

## WEST SUSSEX COUNTY COUNCIL CONSULTATION

<b>TO:</b>	Arun District Council FAO: Emma Sheppard
<b>FROM:</b>	WSCC - Education
<b>DATE:</b>	24 July 2025
<b>LOCATION:</b>	Land to the South of Ford Lane Arundel BN18 0DF
<b>SUBJECT:</b>	<p>F/19/25/OUT</p> <p>Outline planning application with all matters reserved (except access proposed along Ford Lane) for development of up to 400 No dwellings, a 8-10 form entry secondary school with associated sports pitches and facilities, a community hub building of up to 600 sqm, new pedestrian and cycle routes, Public Open Space, sustainable urban drainage system, landscaping and associated infrastructure. This application lies within the parish of Ford and Yapton, affects the setting of listed buildings, affects a Public Right of Way and is a Departure from the Development Plan. This is a CIL liable development.</p>

West Sussex County Council (WSCC) is the local education authority for the area with statutory duties to plan, organise and commission school places. Policy INF SP2 of the Arun Local Plan sets out the requirement for a new secondary school to mitigate housing growth in the district. Although school expansions have taken place in the Arun district, there is very limited capacity to expand so WSCC is now facing issues with secondary school place provision. With the planning permissions already granted across the district demand for secondary school places in Arun are expected to exceed capacity by the start of the academic year 2025/26. As a result, WSCC has had to object to new housing coming forward until progression on the location and delivery of the new secondary school can be confirmed.

This secondary school site is located on a site previously determined as the 'Preferred Site' for location of a secondary school by Arun District Council (March 2019), although this preferred status was withdrawn in 2024 (Planning Policy Committee, January 2024). The location is still considered the most favourable, in educational provision terms, considering planned development across Arun District.

The Local Education Authority consider that the inclusion of a site for a secondary school should be given great weight in the determination of this planning application. Delay in the provision of a school could have wider area impacts for delivery of homes and provision of necessary educational places than just for Arun District.

Without a secondary school site, further development in the area cannot be accommodated without impacting bordering local authority areas and their infrastructure.

### Implications for this development

Until such time that a new secondary school to meet Arun requirements in accordance with the Council's commitments is built and open to pupils, transport costs are required to mitigate the additional costs to transport pupils from Arun District, who were unsuccessful in securing a place at one of their preferred schools or catchment school, to access education places at an alternative

secondary school within West Sussex. West Sussex County Council will seek a contribution from proposed developments towards funding the provision of home to school transport in accordance with the West Sussex home to school transport policy. This contribution seeks to cover the cost of providing new or additional transport, based upon a calculation of the number of pupils generated by the development that require secondary school places before a new secondary school in Arun is delivered. The costs will be calculated on a case-by-case basis but will be based on occupancy rates for secondary school aged children moving into the development. These may involve journeys to schools outside the District.

### **Cost methodology**

The temporary costs to transport children to the nearest available or West Sussex catchment school with space is calculated by using the equation A / B x C = D and D x (E x G) x F = Secondary School Transport Contribution

Where:

A – actual cost of transport per day in West Sussex for bus/coach travel to school, at the time of the signing of the legal agreement. Which for 2024/25 is £441 per day, with costs revised annually

B – coach capacity (53)

C - number of academic days in a year (190)

D - Cost per pupil per year (441 per day / 53 = £8.32 x 190 = £1,581 per pupil per year for 2024/25; costs are reviewed annually in April)

E – number of children generated by the development aged 0-16

F – 5 years of Secondary Education

G – Number of years that school transport is provided being a total of 16 years but can be phased to allow for instalment payments of 5 years, 5 years and 6 years (or less depending on the number of years until the secondary school is provided at the time of the relevant review).

**West Sussex County Council – Education Services**



Arun District Council, Civic Centre, Maltravers Rd  
Littlehampton, West Sussex, BN17 5LF

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#### Our priorities...



**From:** Tracey Dunn [REDACTED]

**Sent:** 14 August 2025 13:52

**To:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>

**Cc:** Jessica Riches <[Jessica.Riches@arun.gov.uk](mailto:Jessica.Riches@arun.gov.uk)>; Planning <[Planning@arun.gov.uk](mailto:Planning@arun.gov.uk)>

**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

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Good Afternoon Emma

Many thanks for enabling us to have a little more time to respond to the above application.

I am on leave after today until the 21 August so wanted to ensure I sent this over to you before I sign off for today.

*Kind Regards*

*Tracey*

Tracey Dunn |  
School Planning Officer (South & West), Organisation & Planning,  
Education and Skills: Children, Young People and Learning  
Northleigh (Ground Floor), Tower Street, Chichester, West Sussex PO19 1RH



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**From:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>  
**Sent:** 05 August 2025 13:41  
**To:** Tracey Dunn [REDACTED]  
**Cc:** Jessica Riches <[Jessica.Riches@arun.gov.uk](mailto:Jessica.Riches@arun.gov.uk)>  
**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

\*\*EXTERNAL\*\*

Hi Tracey

Apologies. Ideally as soon as possible but would honour the 19<sup>th</sup> August as per the screenshot.

Kind regards

Emma

[REDACTED]

**Emma Sheppard BA (Hons) MRTPI**  
Principal Planning Officer  
Planning Services

[REDACTED]  
**E:** [emma.sheppard@arun.gov.uk](mailto:emma.sheppard@arun.gov.uk)

*Working days Tuesday-Friday*



## Our priorities...



Improving the wellbeing of Arun



Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential



**Note:** I occasionally send emails outside of working hours. If this arrives outside your normal working hours, please do not feel compelled to respond immediately.

**From:** Tracey Dunn [REDACTED]

**Sent:** 05 August 2025 12:56

**To:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>

**Cc:** Jessica Riches <[Jessica.Riches@arun.gov.uk](mailto:Jessica.Riches@arun.gov.uk)>

**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

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Thanks Emma

So can you just confirm please when you need the response by, as the deadline date on the screen shot I sent over is the 19 August.

District Reference	Location	Proposal	Easting	Northing	Received Date	Deadline Date
F/19/25/OUT	Land to the South of Ford Lane Arundel BN18 0DF	Outline planning application with all matters reserved (except access proposed along Ford Lane) for development of up to 400 No dwellings, a 8-10 form entry secondary school with associated sports pitches and facilities, a community hub building of up to 600 sqm, new pedestrian and cycle routes, Public Open Space, sustainable urban drainage system, landscaping and associated infrastructure. This application lies within the parish of Ford and Yapton, affects the setting of listed buildings, affects a Public Right of Way and is a Departure from the Development Plan. This is a CIL liable development.	498515	103549	29/07/2025	19/08/2025

*Kind Regards*

Tracey

Tracey Dunn |

School Planning Officer (South & West), Organisation & Planning,  
Education and Skills: Children, Young People and Learning  
Northleigh (Ground Floor), Tower Street, Chichester, West Sussex PO19 1RH



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**From:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>

**Sent:** 05 August 2025 12:03

**To:** Tracey Dunn [REDACTED]

**Cc:** Jessica Riches <[Jessica.Riches@arun.gov.uk](mailto:Jessica.Riches@arun.gov.uk)>

**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

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\*\*EXTERNAL\*\*

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Hi Tracey

It seems as though there was some confusion surrounding the consultation and whether it had filtered to yourself. Am led to believe that one central email address is consulted, and from that, the relevant consultees are sent out a notification.

On our internal system, it seems to show as WSCC Strategic/Highways/Infrastructure (notification sent out on 30<sup>th</sup> June) and it was when I emailed the main SU Local Devpt email to just check that the notification had been received did it come to light that Education hadn't been consulted, hence the screenshot you sent showing as 29<sup>th</sup> July for formal consultation.

Hope this makes sense. Happy to discuss if needed.

Kind regards

Emma

[REDACTED]  
**Emma Sheppard BA (Hons) MRTPI**  
Principal Planning Officer  
Planning Services

T [REDACTED]  
E: [emma.sheppard@arun.gov.uk](mailto:emma.sheppard@arun.gov.uk)

Working days Tuesday-Friday

## Our priorities...



Improving the wellbeing of Arun



Delivering the right homes in the right places



Supporting our environment to support us



Fulfilling Arun's economic potential



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**From:** Tracey Dunn [REDACTED]

**Sent:** 05 August 2025 11:53

**To:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>

**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

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Hi Emma

I see we have until 19/08/25 to respond, can you confirm please this is correct.

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F/19/25/OUT	Land to the South of Ford Lane Arundel BN18 0DF	Outline planning application with all matters reserved (except access proposed along Ford Lane) for development of up to 400 No dwellings, a 8-10 form entry secondary school with associated sports pitches and facilities, a community hub building of up to 600 sqm, new pedestrian and cycle routes, Public Open Space, sustainable urban drainage system, landscaping and associated infrastructure. This application lies within the parish of Ford and Yapton, affects the setting of listed buildings, affects a Public Right of Way and is a Departure from the Development Plan. This is a CIL liable development.	498515	103549	29/07/2025	19/08/2025

*Kind Regards*

*Tracey*

**Advanced notice of leave**

Tracey Dunn |

School Planning Officer (South & West), Organisation & Planning,  
Education and Skills: Children, Young People and Learning  
Northleigh (Ground Floor), Tower Street, Chichester, West Sussex PO19 1RH



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**From:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>

**Sent:** 05 August 2025 11:02

**To:** Tracey Dunn [REDACTED]

**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

\*\*EXTERNAL\*\*

Hi Tracey,

Many thanks for confirming this.

Kind regards

Emma

**Emma Sheppard BA (Hons) MRTPI**

Principal Planning Officer  
Planning Services

E: [emma.sheppard@arun.gov.uk](mailto:emma.sheppard@arun.gov.uk)



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Supporting our  
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to support us



Fulfilling Arun's  
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**From:** Tracey Dunn [REDACTED]  
**Sent:** 04 August 2025 08:37  
**To:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>  
**Subject:** RE: F 19 25 OUT - Land at Ford Lane, Yapton

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Good Morning Emma

Many thanks for the mail & voice message, apologies I was on annual leave last week so you should have received an out of office, if you could confirm please in case the system failed !

We are aware of the application and will be submitting our response before the deadline of 7 August.

*Kind Regards*

*Tracey*

**Advanced notice of leave**

**Tracey Dunn |**  
School Planning Officer (South & West), Organisation & Planning,  
Education and Skills: Children, Young People and Learning  
Northleigh (Ground Floor), Tower Street, Chichester, West Sussex PO19 1RH



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**From:** Emma Sheppard <[Emma.Sheppard@arun.gov.uk](mailto:Emma.Sheppard@arun.gov.uk)>  
**Sent:** 30 July 2025 16:55  
**To:** Tracey Dunn [REDACTED]  
**Subject:** F 19 25 OUT - Land at Ford Lane, Yapton  
**Importance:** High

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**\*\*EXTERNAL\*\***

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Good afternoon Tracey,

I hope you are well and don't mind me emailing directly.

I have taken over the above application from Jessica and have been in touch with Louie to check that County Education have received the formal consultation in respect of the above application. It appears that has not filtered through so just wanted to make you aware of the above application and requesting any comments at your earliest convenience.

The application in summary is in outline form for up to 400 dwellings and the provision of a secondary school.

Should you wish to discuss, I am contactable via email or phone.

Kind regards

Emma

**Emma Sheppard BA (Hons) MRTPI**

Principal Planning Officer  
Planning Services

 **E:** [emma.sheppard@arun.gov.uk](mailto:emma.sheppard@arun.gov.uk)



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