Great Britain for a year but with restrictions on usage.

The [Disabled Person's Bus Pass](#) offers free travel on buses at any time of day. Students of any age with a physical or learning difficulty may be eligible. There is no restriction for West Sussex residents using the Disabled Person's Bus Pass as long as the journey starts or finishes in West Sussex. More information and the application form are available by visiting the link above.

Students will also find the [Traveline](#) website helpful for planning *any* public transport journeys to and from school and college. [National Rail Enquiries](#) gives details for journey planning for those travelling only by train.

Many of the travel concessions/products have been put in place by transport operators following input from the council, even where no funding is provided by the council for the scheme. They are able to be accessed by any student, including apprentices and young people who are not in education or training (NEET) or at risk of becoming NEET. The Council's approach to sustainable travel to school and college is contained in the sustainable modes of transport strategy which is published on the Council's website.

3.2. Travel support from schools and colleges

Chichester College ([Brinsbury Campus](#)), [Plumpton College](#) and [Collyers College](#) have organized their own buses. Tickets can be purchased directly from the colleges and the details are uploaded by the individual colleges on their own websites.

School Contacts 2022-2023 (found in the Supporting Documents) contains contact details for schools and colleges.

4. The 16-19 Bursary Fund

The 16-19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so that they can remain in education. There are two types of bursaries:

1. A [vulnerable bursary](#) of up to £1,200 for young people defined in specific groups e.g. those in care, care leavers, those in receipt of Income support, or Universal Credit in place of Income Support; those in receipt of Employment and Support Allowance and Disability of Personal Independence Payments in their own right. The eligibility criteria are at the link above.
2. [Discretionary bursaries](#) which schools and colleges award to meet individual needs, for example, help with the cost of transport, meals, book and equipment.

School and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their school or college to make an application. This applies equally to apprentices or those who are currently, or in danger of becoming, NEET.

5. Young parents/Care to learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per week, whilst you are learning.

The details of the scheme including the applicable types of childcare, details of payment and eligibility are at www.gov.uk/care-to-learn

6. LA Support for young people without Special Educational Needs or Disabilities (SEND)

Students who live in rural areas and who attend schools with sixth forms are offered access to school contract buses. There is a contribution of £700 at sixth form age. The service is available at the beginning and end of the school day and in some cases a 'late bus' service also operates. The service is subject to the availability of places where alternative public transport exists.

Schools and colleges may also offer discretionary help from other sources, such as the 16-19 Bursary fund, local trusts, diocesan funds, school or college budgets etc. Assessments would be discretionary at local level. Students should enquire about the possibility of help and apply direct to the school or college offering the chosen course.

Care leavers are also assessed through their individual pathway plans.

7. LA Support for learners with Special Educational Needs or Disabilities (SEND).

Most young people with SEND make their own arrangements to get to their school or college and can use the same travel support and discounts as those without SEND.

The County Council offers help with transport costs to Post-16 students with Special Educational Needs and Disabilities (SEND) who have an EHCP. These students may not be able to use public transport and/or may have long and expensive journeys to access the nearest suitable course to their home. The 2022-2023 [Post-16 Transport Policy](#) is available on the council's website.

7.1. Eligibility criteria

The eligibility criteria for the Post-16 and Young Adult Learner Home to School/College Policy (see '[Supporting Documents](#)' for [Post-16 Policy Extract](#)) states that to be eligible for assistance a student would usually have an EHCP, be attending the closest suitable school/college doing the course (or a comparable course), live over 3 miles away (or have severe mobility difficulties) and be a resident of West Sussex.

If eligible, transport assistance may be offered in the form of a mileage payment, bus or train pass, or in exceptional circumstances, a taxi/minibus.

An annual application for transport assistance must be made, **even if the student is remaining at the same school/college**. The Post-16 on-line **application form** is available at www.westsussex.gov.uk/Post-16transport

Applications should be made as soon as possible in May and June for September 2022. **Applications made after 3 July 2022 may lead to transport assistance not being in place for the start of term.** Parents will need to plan how their students will get to school/college for the start of term.

From September 2022 the contribution towards transport costs for those who are eligible for transport assistance is £700 per year. The contribution must be agreed before passes are provided or transport is put in place. Payment can be made in instalments by direct debit over 7 months.

The size of the contribution has been set after having regard to the cost of travelling to a school/college by bus, the average cost of council provided transport to mainstream schools, and what other authorities charge. The average cost to the council for a contract coach or public bus pass is over £700. Other local authorities ask for similar contributions, with some asking for up to £1,300 per year. In comparison, the average cost of specialist transport for a pupil with SEND is over £6,000 per year.

For qualifying families on a low income (e.g. eligible for Free School Meals) no contribution is required.

All applications are assessed on an individual basis.

Transport assistance to the work element of Supported Internships may be funded through the Access to Work fund available from colleges.

7.2. Low income criteria

The County Council offers **free** transport to Post-16 students with SEND who have an EHCP and who meet the eligibility criteria where families are in receipt of:

- Income Support or
- Job Seekers' Allowance (Income Based) or
- Employment and Support Allowance (Income Related) or
- Child Tax Credit, but not Working Tax Credit, with an annual Inland Revenue assessed income below £16,190 (subject to review) or
- Guarantee element of State Pension Credit or
- Working Tax credit run on or
- Support from the National Asylum Support Service under Part 6 of the Immigration and Asylum Act 1999
- Universal Credit with an annual net earned income of no more than £7,400

N.B. The definition of a family on a low income may be changed following the government's review of the benefit system or future guidance.

7.3. Post-19 (Young Adult Learners) with an EHCP

The County Council also offers limited help with transport to young adult learners (aged 19 and above) with an EHCP. They must meet the same eligibility criteria of distance from home to the college/placement that students of sixth form age must meet as well as having further individual assessment.

When young adults with an EHCP are offered assistance no direct charge is made.

If you have an existing social worker, please contact them to discuss whether assistance may be available. Those without a social worker should contact the Adults Services Carepoint on 01243 642121 or email socialcare@westsussex.gov.uk to discuss what help may be available.

For both Post-16 students and young adult learners every application is considered on an individual basis.

8. Refund Policy

If a student has paid the Post-16 contribution and no longer requires transport assistance then a refund would be offered if the amount contributed is over and above the cost spent on the transport to date. Any remaining contribution would be refunded. Refunds are not usually given where a student does not use transport during the summer term.

An email requesting a refund can be sent to Post16travel@westsussex.gov.uk.

9. Travel Training

Many schools and colleges include independent travel training for students with SEND. Where appropriate, training is provided by schools for students prior to reaching the end of Year 11 in preparation for attending college. Colleges and special schools work with parents and students, encouraging them to take responsibility and to help with independent travel training. Please note that if travel training is offered and refused then travel assistance can be withdrawn. In addition some voluntary groups e.g. parent carer support groups, also offer travel training for young people.

To support independence, the County Council can arrange training for staff and volunteers in schools, colleges and voluntary groups to enable them to deliver effective independent travel training to young people.

Special schools and colleges continue to work with young people, where appropriate, using PITT (Programme for Independent Travel Training) or their own programme.

10. LA Support in other circumstances

The County Council also offers the following help:

Where a student with an EHCP reaches 19 whilst on a course and is receiving support with transport costs, the help will continue until the end of the course, if they meet the usual eligibility criteria during this time.

Where a student with an EHCP is not eligible for help at the start of the course and family circumstances change e.g. because they have moved home and may qualify on grounds of distance etc, an application for support may be made as long as the student was under 19 on 1st September before the beginning of the course.

Help and advice with transport may be given to care leavers on an agreed course, at least to the age of 21, subject to assessment by the Leaving Care Service.

In all cases each application for assistance will be considered individually.

11. Travelling to a course beyond the local authority area

If you reach the criteria outlined in paragraph 7.1 above and the placement is outside West Sussex, transport assistance may still be offered. Advice and help on this should be sought from your SENAT Planning Co-ordinator.

Post-19 learners and or their parents or carers should seek advice from their social worker or speak to Adult Services if the learner is unable to travel independently to a place of education.

12. Additional eligibility criteria

Transport assistance is only ever provided to one address. If there is a 50/50 split of residence under a court order, the household receiving any child benefit would be considered the main address.

13. Applying for LA Transport Support

Post-16 Transport for those with EHCPs should be applied for annually, even if the student/young person is remaining at the same school/college.

There is a Post-16 contribution for students of sixth form age of £700 for 2022-2023, which is subject to annual review. If you are assessed as a family on a low income then the contribution will not have to be paid. A Payment Options form will be sent out if the contribution is applicable, which needs to be completed and returned before transport assistance is arranged.

The [application form](#) for those of sixth form age is on the Council's website.

The revised form will be available from May 2022 for courses starting in September 2022. Applications should be made as soon as possible in May and June. **Applications after 3 July 2022 may lead to transport assistance not being in place for the start of term.** Parents will need to plan how their students will get to school/college for the start of term.

If a hard copy is required then please contact the Pupil Support Office at Post-16transport@westsussex.gov.uk or telephone 0330 2223588.

Those students who would like transport assistance and will be **starting a new course after the age of 19** should contact their social worker.

14. Appeals

For Post-16 students with EHCPs, queries about eligibility should be addressed in the first instance to the Pupil Support Office at Post16travel@westsussex.gov.uk or 0330 2223588. If still not satisfied a

stage one appeal may be made to the Director of Education and Skills, County Hall, Chichester, West Sussex. Every effort will be made to resolve complaints but in some cases it may be necessary to refer the matter to a panel of elected members (stage two appeal).

List of Supporting Documents

- Post-16 Home to School and College Transport Policy Extract 2022-2023
- Travel Concessions 2022-2023
- School and college contacts 2022-2023

Other contacts for services offering support 2022-2023

DRAFT

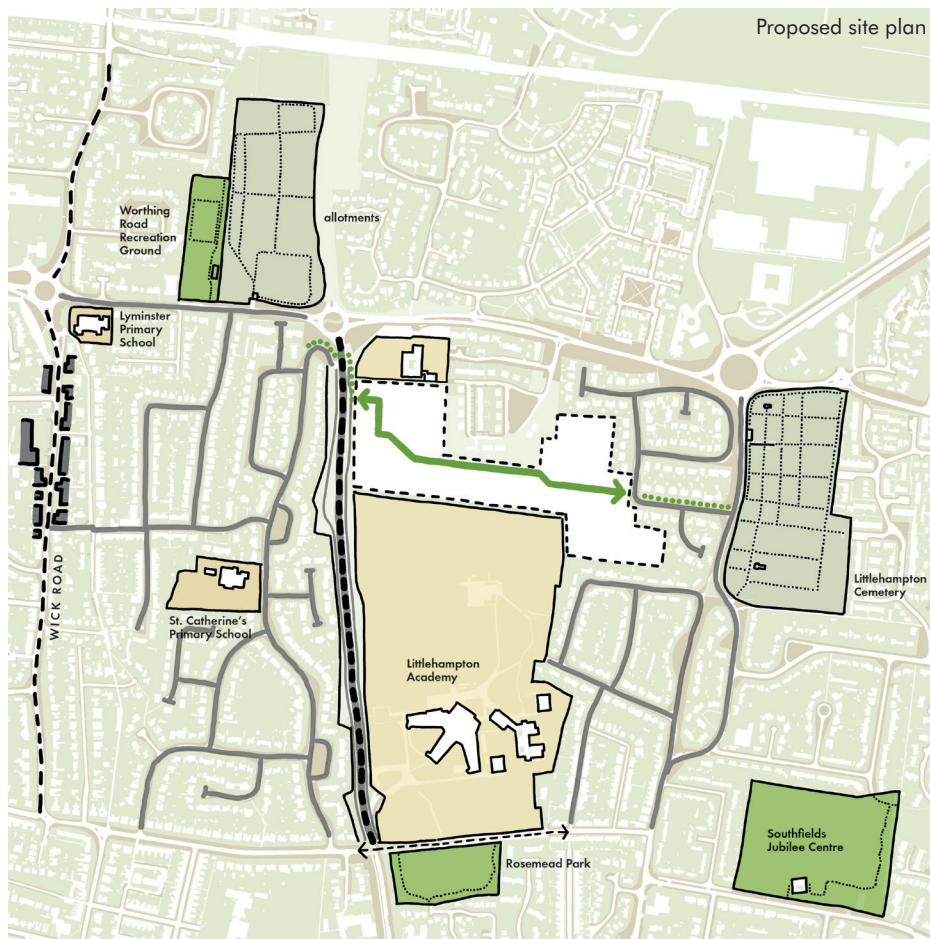
Residential proposals for land adjacent to Littlehampton Academy, Littlehampton



LOVELL

Dear Resident,

I am writing to you on behalf of Lovell Partnerships, a multi-disciplined residential construction company. We are working in a Joint Venture Partnership with the landowner, West Sussex County Council, to progress the development of **Land Adjacent to Littlehampton Academy**.



Site Overview

The principle of developing this site has been established through an allocation with the adopted Littlehampton Neighbourhood Plan. We are now keen to work with the community to shape the detail.

In accordance with the Neighbourhood Plan, we are looking to bring forward **approximately 113 much-needed new homes**, alongside an area of **Local Green Space** next to Oakcroft Gardens for the community to enjoy. This open space will serve both the existing community, for whom the land is already a valued open space asset, as well as new households.

Draft Proposals

- A broad housing mix, including apartments and 1-bed, 2-bed, 3-bed, and 4-bed houses
- 30% affordable housing, featuring shared ownership and affordable rent
- New car and visitor parking, alongside cycle storage
- Delivering an area of green open space for the benefit of the local community
- A new green walkway connecting the proposed and existing green spaces for visitors and residents to benefit from

Contact Us and Further Information

If have any questions about our initial plans for Land Adjacent to Littlehampton Academy, or if you need any further information about Lovell, please call our freephone information line on **0800 298 7040** or email **feedback@consultation-online.co.uk**

How to get involved in our consultation

Lovell Partnerships is committed to consulting the local community on our joint venture proposals for Land Adjacent to Littlehampton Academy.

We want to understand your views on our plans, particularly in relation to the public open space that our plans will open up to permanent public access. We are keen to shape this green area in response to residents' feedback.

We will therefore be launching **virtual public consultation** to display our initial plans, which you can find on our **dedicated project website**. This will allow you to explore our proposals in detail and respond to them with your views, comments, and suggestions.

The virtual public exhibition will be open for comments:

At: **littlehampton.consultationonline.co.uk**.

Between: **30th March and 13th April March 2022**

You can also leave feedback by:

Submitting the feedback form on our project website: **littlehampton.consultationonline.co.uk**.

Emailing our project team via **feedback@consultationonline.co.uk** with comments or questions

Calling our freephone information line on **0800 298 7040** and leaving a message, and our team will call you back.