

PLANNING OBLIGATIONS AND S106 AGREEMENTS

SUPPLEMENTARY PLANNING DOCUMENT

March 2008

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SECTION 1

Introduction

- 1.1 The retention of existing essential infrastructure and the provision of additional infrastructure to support new development is a key objective of the development and planning process. Government policy statements recognise that where existing infrastructure is inadequate to address the impact of new development, it is reasonable to expect developers to contribute to the financing or provision of new or improved infrastructure directly related to those needs.
- 1.2 The provision of new or improved infrastructure is normally achieved through the use of planning obligations or unilateral undertakings which are legal agreements under Section 106 of the 1990 Town and Country Planning Act. S106 agreements are a binding legal obligation that attaches to the land and is enforceable against subsequent owners by the Local Planning Authority. S106 agreements can also be used to ensure measures are implemented to mitigate the environmental impact of a development **and to secure environmental improvements.**
- 1.3 Purpose of SPD
The purpose of this guidance is to set out the nature and extent of planning obligations which may be sought in respect of proposals for new development within Crawley. It builds upon policies contained in the Crawley Core Strategy adopted in November 2007.
- 1.4 It is considered important that developers are made aware at an early stage in the development process what infrastructure facilities and services may be sought and how they are to be provided. It will enable developers to take planning obligations into account when formulating development proposals and their associated costs from the outset. **S106 agreements can also include measures to secure environmental improvements or mitigate the environmental impacts of a development.**
- 1.5 It should be noted that this SPD does not contains details relating to the provision of affordable housing. Further guidance on the implementation of Policy H5 of the Local Development Framework Core Strategy which provides the basis for the provision of affordable housing, will be contained in a separate SPD.
- 1.6 This guidance is not exhaustive or prescriptive. It provides an indication of the requirements of the Council in respect of the provision of facilities and services to address the impacts of the development **as well as the potential for environmental measures.** Other measures may be negotiated in particular circumstances.
- 1.7 The SPD is accompanied by a Sustainability Appraisal.

SECTION 2

Context

Planning Policy Context

- 2.1 This SPD has been prepared with reference to a range of planning legislation, policy and guidance which exists at a national, regional and local level.

National Policy Framework

Planning Legislation

- 2.2 A planning obligation is a legal agreement made under S106 of the Town and Country Planning Act 1990 (as amended by Section 12(1) of the Planning Compensation Act 1991) usually in association with planning permission for new development. The obligations created run with the land in perpetuity and can be enforced against any subsequent owners of the land. Obligations can serve various purposes including:

- Prescribing the nature of the development e.g. affordable housing provision
- Securing contributions to compensate for the loss or damage created by a development e.g. loss of open space
- Securing contributions to mitigate a developments impact e.g. increased provision for transport, education

Contributions may either in the form of a financial contribution or involve the physical provision of infrastructure.

Circular 05/2005

- 2.3 Circular 05/2005 sets out guidance on the use of planning obligations including a series of tests which requires obligations to be :

- Relevant to planning
- Necessary to make the proposed development acceptable in planning terms
- Directly related to the proposed development
- Fair and reasonably related in scale and kind to the proposed development
- Reasonable in all other aspects

- 2.4 The circular emphasises that developers may reasonably be expected to pay for or contribute to the cost of all or part of additional infrastructure necessitated only by their development. Developers should not be expected to pay for facilities that are needed solely to remedy existing deficiencies or to help achieve wider planning objectives that are not necessary to allow consent to be given for a particular development. **The circular highlights that S106 agreements can also be used to mitigate the impact of a development which cannot be secured through the use of planning conditions.**

Planning Policy Statements

- 2.5 Other guidance regarding the use of planning obligations for particular infrastructure is also included within various national planning policy guidance notes and statements. These are summarised within the relevant sections of the SPD itself.

Planning Gain Supplement

- 2.6 In preparing this SPD the Council is aware that the government has undertaken consultation on proposed revisions to the way in which infrastructure is provided to support new development. In October 2007, it was announced that the Government was planning to introduce a tariff system to back up S106 agreements. The tariff payments will cover the costs of major regional and sub-regional infrastructure. This was a change from the Planning Gain Supplement originally proposed in government consultation documents. At the time of writing of this SPD very few details of the tariff approach were available. However, if necessary this SPD will be revised at a later date to take into account any changes to the system.

Regional Guidance

South East Plan

- 2.7 The draft South East Plan due to be adopted in 2008 lists as one of its core principles the need for timely infrastructure provision that keeps pace with development. It states that local authorities should include policies on how developers should contribute towards infrastructure and should prepare guidance on this in their local development documents in liaison with key agencies. **The Plan also includes an Implementation Plan which includes the identification of essential pieces of infrastructure required to support development.**

West Sussex Structure Plan and County Wide Guidance

- 2.8 In 1999, West Sussex County Council working with the seven districts and boroughs in the County set out in a Supplementary Planning Guidance document the overall approach which should be taken to the provision of service infrastructure related to new development in West Sussex. This is supported by policy DEV3 of the West Sussex Structure Plan 2001-2016. Whilst setting out a general approach to be followed throughout West Sussex, the SPG also looked to the boroughs and districts to provide more specific details of the service requirements in their areas.

Local Policies

Community Strategy

- 2.9 The Crawley Together Local Strategic Partnership identified six priority areas for improving the town. The types of infrastructure which are covered in this SPD will help achieve five of these priorities which are :

- Community Safety

- Local Economy
- Health and Social Care
- Education and Lifelong Learning
- Local Environment

Core Strategy

2.10 The local planning policy basis for this SPD is contained in the Core Strategy of the Crawley Local Development Framework which was adopted in October 2007. This contains two policies relating to planning obligations **as well as other policies that relate to environmental issues. To avoid repetition the Core Strategy policies are not usually reiterated under each infrastructure type in Section 4.**

- ICS2 Infrastructure Provision
- T1 New Development and Requirements for Sustainable Transport
- **EN1 Nature Conservation**
- **EN3 Green spaces and corridors**
- **EN4 Protecting and enhancing the built environment**

2.11 The SPD will also update and replace the guidance contained in an existing Supplementary Planning Guidance Notes – SPG16 Parking Standards and Transport Contributions and SPG10 Public Art.

2.12 Other Local Strategies and Assessments

There are also other local strategies and assessments which are relevant to specific types of infrastructure and which form the basis of the approach developed in this SPD e.g. PPG17 open space assessment. These are referred to in more detail in the relevant section of the SPD.

Objectives of S106 SPD

2.13 Taking into account the national, regional and local policy context the objectives of the SPD can be summarised as follows :

- To ensure developments mitigate or compensate, through S106 agreements, any adverse impacts on infrastructure and the environment that they generate
- To help ensure that all new development is supported by the appropriate infrastructure it requires to meet social, economic and environmental needs that it generates
- To provide guidance on how the services and facilities that are required by new developments to meet infrastructure needs are to be delivered through S106 agreements

SECTION 3

Overview of Approach to Planning Obligations

- 3.1 This section provides an overview of the Council's general approach to seeking planning obligations. Procedural matters area also described. Detailed information on the calculation of contributions is provided on a topic by topic basis in Section 4. This section deals with the following matters

- Overview of types of contribution
- Thresholds
- Preparation of agreements
- Allocation of funds
- Monitoring and implementation

- 3.2 Scope of the SPD / Overview of types of contribution
The SPD provides guidance on a range of infrastructure which may be included in a S106 agreement depending on the nature and size of the proposed development in question. As stated previously this SPD does not include guidance on affordable housing which will be the subject of a separate SPD. **It should be noted that this list is not definitive and is a guideline only. In certain circumstances there may be other issues and infrastructure which may included in a Section 106 agreement. Types of infrastructure on which guidance is provided in this SPD include :**

- transport infrastructure
- open space
- education
- libraries
- fire services
- community buildings
- public realm - environmental improvements, public art and CCTV
- health facilities
- waste recycling and civic amenities
- **Environmental mitigation and biodiversity**
- Manor Royal Improvements
- Employment training
- Climate change initiatives

- 3.3 This SPD does not deal with infrastructure related to the provision of utilities. With regard to new development, developers must normally requisition any necessary or appropriate service utility connection in accordance with the relevant statutory duties. The costs of the connection are normally met by the person requiring it. Where, nonetheless difficulties are identified with regard to the provision of utilities infrastructure which would be required to serve the needs generated by the new development, the Council will not permit the development without assurances the essential infrastructure will be provided at the appropriate time. **There may also be the need to consider issues related to where**

development and infrastructure provision occur within different administrative boundaries.

Thresholds

- 3.4 Infrastructure needs stem from the increased pressure placed on the existing physical and social infrastructure of an area, by both large scale schemes and the cumulative impact of smaller developments. Information on the size of development on which infrastructure contributions will be sought is set out in more detail in the relevant topic section of the SPD.

(Table included in draft SPD which summarised when contributions will be sought has been deleted due to difficulty in presenting information on a clear and consistent basis. All information instead appears in summary boxes at start of each infrastructure type in section 4)

Procedural Matters Relating to the Preparation of Agreements

- 3.5 It is anticipated that the majority of planning contributions will be secured through a S106 agreement. The Council will consider unilateral undertakings where appropriately worded.
- 3.6 The Council encourages pre-application discussions. Where the need for a S106 agreement is identified, early discussions with the relevant council officers is encouraged. In order to meet tight timescales for the determination of planning applications, it is advisable that Heads of Terms for S106 agreements are agreed and documented prior to the submission of any planning application. Any negotiations or draft agreements will be without prejudice to the final decision of the Council on any planning application submitted. The Council will use its best endeavours to process S106 negotiations and agreements as quickly as it is reasonable.
- 3.7 S106 agreements will stipulate whether payments are due on the commencement, completion or occupation of a development and will take into account the particular size and type of development. In the case of very large developments, payments may be paid in more than one stage.
- 3.8 It is important that sufficient information is provided to enable a decision to be made on whether the infrastructure needs of a development will be met. If appropriate details are not included with the submitted planning application and the agreement is not concluded within the statutory timescales for determining planning applications, the application may be refused on the grounds that the infrastructure needs of the proposed development have not been properly met.

Preparation of legal agreements

- 3.9 The developer will be expected to pay the Council's legal costs relating to the preparation of the agreement.

Allocation of funds

- 3.10 The Council will seek to spend developer contributions within 10 years of receipt, although it is anticipated that financial contributions will be spent well within this time period. Unspent contributions will be returned to the developer, with interest at the rate specified within the agreement. Discussions and arrangements with the relevant division of the Borough Council, the County Council or other relevant

service provider will ensure contributions are spent in accordance with the terms of the agreement and in accordance with this guidance.

Monitoring

- 3.11 The Council will monitor contributions secured through S106 planning agreements to ensure that all requirements are met and monies are spent in accordance with the terms of the agreement. Reports monitoring the signing, receipt of contributions and implementation of agreements will be presented to the Council's Development Control Committee on a regular basis.

SECTION 4

APPROACH BY TYPE OF INFRASTRUCTURE

Transport

Summary

When

- Sought on all residential developments
- Sought on major commercial developments
- Other developments in certain circumstances

How

- Contribution calculated using concept of Total Access Demand
- Contribution made up of a sustainable transport contribution and an infrastructure contribution
- Takes into account the number of parking spaces provided and the number of people accessing the site.

Additional Policy Background

4.1.1 National Policy

The revision of Planning Policy Guidance Note 13 (Transport) in 2001 introduced maximum parking standards for a range of major developments. PPG13 also indicates that it is appropriate to seek contributions to secure transport improvements to mitigate the impact of development and improve accessibility by all modes, in particular public transport, walking and cycling.

Local Policy

- 4.1.2 In light of the revisions to PPG13 in 2001, the Borough Council in January 2004 adopted SPG 16 on Parking Standards and Transport Contributions. This included revised parking standards for a range of use classes and developed a methodology for calculating transport contributions based on the concept of Total Access Demand (TAD). Total Access Demand (TAD) is based on the principle of securing improved accessibility by all modes and mitigating the impact of those accessing the development by car. The methodology and SPG were developed in tandem with West Sussex County Council's SPG on Revised County Parking Standards and Transport Contributions Methodology adopted in November 2003.

- 4.1.3 The policy basis for parking standards and transport contributions is now provided by the Core Strategy which contains policy T1 (New Development and Requirements for Sustainable Transport) and policy T3 (Parking). The Core Strategy policies have not significantly changed the context of the approach to parking standards and transport contributions. As a result TAD and the methodology for calculating transport contributions have been rolled forward from SPG 16 into this SPD on planning obligations.

- 4.1.4 Reference will need to be made to the parking standards in calculating the level of transport contribution. The parking standards form Annex 1 to the SPD.

Total Access Demand (TAD) and how it is calculated

- 4.1.5 Financial contributions will be sought to address the impact of a development on the transport network. The methodology considers the total number of people accessing a site and the number of those accessing a site who are provided with a car parking space. As parking standards will not meet the total access demand generated by a development, contributions will be sought towards transport improvements based around securing improved accessibility to the site by all modes, in particular public transport, walking and cycling. The total contribution calculated using the TAD methodology will be required in addition to off site works required to meet safety and capacity requirements.
- 4.1.6 The total contribution is made up of two elements - a sustainable access contribution and an infrastructure contribution. These two elements will be combined into a single payment. The level of contribution has been based on a range of assessments including the need to fund the range of projects outlined in the Local Transport Plan and the costs of providing a bus service. **These were updated in 2007 to take into account the costs of inflation.** The differential between the two elements of the contribution has been set to encourage the development of accessible sites and the provision of a reduced number of car parking spaces.
- 4.1.7 The methodology will provide a firm basis for negotiation. However, it is recognised that in some circumstances flexibility will be required. All developers will have the opportunity to provide a Transport Assessment as an alternative approach to identifying the impact and any necessary mitigation measures associated with their development. **TAD should only be applied to smaller scale commercial developments and residential developments of less than 100 units. A Transport Assessment will be required for all large scale developments identified in DfT guidance on transport assessments.** An assessment of wider planning objectives could result in the level of contribution being reviewed in exceptional circumstances. For the avoidance of doubt, the contributions are designed to meet the wider impact of the development on the transport network. Any improvements which are required to secure satisfactory access to the transport network and mitigate any immediate impacts will be considered separately.
- 4.1.8 The methodology relates to the impact of new development. Allowances will be made for movement generated by existing uses on a development site or existing parking provision provided on a site. Hence for the purposes of the contributions methodology development includes all proposals likely to result in a net increase in movement.
- 4.1.9 Further guidelines on the detailed application of the methodology are set out at the end of this section.

Non Residential Land Uses

- 4.1.10 Contributions from non-residential developments will normally be sought from major developments involving the provision of over 1,000m² of floorspace. Total

access demand for non-residential uses is assessed by calculating the total number of employees or visitors accessing a site. The following figures are used to calculate TAD in terms of employees for each of the different types of development. For all other types of development, including retail transport contributions will be assessed on an individual basis **taking into account a Transport Assessment where required.**

Offices	B1	1 employee per 21m ²
Industrial	B2	1 employee per 37m ²
Warehousing	B8	1 employee per 47m ²

The employee:floorspace figures for commercial development are based on the SERPLAN Report “The Use of Business Space – Employment Densities and Working Practices in South East England – March 1997”.

Sustainable Access Contribution

4.1.11 This is a financial contribution towards the cost of improvements to alternative modes of access to the development and is based on the number of employees who will use modes of transport other than the car to access the site. It is calculated by subtracting the number of employees who will be provided with a car parking space from the Total Access Demand for the site. A contribution of £400 will then be sought for each remaining employee. **This is based on the costs of providing a bus service.**

4.1.12 The following example is based on a B1 development.

<i>Example</i>		
10,000m ² B1 development		
Calculate total access demand	-10,000m / 21m ²	= 476
Employees with a car parking space	-10,000/31m ²	= 323
Employees without a car parking space	- 476 – 323	= 153
Sustainable Transport Contribution	-153 x £400	= £61,200

Infrastructure Contribution

4.1.13 This is a financial contribution towards the costs of mitigating the effects of those driving to the site thereby creating additional traffic on the road network. The increase in vehicle traffic could also make it less desirable to walk or cycle. The contribution is calculated on the basis of the number of car parking spaces provided. **The contribution for each parking space takes into account the costs of implementing schemes identified in the Local Transport Plan.**

<i>Example</i>		
10,000m ² B1 development		
Employees with a car parking spaces	- 10,000/31m ²	= 323

Infrastructure contribution	- 323 x £800	= £258,400
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Total contribution

4.1.14 The total contribution is therefore the sustainable transport contribution plus the infrastructure contribution.

<i>Example</i> 10,000 m ² B1 development £61,200 + £258,400	= £319,600
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Residential Development

4.1.15 In Crawley transport contributions for residential developments will be sought from developments of **1** or more dwellings.

4.1.16 The principle of Total Access Demand can equally be applied to residential development. The level of contribution is based upon average occupancy rates for residential development. These are summarised in Appendix A.

4.1.17 Using these occupancy levels, the infrastructure contribution is applied to the number of residents with access to a car parking space. The sustainable access contribution is applied to those residents who do not have access to a car parking space. The development of smaller units will generate less demand for movement and will hence be required to make a lower level of contribution.

Development	Occupancy	Parking Provision	Sustainable Access Contribution	Infrastructure Contribution
10 x 1 bed	17	1 space per unit = 10 spaces	(17-10) x £400 = £2,800	10 x £800 = £8,000
10 x 1 bed	17	0.5 space per unit = 5 spaces	(17-5) x £400 = £4,800	5 x £800 = £4,000
10 x 2 bed	18	1 space per unit = 10 spaces	(18-10) x £400 = £3,200	10 x £800 = £8,000
10 x 2 bed	18	1.5 spaces per unit = 15 spaces	(18-15) x £400 = £1200	15 x £800 = £12,000
10 x 3 bed	22	2 spaces per unit = 20 spaces	(22-20) x £400 = £800	20 x £800 = £16,000
10 x 5 bed	30	3 spaces per unit = 30 spaces	0	30 x £800 = £24,000

The example in the table is based on a development of ten units.

The average occupancy rates for residential uses are based on County records (see appendix 1).

4.1.18 With respect to residential development concessions may be made in respect of affordable or keyworker housing to reflect the potential for lower levels of movement generated by these types of development.

- 4.1.19 For residential developments the methodology will be used for developments up to about 100 units. **In line with DfT guidance on Transport assessments, above this a full Transport Assessment will be required. A transport assessment identifies the degree of transportation mode likely and the likely level of contributions.**

Allocation of monies

- 4.1.20 Money paid over as financial contributions described above will be kept in a ring fenced account for transport schemes. **Contributions will be spent on schemes which are clearly and reasonably related to the impact of the development.** Major transport schemes on which S106 monies will be spent will be subject to approval by the Executive with smaller schemes being approved by the Head of Planning under delegated powers. The allocation of monies to schemes will be made in the context of the Borough Council's policy on the spending of S106 monies which was approved by the Executive in November 2007. This seeks to allocate monies to strategic transport schemes in the town as well as schemes local to the development. Reference will also be made to schemes identified in "Highways and Transport Proposed Schemes to be Progressed if Developer Funding is Secured" which is produced annually by West Sussex County Council or any other scheme which will improve access between the development and local amenities. The allocation of money to schemes will be undertaken in liaison with West Sussex County Council.

Further Guidelines on the Use of TAD

- 4.1.21 The sustainable access contribution and infrastructure contribution will be required in addition to contributions or improvements required to ensure that the development provides sustainable and safe access within the capacity of the transport network.
- 4.1.22 The sustainable access contribution and the infrastructure contribution will be required in addition to the costs of managing on street parking required as a result of the proposed development.
- 4.1.23 Contributions could secure improvements to facilities for the disabled, pedestrians, cyclists, public transport services or facilities, traffic management or safety enhancements.
- 4.1.24 Contributions will only be secured towards proposals which will influence travel patterns to / from the development or to mitigate the wider effects of the development.
- 4.1.25 TAD relates directly to occupancy levels. Where local information suggests that alternative occupancy levels are more appropriate these will be considered.
- 4.1.26 Separate provisions apply in relation to development impacting on the trunk road network. These provisions are set out in DTLR Circular 04/2001 (Control of Development Affecting Trunk Roads and Agreements under Section 278 of the Highways Act 1980)

- 4.1.27 The level of contributions will be reviewed annually, to include an inflation increase in accordance with relevant construction indices.
- 4.1.28 With respect to commercial development, the sustainable access contribution and infrastructure contribution will be required in addition to measures incorporated within a travel plan.

Open Space, Sport and Recreation

Summary

When

- Contributions will be sought from all residential schemes resulting in a net gain in dwellings.

How

- Contributions will be sought to address specific local deficiencies linked to the scheme and/or mitigate against the cumulative impact that new residents will have on open space, sport and recreation facilities.

Additional Policy Background

National Policy

- 4.2.1 Planning Policy Guidance Note 17: Planning for Open Space, Sport and Recreation requires Local Authorities to undertake audits of existing open space, sport and recreation facilities. Audits are required to assess the quality, quantity and accessibility of facilities, with the overall objective of maintaining the quality and quantity of open space.

Local Policy

- 4.2.2 Crawley's PPG17 assessment (2008) assessed the provision of open space, sport and recreational facilities within the Borough, and provides a robust and detailed evidence base from which contributions can be calculated.
- 4.2.3 The assessment provides a clear vision for the Borough, identifying priorities for the future of open space, recreation and sports provision. The assessment has helped the Council to develop a greater understanding of the needs of the local population and their perceptions of our open space, sport and recreation provision. The Council is prioritising the recommendations made in the assessment and is working towards their implementation to deliver a mixture of new provision where appropriate, and qualitative improvements.

Overall Approach to Open Space, Sport and Recreational Provision

- 4.2.4 Virtually all new residential development schemes create a demand for open space, sport and recreation facilities. In areas where there is an identified deficiency in provision, new on site provision or a financial contribution will be sought towards increasing that provision. The contribution will be proportional to the additional demand generated by the development.
- 4.2.5 In addition, the Council is committed to the maintenance and continued improvement of existing facilities within the Borough. It is recognised that all development will lead to greater pressures on existing types of provision and that it may be acceptable to offset the impact new residents will have, through qualitative improvements to existing spaces. Therefore, a contribution will be sought from all developments to sustain the quality of the provision in the town and mitigate the increased use generated by the development. When a

development provides on site provision for a certain typology of space that fulfils the PPG17 standard, or if a financial contribution is provided to build an additional new facility, it is not expected that the developer will make additional qualitative contributions towards that particular typology.

4.2.6 On-site provision or contributions will be sought to either mitigate against the cumulative impacts of increased use or, fund increased provision of the following typologies of space:

- Parks and Gardens
- Outdoor Sports Facilities
- Provision for Children
- Provision for Teenagers
- Allotments
- Amenity Green Space
- Natural and Semi-Natural Open Spaces
- Cemeteries

A description of each of these forms of provision is contained in Appendix B.

4.2.7 It is recognised that in calculating contributions, there may be instances where certain types of development will not have an impact on specific types of open space. For example, a sheltered housing development may not necessarily generate a demand for additional teenager provision. The Council will consider these factors when negotiating S106 agreements.

4.2.8 When contributions are included within a S106 agreement they will be used to enhance the existing facilities that would serve the proposed development in particular used for enhancement in the surrounding area. However, a number of open space, sport and recreation facilities such as parks and sports facilities have Borough-wide catchment areas serving the entire town, and if appropriate, contributions may be pooled from across the Borough to bring forward specific projects at facilities that serve the whole Borough.

4.2.9 The overall approach to open space provision is summarised below in table 1. This is followed by further details on how the scale of on site provision and level of contributions is calculated.

Table 1: Summary of approach

Type of Open Space	Size of Dwellings	Details of Provision
Amenity Green Space	10 dwellings or more	Normally on site provision. Contributions may be accepted in specific circumstances where on site provision cannot be made.
All other types of open space	99 dwellings or less	Normally contributions will be sought to improve the quality of existing provision to increase the carrying capacity of facilities and spaces.

		Contributions to improve the quantity of provision of specified types of open space, sport and recreation may be required.
	100 dwellings or more	On site provision of specified types of open space will normally be sought. Contributions to improve quality or quantity of provision.
Maintenance		Where the Council adopts areas of open space, sport and recreational provision, contributions will be sought towards their maintenance to cover a period of 10 years.

Calculation of Financial Contributions

Calculation of Financial Contributions and on Site Provision

- 4.2.10 In order to ensure that the contribution is relative to the additional demands generated by a development, the contributions will be based on the estimated occupancy of the development, as well as the costs of new provision or maintaining the quality of an existing facility. Average occupancy figures can be obtained from Appendix 1. Therefore, the level of provision or financial contribution that will be sought will be related in scale to the additional demands generated by the new development

Amenity Greenspace Provision

(This sub section applies to the provision of Amenity Greenspace only)

- 4.2.11 The Council will normally seek on site provision of Amenity Greenspace, in accordance with the provision standards set out in Table 1 for developments of 10 or more dwellings. For developments of 9 dwellings or less, a financial contribution towards qualitative improvements in the surrounding area will be sought.

Open Space, Sport and Recreational Provision

- 4.2.12 This sub section applies to the following typologies of provision:

- Parks and Gardens
- Outdoor Sports Facilities
- Provision for Children
- Provision for Teenagers
- Allotments
- Natural and Semi-Natural Open Spaces
- Cemeteries

Developments of 99 or less dwellings

- 4.2.13 Where a development of 99 dwellings or less results in a deficiency in provision, the Council will normally seek financial contributions to offset the cumulative impact that new residents will have on existing provision in preference to new on or off site provision. It may be the case that in some circumstances, the Council

would prefer onsite provision in preference to a qualitative financial contribution. However, in the first instance it should be assumed that a financial contribution as set out in Table 2 would be sought as the PPG17 has indicated that new development is likely to cause a deficiency.

Developments of 100 or more dwellings

4.2.14 Where a development of 100 or more dwellings results in a deficiency for the typologies of provision, on site facilities and spaces will normally be sought by the Council. In the first instance, it should be assumed that on site provision should accord with the quantity standards set out in Table 2 of this chapter. This requirement is subject to the exact nature and location of the development and should be the subject of pre-application discussions, as in some instances a mixture of on-site provision and financial contributions may be more appropriate. In some instances, Council adoption of open space, sport and recreational facilities may be appropriate.

4.2.15 Where a developer provides a specific form of provision on site, or makes a commuted payment for new off site provision, the Council would not normally require additional contributions to mitigate against the cumulative impact that new residents will have on the quality of existing spaces.

Quantity contribution

4.2.16 If a deficiency in the provision of open space has been identified, a contribution will be sought towards improving the provision of that type of open space. The costs of increasing provision are indicated in Table 2 and will be calculated using the estimated occupancy of the development. Information on calculating the occupancy of a development is contained in Appendix 1.

Provision Standards and Financial Contribution expected towards qualitative improvements of existing spaces

4.2.17 Table 2 summarises the contributions sought to maintain the quality of existing space for each type of provision. Contributions will be based upon the capital costs of providing and enhancing each type of space or facility experienced by the Council during the 2006/07 financial year. These costs will be subject to an annual update where appropriate, and the latest version can be found on the Council's website.

Table 2 : Provision standards and contributions expected

Type of space / facility	Provision standard hectares per 1000 people	Provision standard m ² per person	Contribution per person (£)
Parks and Gardens	1.76	17.6	40.00
Outdoor Sport Facilities (excluding golf courses)	2.26	22.6	49.00
Provision for Children	0.11	1.1	176.00

Provision for Teenagers	0.06	0.6	179.00
Allotments	0.11	1.1	14.00
Amenity Green Space	0.91	9.1	20.00
Natural and Semi Natural Open Space	1.82	18.2	7.00
Cemeteries	Local requirement		28.00
Total contribution per person			£513.00

Notes

The 'contribution per person' set out in Table 2 will be subject to an annual review and a summary table can be found in Appendix B.

Where amenity greenspace is provided on site, this element should be deducted from the contribution.

- 4.2.18 Using the occupancy figures provided in Appendix A and the cost per person set out above in table 2, the contributions toward open space, sport and recreational facilities can be calculated. The formula to be used is set out below.

Number of new residents X contribution per person = total contribution

Example calculation

A development of 50 dwellings consisting of 20 x 2 bed houses, 20 x 3 bed houses and 10 x 4 bed houses where a contribution towards qualitative improvements is sought for all types of provision.

The increase in population generated by the development is 107.

$$107 \times £513 = £54,891$$

Maintenance and transfer

- 4.2.19 The Council would normally be prepared to adopt open space, sport and recreational facilities where the layout and specification has been agreed with the Council and the payment of a 10 year commuted sum has been made. Adoption of space will be subject to the Council being satisfied that the facility has met with our quality requirements. The exact cost of maintenance for each space or facility will need to be agreed with the Council as part of the S106 agreement and is subject to the exact specification. Table 3 below provides an indication of the cost of maintaining a selection of facilities. Maintenance contributions will be calculated using current maintenance costs, as of 2007. An update of the maintenance costs will be available from the Council annually.

Table 3: Maintenance costs

Feature	Annual Maintenance Cost 2006/07 (£ / m ²)
Parks and Gardens	4.35

Outdoor sport provision	2.94
Provision for Children	3.92
Provision for Teenager	6.25
Allotments	1.05
Amenity Green Space	2.0*
Natural and Semi Natural Open Spaces	To be individually assessed
Cemeteries	5.31

* indicative figure as maintenance varies significantly, dependent upon the upon exact specification of the space.

The 'Annual Maintenance Cost' figures in Table 3 will be subject to an annual review. A summary of these figures is provided in Appendix B.

4.2.20 Adoption of open space, sport and recreational facilities will be subject to a payment by the developer of a commuted sum to cover the cost of maintaining the space for 10 years beyond the transfer of the land. The maintenance sum will be index linked and the interest accrued (based on the Bank of England base rate at the time of negotiation) will be taken into account.

4.2.21 The example below in table 4 is based upon the 2006/07 costs of maintaining the Town Centre Memorial Gardens and should be used only as an example of the methodology to be applied. The exact maintenance sum will need to be agreed with the Council as part of the negotiation of the section 106 agreement.

Table 4: Maintenance sum example.

Year	Annual maintenance cost	Annual rate of inflation (Dec 07)	Sinking fund capital	Bank of England interest rate (Dec 07)
Initial sum required =			1,026,970.30	5.5%
Year 1	125,000	2.1%	958,453.74	5.5%
Year 2	127,625	2.1%	883,543.79	5.5%
Year 3	130,305.12	2.1%	801,833.58	5.5%
Year 4	133,041.52	2.1%	712,892.91	5.5%
Year 5	135,835.39	2.1%	616,266.64	5.5%
Year 6	138,687.93	2.1%	511,473.38	5.5%
Year 7	141,600.37	2.1%	398,004.05	5.5%
Year 8	144,573.97	2.1%	275,320.31	5.5%
Year 9	147,610.02	2.1%	142,852.91	5.5%
Year 10	150,709.83	2.1%		

4.2.22 Where open space, sport and recreational facilities are not adopted by the Council, the developer will be responsible for ensuring the appropriate long-term maintenance of the space or facility. The Council will need to be satisfied that appropriate management arrangements have been made and these arrangements will be agreed as part of the negotiation of the S106 agreement.

Education

Summary

When

- Sought on residential developments of 10 dwellings or above
- Contributions sought where forecast future demand is equal to or exceeds 95% of the total net capacity for the locality
- For primary, secondary and youth facilities

How

- Financial contribution towards cost of providing the necessary additional buildings
- Calculating child product generated by the new development
- Multiplying by building costs of new school facilities
- Large scale new developments may be required to provide a combination of land and funds

Additional Policy Background

Local Policy

- 4.3.1 West Sussex County Council's "The Provision of Service Infrastructure Related to New Development in West Sussex – Part 1", identifies education provision as one of the County Council Services for which infrastructure contributions may be sought. The County Council's document highlights that whilst the revenue costs of providing school and youth education services are accepted, a contribution towards the cost of providing additional buildings will be sought, where new housing leads to a population increase above the available capacity of the existing infrastructure. The County Council's website also provides detailed guidance on the calculation of education contributions.

How the contribution is calculated

Financial Contribution

- 4.3.2 The financial contribution is calculated by the additional population from the proposed development, the child product and the number of school years at the relevant level of education.

Number of places required x relevant cost multiplier per pupil place

Number of places required

- 4.3.3 Virtually all new housing development will be occupied by a mixture of household sizes made up of different family members including children in many instances. In order to calculate the contribution towards education services an estimate is made of the likely number of children who will live in a development (the child product) in order to help predict the additional need for school capacity.

- 4.3.4 Information on how to calculate the occupancy of the development is contained in Appendix A.
- 4.3.5 In order to calculate the child product, the additional population generated by the development is then multiplied by the child product of 14 children per year of age per 1000 persons for houses and for 5 children per year of age for flats.
- 4.3.6 By multiplying the child product by the number of year groups, the additional places generated by the development for primary schools and secondary schools are then calculated.
- 4.3.7 **The figures used in the calculation of the education contribution are updated on a regular basis.** Reference should be made to West Sussex County Councils website which includes an on-line calculator which can assist in the calculation of the education contribution and *will include the latest figures and building costs.* (www.westsussex.gov.uk/s106)
- 4.3.8 **Building Costs**
The additional school places required by a development are then multiplied by the costs of building extra school places. In many instances the need for increased education provision could be met by enlarging existing school premises to provide for additional pupil places. Completely new schools are often only needed in the case of large scale new housing developments e.g. new neighbourhoods.
- 4.3.9 As a guide to the costs of building school, the County Council has adopted the cost multipliers published by the Department for Children, Schools and Families. The cost multipliers are building costs per pupil place derived from data collected by the DfES on the actual costs of building new schools.

Example calculation

For a development of 50 dwellings consisting of 20 x 2 bed houses, 20 x 3 bed houses and 10 x 4 bed houses.

The increase in population generated by the development is 107.

The child product is 1.5. (based on a child product of 14 children per 1000 persons)

EDUCATION

	Year Groups	Years	Cost Multiplier [see note (ii)]	Child Product	Places Required	Per Year	Total
Primary	7	4 to 11	£11,434	1.50	10.50	17151	£120,057
Secondary	5	11 to 16	£17,471	1.50	7.50	26207	£131,033
Secondary	2	16 to 18	£18,755	0.81	1.62	see note	£30,383

(i)

Notes: (i) WSCC Average progression from year 11 to 12&13 - 54% x child product
(ii) West Sussex regionally adjusted DfCSF school building costs per pupil place - 2006/07, updated to 2007/08 through RICS BCIS All-In TPI
(iii) No contributions will be requested if less than one pupil place is projected at each education level.

Note – These figures are due to be updated by the County Council in April following the consideration of the SPD by the Executive. The final draft of the SPD will reflect the latest County Council figures.

Provision of land

4.3.10 In some large scale housing developments which would lead to the generation of need for completely new schools, particularly at a primary level, the provision of land as well as a financial contribution will be sought. Such provision will be discussed during pre-application discussions. However, a guideline is provided as follows :

210 place primary school	-	1.2 to 1.6 hectares
420 place primary school	-	2.0 to 2.4 hectares

Other Services for Children and Young People

4.3.11 Other facilities for children and young people including youth facilities will only be sought where necessary from large strategic developments in relation to existing care within the area. Each case will be considered on a case by case basis.

Library Contributions

Summary

When

- From residential developments should an increased capacity for library facilities be identified in the future

How

- Financial contribution to be calculated at appropriate time

Additional Policy Background

Existing Provision in Crawley

- 4.4.1 In 2007, construction started on the building of a major new library building in Crawley. This will replace the existing main Crawley Library on Exchange Road. Construction of the new library is due to be completed in 2008/9. In addition, there is also a local neighbourhood library in Broadfield.
- 4.4.2 The County Council's SPG provided the basis for collecting contributions towards capital investments which are required in relation to needs arising from new developments. As a result contributions towards the provision of the new library have been sought from new housing developments in Crawley, The calculation was based upon the demand for additional library floorspace provision arising from the new development which is 30sq. m. per 1000 people.
- 4.4.3 Once the new library is completed, no further additional increases in capacity have currently been identified. Therefore contributions towards library provision will no longer be sought. However, if in the future, the need for additional library buildings is identified, then the situation will be reviewed and an amendment made to the SPD.

Fire Service Contributions

Summary

- When**
 - Sought on residential developments over 10 units
- How**
 - A financial contribution towards cost of providing additional infrastructure

Additional Policy Background

Local Policy

- 4.5.1 West Sussex County Council's "The Provision of Service Infrastructure Related to New Development in West Sussex – Part 1", identifies fire service infrastructure as one of the County Council Services for which infrastructure contributions may be sought. It states where necessary in order to meet the nationally prescribed standards of fire cover for the area, appropriate contributions may be required from developers towards the costs of new or extended fire stations to meet the population growth from a new development.
- 4.5.2 These contributions are in addition to the cost of fire hydrants which must be provided by the developer where the need for the provision of fire hydrants has been identified by the Fire Service.

How the contribution is calculated

- 4.5.3 The Fire and Rescue Service works on an integrated, Countywide structure. To enable the fire authority to meet its statutory requirements and prescribed standards of fire cover for the area, as set out in the Fire and Rescue Services Act 2004, a developer may be required to make a proportional financial contribution to the provision of new fire fighting facilities to meet the population growth from a proposed development.
- 4.5.4 Where a need for supporting infrastructure has been specifically identified by the West Sussex Fire and Rescue Service, the contribution will be calculated on the following basis:-

projected population growth x cost per head

The contributions collected will be allocated to specific infrastructure improvements which will be related to the development in question.

- 4.5.5 As with other contributions in this SPD, the calculation of the additional population is based upon occupancy rates for different sizes of dwellings as highlighted in Appendix 1.

4.5.6 The cost per head of fire service infrastructure improvements is based upon the costs of new fire stations in the Northern Division area of the Sussex Fire Service. This includes a new fire station for Crawley. In April 2008, the cost multiplier for the Northern Division is £77 per head. However, the costs are adjusted regularly to take into account the costs of inflation and reference should be made to the County Council's website for the most up to date figures. (www.westsussex.gov/s106)

Example calculation

For a development of 50 dwellings consisting of 20 x 2 bed houses, 20 x 3 bed houses and 10 x 4 bed houses.

The increase in population generated by the development is 107.

The cost per head of fire service infrastructure improvements is £77 per head (as at April 2008).

Total contribution is $107 \times £77 = £8,239$

Community Buildings

Summary

When

- Only sought on significant strategic sites

How

- Provision of land and buildings/financial contribution

Additional Policy Background

Existing Provision in Crawley

- 4.6.1 In Crawley each of the existing neighbourhoods has a Community Centre, normally close to the neighbourhood centre and neighbourhood parade. Most of the centres offer a small and large hall as well as a kitchen and toilets. A range of community groups use these buildings on a regular basis. They are also able for hire for private functions.
- 4.6.2 Analysis of the use of the buildings has indicated that at the time of writing although the buildings are well used, there is currently sufficient spare capacity to cope with the additional demand for the use of community buildings generated by new development within the existing neighbourhoods.
- 4.6.3 However, the availability of spare capacity within the community centres will be kept under review. If it is demonstrated that the community centres will be unable to cater for the additional demands created by new development, then this section of the SPD will need to be revised in order to indicate the level of contributions that may be sought.
- 4.6.4 In the case of very large strategic sites, such as new neighbourhoods, the developer and/or landowner will be expected to provide land and buildings/financial contribution towards the provision of a new community centre for the development in question. The scale and type of community centre would be the subject of discussion with planning officers. For indicative purposes only, the cost of providing a new community centre is considered currently to be in the region £750,000.

Health Facilities

When

- Only sought on significant strategic sites

How

- Potential for contributions to be in the form of land, buildings or financial contribution

Additional Policy Background

Existing Provision in Crawley

- 4.7.1 The provision of health facilities dealt with in this SPD concerns the provision of local primary health care facilities such as GP surgeries. The provision of such facilities lies within the responsibility of the Crawley Primary Care Trust. The Borough Council will work with the PCT to try and identify where and when the need for additional infrastructure may arise. This will help enable any new sites required for new GP surgeries to be identified.
- 4.7.2 In general GP's can have in the region of 2,800 patients. Where major new developments may generate the demand for a new surgery then the developer will be required to identify land within the design of the development for a surgery. If for some reason, the PCT is unable to provide a building on the site and the land is subsequently used for market housing, then a financial contribution in lieu of the land provision will be sought. The financial contribution will be based on the market value that the developer receives from developing the land for housing.

Public Realm

Environmental Improvements, Public Art and CCTV

Summary

When

- Normally associated with major developments in the Town Centre of over 1,000m² of floorspace

How

- Financial contributions towards environmental improvements
- Financial contributions or the provision of works of public art
- Financial contributions to meet the costs of additional CCTV cameras where required.
-

Environmental Improvements

- 4.8.1 The Borough Council has had a successful environmental improvement programme aimed at improving the environmental quality of the neighbourhood parades and Town Centre. Such improvements have involved creating well designed, high quality urban spaces, which can add to the vitality and viability of local centres and the town centre as well as addressing issues such as traffic movements and pedestrian and community safety. Schemes often involve new hard and soft landscaping, and the provision of seating, lighting and signage.
- 4.8.2 The creation of attractive and safe environments will be of benefit to all users of new developments. Often new developments attract larger number of users to the area which can add to existing or create additional environmental problems, although they can often also provide the opportunity for enhancing the public realm. Therefore it is considered that the seeking of a contribution towards environmental improvements in the public realm to address these outcomes is justified. Whilst new development will benefit from operating within an attractive environment, the Council does not normally expect the full costs of the improvements to the public realm to be met from planning obligations.
- 4.8.3 All new developments within the town centre will be expected to contribute towards improvements in the public realm. This may include any elements of the public realm within their own development or financial contributions to identified schemes in the vicinity of their development.
- 4.8.4 Potential environmental improvements in the town centre include those in the following locations but the list is not exclusive. These reflect development proposals and improvements contained in the emerging Town Centre Wide SPD and the Town Centre Strategy.
- Station Way / Friary Way
 - Queens Square

- Church Walk / Cross Keys / Broadwalk
- Traders Market
- College Road

4.8.5 Based on the above improvements, the financial contribution will be assessed on a case by case basis, taking into account the scale and type of the proposed development. The management and on-going maintenance of the public realm in the Town Centre is also critical. New development will increase the use of public areas and place higher demands on cleansing, maintenance and management activities. The emerging Town Centre Strategy identifies the objectives for Town Centre Management and a framework will be established for all development to contribute to the overall management, maintenance and promotion of the Town Centre.

4.8.6 There may also be instances where contributions from other areas to environmental improvements in other areas may be justified. e.g. neighbourhood parades, **where new development places additional pressure on infrastructure. These will be assessed on a case by case basis from large strategic sites.**

Public Art

4.8.7 Public art is the creation of an artwork by professional artists and crafts people which enhances the appearance of the public realm. Works of art can either be integral to the structure of a building or a more separate entity in a location which is freely accessible by the public. The term encompasses a range of works including sculpture, painting, artwork incorporated into the design of street furniture, lighting, play equipment and landscape designs.

4.8.8 A planning obligation will normally be required to ensure that a specific project or sum of money is spent on an original art work. The amount will vary depending on the size and nature of the development but the Council considers that the percent for art approach is a suitable guideline. Percent for art is where 1% of the total development cost is put towards public art. The Borough Council also has a Public Arts Strategy which emphasises the role of public art in the town and highlights the way in which such art can be provided. It is planned to update this strategy in the future.

4.8.9 Contributions towards public art will be sought from all major developments within the town centre. (The section on Manor Royal Improvements considers the need for public art on the industrial estate.)

4.8.10 Large new developments may create new opportunities for the provision of public art. Such opportunities will be considered during discussions prior to the submission of any planning applications to help ensure that such opportunities are maximised. There may also be existing sites in the vicinity of new developments which also provide the opportunity for public art. Contributions may be sought for public art installations in these locations. Any future public arts strategy will provide more details but an indication of potential sites is listed below:-

- Friary roundabout
- Telford Place
- Neighbourhood parades

CCTV

- 4.8.11 In Crawley, Sussex Police operates a system of CCTV cameras mainly in the town centre and at neighbourhood parades. Whilst developers are responsible for providing their own security systems and cameras within the private areas of a development, this section of the SPD deals with CCTV cameras which monitor the public realm.
- 4.8.12 Contributions will be sought from developments which could lead to additional security issues which require the provision of new cameras to monitor the public realm. Particular examples are pubs and clubs, and new pedestrian areas.
- 4.8.13 The need for the provision of cameras will be the subject of negotiation. This will include seeking the advice of Sussex Police. If additional cameras are required, the current cost of a camera is in the region of £25,000 to £30,000.

Other Aspects of Public Realm

- 4.8.14 In some instances the provision of or contributions towards public conveniences may be justified.

Waste and Recycling

Summary

When

- From residential developments if the need for the increased capacity of household waste recycling site is identified in the future

How

- Financial contribution to be considered if needed

Additional Policy Background

Existing Provision in Crawley

- 4.9.1 In Crawley rubbish is collected from domestic properties on a weekly basis by refuse lorries. Rubbish can be placed in black sacks and be stored in dustbins or wheeled bins. At multi-occupancy properties 1100 litre wheeled bins are the preferred receptacle.
- 4.9.2 Crawley currently recycles 26% of household rubbish. This is achieved by a combination of fortnightly doorstep collections and neighbourhood recycling points at neighbourhood parades.
- 4.9.3 A new replacement Household Waste Recycling Site has recently been built at County Oak. This provides facilities for rubbish to be deposited that is not collected as part of the regular household collection.

New Development

Recycling

- 4.9.4 As household recycling is mainly achieved through doorstep collections, the provision or contributions towards the provision of central recycling points will not normally be sought from new developments. However, as with general waste all new development should make provision for the storage of the wheeled bin in which residents place recyclable waste.
- 4.9.5 The provision of or contributions towards central recycling points will only be sought from major new developments such as new neighbourhoods. Such contributions will be assessed on a case by case basis.

Household Waste Recycling Site

- 4.9.6 Currently West Sussex County Council has no proposals for additional household waste recycling sites following the provision of new facilities at the established County Oak location. However, if in the future additional demand from new development generated the need for improved facilities then contributions may be sought **in line with the County Councils SPG and the guidance available on the County Councils website**

www.westsussex.gov/s106. If this were to be the case this SPD would therefore be revised to provide the latest guidance to developers.

Waste

- 4.9.7 All new development should make provision for the storage of rubbish until the day of collection. In the case of multi-occupancy properties provision should be made for a communal bin store. It is the responsibility of the managing agent or developer to provide the wheeled bins preferably of a 1100 capacity. Such requirements will normally be dealt with as part of the planning application itself rather than through a S106 agreement.

Environmental Mitigation and Biodiversity

Summary

When

- Where a particular adverse environmental affect has been identified in Environmental Impact Assessments

How

- Specific to individual sites and assessed on a case by case basis

Additional Policy Background

National Policy

- 4.10.1 **Environmental Impact Assessments are required for certain types of development that require planning permission as set out in the Town and Country Planning (Environmental Impact Assessment)(England and Wales) Regulations 1999. An EIA may identify likely significant effects in the environment which may require mitigation.**

Local Policy

- 4.10.2 **As stated in Section 2, there are a number of Core Strategy policies which relate to the issue of environmental mitigation and biodiversity including EN1, EN3 and EN4. There are also a variety of local designations such as Sites of Nature Conservation Importance, Local Nature Reserves and Ancient Woodlands which are relevant when assessing the impact of a development on the environment.**

Approach to Environmental Mitigation and Protection

- 4.10.3 The word environment encompasses a wide range of resources including soil, air, water, energy as well as biodiversity. Development that will have a significant environmental impact will have been the subject of an Environmental Impact Assessment. **Many issues that an EIA may identify that require mitigation or protection can be adequately dealt with by the use of conditions such as replacement tree planting. Other mitigation measures could relate to contaminated land, nature conservation, or polluting activities. In some cases S106 agreements can also an appropriate means by which to safeguard against or to mitigate any adverse effects on the environment where the use of conditions is not appropriate.**
- 4.10.4 The need to safeguard or mitigate the environment will be considered on a case by case basis taking into account the findings of Environmental Impact Assessments.

Manor Royal Improvements

Summary

When

- Sought from Manor Royal developments involving the provision of 100m2 of floorspace

How

- Contribution based on floorspace

Additional Policy Background

Local Policy

- 4.11.1 Manor Royal is the main industrial estate in Crawley and has around 500 businesses. The industrial estate was originally developed as part of the masterplan for the development of the new town in the 1950's. In recent years there has been significant renewal of a number of premises on the estate. It is also important that the infrastructure needed to support the industrial estate is also maintained. New development is often at a higher density than the original premises so it is important that new development makes a contribution to the infrastructure of the estate which is needed to support it.
- 4.11.2 Policy MC1 of the Core Strategy sets out a number of issues relating to Manor Royal. This includes seeking to improve the environmental quality of the Manor Royal estate.
- 4.11.3 Furthermore, the Borough Council employed consultants in 2007 to assess the quality of the environment and facilities on Manor Royal in Crawley. Although overall the quality of the environment was found to be good, the study also concluded that the main problems on the estate of relevance to this SPD include:
- Poor signage throughout the estate and at key gateways
 - Amenities and ancillary uses to support workforce
 - Lack of identity
- 4.11.4 Whilst it is recognised that these issues are also experienced by existing development on Manor Royal, it is considered that additional development in Manor Royal also places greater demands on the need for signage and other aspects of the public realm which contribute to the image and identity of the estate. Therefore contributions towards the cost of improving elements of the public realm on the estate are considered to be justified.

Contributions to Manor Royal Infrastructure

- 4.11.5 As a result, contributions to the improvement of Manor Royal infrastructure will be sought from all new developments on Manor Royal. Contributions will be proportional to the extra demands placed on existing infrastructure as a result of new development and will not meet the full costs of the desired improvements.

4.11.6 A financial contribution will be sought based on contributing to the cost of public art and cost of signage. The contribution will be calculated on the basis of £2 per m² of development. Therefore a contribution of £10,000 would be sought from a 5,000 m² development.

Employment Training

Summary

When

- Sought from major commercial developments

How

- Case by case basis

Additional Policy Background

Local Policy

- 4.12.1 A range of strategies and documents identify the level of the skills base in Crawley as an issue for the town. These strategies include the Borough Council's Economic Strategy, emerging Community Strategy, Manor Royal Improvement Study and the Gatwick Diamond Initiative Strategy. The concerns centre around the low skills level of the workforce resident in the town compared to the number of jobs requiring high skills levels.

Contributions to Employment Training

- 4.12.2 Seeking contributions for training can benefit all parties by providing employment, training, enabling sustainable development and mitigating potential delays to the construction process. A local workforce will also enable easier recruitment and retention and will reduce the environmental impact of a commuting workforce as well as making a contribution towards social exclusion. As new development places additional demands on the skills base it is considered that contributions to employment training can be justified.
- 4.12.3 Initiatives being considered and developed in Crawley to address the issue of skills include a Skills Centre and a higher education presence in the town. Contributions will be sought from major commercial developments towards the development of these initiatives. As these initiatives are still in the course of development, until detail of the costs of these initiatives are known, contributions will be assessed on a case by case basis. In the future it is hoped to develop an indicative contribution that could be sought from developers. In addition, an obligation including a commitment to recruit local residents will be considered as part of a legal agreement.

Climate Change

Summary

When

- All developments need to take into climate change implications
- Town centre developments expected to contribute to alternative energy infrastructure should further work establish their viability

How

- To reflect issues identified in Climate Change SPD
- Case by case basis until further information available

Additional Policy Background

National Policy

- 4.13.1 A significant amount of new and emerging advice and guidance on Climate Change is in the course of being produced. This includes the Climate Change Bill and a new PPS 1 “Planning and Climate Change” which was published in December 2007. These documents will assist in defining the role of local authorities and other parties in addressing climate change issues and meeting carbon emission targets.

Local Policy

- 4.13.2 In 2007, the Council employed consultants ECSC to assess the role of the Borough Council in relation to climate change issues for Crawley. This study will help inform the development of a Climate Change Strategy for Crawley as well as the production of a specific SPD on Planning and Climate Change. These documents will be produced during the course of 2008.
- 4.13.3 The main findings of the Climate Change report of relevance to this SPD are :
- the potential for inclusion of climate change issues as part of a S106 agreement.
 - the nature and scale of development proposed for the Town Centre may provide the opportunity to develop a decentralised energy scheme such as a Combined Heat and Power District Heating System.

Approach to Climate Change Issues

- 4.13.4 All development will be expected to demonstrate how they will be sustainable, and should consider energy efficient design, carbon emission reductions, renewable energy use, water saving devices, the use of recycled materials and opportunities for wildlife habitats. **Developers should incorporate sustainable design as an integral part of their developments.** Furthermore all

development will be expected to meet or exceed the targets that will be included in the Climate Change SPD or any relevant national targets.

- 4.13.5 As a result of the potential for the development of alternative energy infrastructure which has been identified in the town centre, all developments within the Town Centre will, therefore, be expected, to contribute to such a network if it is proved to be viable following further work.

Annex 1

Parking Standards

B1 Offices

In order to reflect different levels of accessibility within the town, a zonal approach to applying parking standards for office development has been developed. The three zones are the town centre, around Three Bridges Station and Manor Royal. The boundaries of the three zones are set out on the attached maps.

Zone 1 – Town Centre	Zone 2 – Three Bridges	Zone 3 – Manor Royal	Other locations
1 space per 41m ²	1 space per 35m ²	1 space per 31m ²	1 space 30m ²

Notes

All developments would require a travel plan achieving a minimum modal switch from car to other forms of access of 15% in order to achieve these standards. Account will also be taken of the size of developments.

It should be emphasised that these are maximum standards and provision below these standards may be acceptable in each zone if it can be demonstrated how the total access needs of the development can be met.

The suggested boundaries of the zones are shown on the attached plans. These boundaries are indicative only, and consideration will be given to similar standards in close proximity to the boundaries.

Other Industrial and Retail Uses

	Use Class	Car Parking	Lorry Parking
Food retail *	A1	1 space per 14m ²	
Non-food retail *	A1	1 space per 20m ²	
Financial services	A2	1 space per 30m ²	
Restaurants, cafes	A3	1 space per 5m ² public area and 2 spaces per bar for staff	
Industrial	B2	1 space per 40m ²	1 space per 500m ² . 1 space minimum
Warehousing	B8	1 space per 100m ²	1 space per 500m ² . 1 space minimum

* For extensions and small shop units under 100m² – no spaces or contributions will be sought.

RESIDENTIAL USES

Parking standards for residential development are based on the accessibility of the area by modes of transport other than the car as this may affect levels of car ownership. Other factors which will be taken into consideration include income, age, household types and the type of housing. In accordance with PPG3 the standards seek that throughout the town, development on average will provide 1.5 spaces per dwelling.

Dwellings

	1 bed	2 bed	3 plus bed
Town centre	1 space	1 space	2-3 spaces
Three Bridges	1 space	1.2 -1.5 spaces	2-3 spaces
Other locations	1.2 spaces	1.5 spaces	2-3 spaces
Units over shops upto a threshold of 5 units	0	0	0

Notes

The standards are per dwelling, and do not distinguish between flats and houses.

The boundaries of the zones are shown on the attached plans. These boundaries are indicative only, and consideration will be given to applying similar standards in close proximity to the boundaries.

In the case of an application to extend or convert a 3 bed dwelling to a 4 bed dwelling, an additional car parking space will not be sought.

Other residential uses

Description	Use class	Standard
Sheltered accommodation and flats for the elderly *		1 space per 2 units, plus staff space
Care and residential nursing homes	C2	1 space per 20 residents and; 1 visitor space per 8 residents and; 1 staff space per 5 residents
Houses in multiple occupation		0.5 spaces per unit
Hostels		1 space per 4 residents 1 visitor space for every 20 residents

* Sheltered accommodation is where development is provided with internal communal facilities and warden accommodation. In other cases the residential standard will apply.

PARKING STANDARDS FOR OTHER USES

Any uses not listed in the following table will be considered on their own merits.

		Car Parking	Lorry Parking
Car sales		1 space per 30m ² of internal and external gross display area. Staff spaces to be clearly designated.	On merits but to include space for off-loading car transporters
Motor repair garages		1 space per 45m ² for staff and 3 spaces per service bay (or 25m ²).	Assessed individually
Places of assembly/leisure	D2	1 space per 22m ²	
Large scale places of assembly serving more than a local catchment		1 space per 15m ²	
Cinemas and conference facilities		1 space per 5 seats	
Stadia		1 space per 15 seats	
Vets and medical centres		1 space per practitioner plus 4 spaces per consulting room plus 1 space per 20m ² of office space	
Hotels and guesthouses		1 space per bedroom	
Schools		Assessed individually within the context of a travel plan using 1 space per 2 staff as a guide	
Higher and further education		1 space per 2 staff 1 space per 15 students	
Childrens Nurseries		Assessed individually using 1 space per 2 staff as a guide with provision for dropping off	
Playing fields		12 spaces per hectare	
Hospitals		Assessed individually based on a travel plan	
Garden centres		1 space per 20m ² for covered sales 1 space per 30m ² for uncovered sales	Under 1,000m ² – 2 spaces Over 1,000m ² – 3 spaces
Wholesale cash and carry		1 space per 50m ²	1 space per 200m ²
Open storage		1 space per 100m ²	Assessed individually
Tennis, badminton and squash courts		2 spaces per court	
Swimming pools		1 space per 10m ² of pool area	
Golf courses		4 spaces per hole	
Riding schools/stables		2 spaces per loose box	
Indoor equestrian centres		1 space per 20m ² of arena	1 space per 150m ² of arena
Other outdoor leisure activities		Assessed individually	
Cemeteries and crematoria		Assessed individually	
Train stations		Assessed individually taking into account access by other modes of transport	

Parking for People with Disabilities

The Department for Transport has recently published guidance entitled “Inclusive Mobility”: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (December 2002). This document includes technical advice on a range of mobility/access related issues, including recommended standards for parking provision.

For employment uses - a minimum of one space or 5% of total parking provision.

For car parks associated with shopping areas, leisure, recreation and places open to the general public - a minimum of one space per disabled employee plus 6 percent of total capacity.

Cycle Parking

All cycle parking must be sheltered and secure and in accordance with local guidance of best practice design. However, flexibility and innovation will be encouraged. It is essential that cycle parking is considered carefully within the design of new development.

Use class		Staff	Visitors
Retail uses	A1	1 space per 100m ²	1 space per 100m ²
Financial services	A2	1 space per 100m ²	1 space per 200m ²
Restaurants/Take-aways	A3	1 space per 4 staff	1 space per 25m ²
Offices	B1	1 space per 150m ²	1 space per 500m ²
Industrial	B2	1 space per 200m ²	1 space per 500m ²
Warehousing	B8	1 space per 500m ²	1 space per 1000m ²
Places of assembly and leisure	D2	1 space per 4 staff	Assessed individually

Residential Uses

No additional spaces will be required where a garage is provided.

One bed dwellings -

One space per dwelling and 1 space per 8 dwellings for visitors

Two bed dwellings or more -

2 spaces per dwelling and 1 space per 8 dwellings for visitors

Motorcycle Parking

1 space plus one space per 10 car parking spaces.

For retail uses involving bulky purchases the provision may be reduced to 1 space per 25 car parking spaces.

APPENDIX A

Calculation of Additional Population

The following figures regarding the calculation of additional population likely to come from a proposed development, are based on WSCC guidance. It should be noted that where an outline application is made, the average occupancy rate of 2.5 persons per dwelling will be used.

Demolished or converted dwellings, excluding those that have been vacant for five or more years, are subtracted from the gross gain. The population from such dwellings will be discounted according to the type of accommodation and relevant occupancy rate. Demolition of existing bedsit accommodation (with an assumed occupancy of one person) is excluded for all services except Children and Young People's as it is unlikely that bedsits will accommodate children.

Occupancy rates (number of people) per dwelling type and size

Open Market and Social Housing – Houses and Bungalows

Dwelling Size	Occupancy
1 bed	1.7
2 bed	1.8
3 bed	2.2
4 bed	2.7
5 bed	3.0

Open Market and Social Housing – Flats and Maisonettes

Dwelling Size	Occupancy
1 bed	1.2
2 bed	1.3
3 bed	1.7
4 bed	2.4
5 bed	2.0

APPENDIX B

Crawley Borough Council: Open Space Qualitative Contribution and Maintenance Costs Summary Table

The table below summarises the provision standard for each type of open space, sport and recreational facility, and the typical costs incurred by the Council when providing qualitative upgrades to existing facilities within the Borough per 100 people and per person. In addition, using examples of current maintenance cost incurred, the maintenance sums per sq meter per annum that would be expected when the Council adopts open space, sport and recreational facilities are set out. The maintenance costs and qualitative improvement costs set out below will be subject to an annual review. The latest version of these figures can be obtained from the Council's website (<http://www.crawley.gov.uk>) and further details can be obtained by contacting the Forward Planning Department. All costs are rounded to the nearest pound.

Parks and Gardens			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
1.76	£40,287	£40	£4.35
Outdoor Sports Facilities			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
2.26	£49,278	£49	£2.94
Provision for Children			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
0.11	£176,457	£176	£3.92

Provision for Teenagers			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
0.06	£178,800	£179	£6.25
Allotments			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
0.11	£14,468	£14	£1.05
Amenity Green Space			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
0.91	£19,838	£20	£2.00*
Natural and Semi-Natural Open Spaces			
Provision Standard Hectares per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
1.82	£7,462	£7	Negotiable
Cemeteries			
Hectares required per 1000 people	Typical cost per 1000 people for qualitative improvements	Contribution per Person	Maintenance Sum per msq per annum
1.1	£28,090	£28	£5.31
Total contribution per person		£513	

** indicative figure as maintenance varies significantly, dependent upon the upon exact specification of the space.*

Description of each type of provision

Parks and Gardens

For example, urban parks, formal gardens and country parks that provide opportunities for various informal recreation and community events.

Outdoor Sports Facilities

Including both natural and artificial surfaces for sport and recreation, for example, playing pitches, athletics tracks and outdoor tennis courts.

Provision for Children

For example, areas of green space with a single piece of equipment or, a large multi purpose play area.

Provision for Teenagers

For example, Multi-use games areas, skateparks, basketball courts, youth shelters, informal 'Kickabout' areas.

Allotments

Areas with the primary purpose of providing opportunities for people to grow their own produce.

Amenity Green Space

Informal recreational green space.

Natural and Semi-Natural Open Spaces

For example, woodlands, urban forestry, commons and meadows, nature reserves, with a primary purpose of wildlife conservation and bio-diversity within settlement boundaries.

Cemeteries

Open space with the primary purpose of burial of the dead.