

# COUNCILLORS' INFORMATION BULLETIN

Wednesday, 18 November 2020

**Bulletin No: IB/1054**

INFORMATION ITEM	Pages
<p>1 <b>Delegated Planning Decisions</b></p> <p>Delegated planning decisions for the week beginning 9 November 2020 are attached. Contact for enquiries: Jean McPherson, Group Manager: Development Management on <a href="mailto:jean.mcperson@crawley.gov.uk">jean.mcperson@crawley.gov.uk</a>.</p>	5 - 8
<p>2 <b>Temporary Traffic Regulation Orders</b></p> <p>The following documents are attached in relation to Temporary Traffic Regulation Orders:</p> <ul style="list-style-type: none"> <li>• List of Temporary Traffic Regulation Orders.</li> <li>• Crawley Southwestern Bypass (westbound), Broadfield (Appendix A).</li> <li>• London Road (southbound), Langley Green (Appendix B).</li> <li>• Pelham Drive, Broadfield (Appendix C).</li> </ul>	9 - 16
<p>3 <b>Consideration Report: Local Development Scheme 2020-2023</b></p> <p>Consideration report PES/365 of the Head of Economy and Planning is attached.</p>	17 - 66
<p>4 <b>Decision Taken Under Special Urgency: Additional Restrictions Discretionary Business Grant - Revised Scheme and Guidelines</b></p> <p>In line with the Special Urgency provisions set out in paragraph 16.4 of the Access to Information Procedure Rules within the Constitution, on 17 November 2020 Councillor Peter Lamb, as Leader of the Council, approved the following under delegated powers:</p> <ul style="list-style-type: none"> <li>• The revised guidelines over the Business Grant Applications (Local Authority Additional Restrictions Discretionary Grants Fund) so that local business can apply for the further Discretionary Business Grant payments as soon as possible.</li> </ul>	



Switchboard: 01293 438000  
Main fax: 01293 511803  
Minicom: 01293 405202 DX:  
57139 Crawley 1  
[www.crawley.gov.uk](http://www.crawley.gov.uk)

Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ

- That the use of the additional funding of £2,248,180 is available for Discretionary Business Grant payments to support Crawley local businesses, this is for the period up to 31<sup>st</sup> March 2022.
- Delegated authority to the Head of Corporate Finance in consultation with the Head of Economy and Planning, or another senior Officer, the decisions on individual business grant payments, subject to successful due diligence checks, application assessment and fraud checks.

Special Urgency was used for this decision as it had been impracticable to publish a Forthcoming Decision Notice for the 28 clear days period and to publish the report for five clear working days. The Chair of the Chair of the Overview and Scrutiny Commission has agreed the use of the Special Urgency.

Protected from Call-In – In line with Call-In Procedure Rule 8 the Chief Executive has protected these decisions from Call-In due to their urgent nature. This is so the Council can start supporting its businesses as soon as possible.

5 **Action Taken Under Delegated Authority (Significant Operational Decision): Transformation Plan**

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The Transformation Plan re-launched in 2017 incorporated seven key themes and activities to deliver against the corporate priorities. This plan was refreshed in November 2019 to cover the period from 2019-2022. Such has been the progress made against the Plan, and such has been the impact of Covid-19 both on community needs and Council finances, it was decided to refresh the Transformation Plan for the period 2020-22.

The Transformation Board has undertaken a review of the previous Plan and drafted a new Plan. This has been shared with Cabinet and the Overview & Scrutiny Commission for comment.

On 3 November 2020 the Deputy Chief Executive approved the Transformation Plan 2020-22. The approved Plan is attached.

6 **Action Taken Under Delegated Powers (Significant Operational Decision): Pre-Purchase of Burial Plots**

Following Cabinet's consideration of report [HCS/02](#) on 4 October 2017 it was agreed that changes to the Burial Ground Regulations would be amended under delegated powers (and in consultation with the Cabinet Member for Environmental Services and Sustainability) as and when required.

The Council has been requested to consider allowing pre-purchase of exclusive right of burial to enable residents to know they will be buried in a particular grave space (or a particular graveyard if it is not possible to allocate a specific space at the point of pre purchase).

Therefore on 4 November 2020, the Head of Major Projects and Commercial Services, in consultation with the Cabinet Member for Environmental Services and Sustainability has agreed that the Council permit pre-purchase of grave spaces, albeit with the restrictions noted below, to ensure continuity of supply to respond to on-going demand from Crawley residents, and that the following amendment to the Council's Burial Ground Regulations be made.

1. To permit pre-purchase of grave spaces at Snell Hatch Cemetery and Little Trees Cemetery, with the following conditions applied.
  - a) Pre-purchase of grave spaces be limited to residents only but with discretion considered for those that have a strong affiliation with Crawley (eg, where the deceased lived a large proportion of their life in Crawley but were living elsewhere immediately prior to their death)
  - b) Pre-purchase of grave spaces will be permissible providing there remains at least a three year supply of available grave spaces (based upon the take up of spaces over the previous three years).
  - c) Pre-purchase will normally be on the basis of purchasing the exclusive right of burial for the next available sequential space at the time of purchase. However, should the layout of grave spaces restrict access to facilitate the subsequent digging of the grave, pre-purchase will be offered on the basis of the next available space when the individual dies and will therefore be the right to be buried in the named cemetery rather than in a specific plot.
  - d) Pre-purchase of the exclusive right of burial to be for a 50 year term from the date of purchase with the option available to purchase a further 50 years at the end of the initial term.
  - e) Pre-purchase will be limited to individuals for personal use with the ability to make provision for transfer to an immediate family member upon their death.
2. Within the context of the above conditions, the specific wording of the amendment to the burial ground regulations to be delegated to the Head of Major Projects and Commercial Services.

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## **Press Releases**

Press releases are available at [www.crawley.gov.uk/news](http://www.crawley.gov.uk/news)

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# CRAWLEY BOROUGH COUNCIL

## DELEGATED PLANNING DECISIONS

The following decisions were issued, subject to conditions, under delegated powers for the period 09/11/2020 and 13/11/2020

Application Number	Location	Proposal	Date of Decision	Decision
CR/2018/0343/CC1	44 ALBANY ROAD, WEST GREEN, CRAWLEY	Discharge of conditions 3 (water efficiency), 4 (surface water drainage), 5 (slab levels), 6 (materials) and 12 (trees and landscaping) pursuant to CR/2018/0343/FUL for demolition of an existing bungalow and erection of 3 x 2.5 storey terraced houses with associated parking	10 November 2020	APPROVE
CR/2020/0004/FUL	BADGERS, BLACKWATER LANE, POUND HILL, CRAWLEY	Erection of first floor side extension	11 November 2020	PERMIT
CR/2020/0388/TPO	35 VANCOUVER DRIVE, LANGLEY GREEN, CRAWLEY	Oak (T5) - reduce height by 2.5m; reduce lateral spreads by 1.5-2.5m to achieve a balanced crown. All cuts to appropriate growth points (amended description)	13 November 2020	CONSENT
CR/2020/0403/FUL	26 WOODSIDE ROAD, NORTHGATE, CRAWLEY	Erection of single storey side and rear extensions	13 November 2020	PERMIT
CR/2020/0434/FUL	62 CHERRY LANE, LANGLEY GREEN, CRAWLEY	Erection of a new front porch (amended plans received)	10 November 2020	PERMIT
CR/2020/0476/TPO	1 HEXHAM CLOSE, POUND HILL, CRAWLEY	T1 - English Oak - reduce height and crown radius by 1m, thin crown by 15% and crown lift to give 5m clearance over ground. All cuts to appropriate growth points (amended description)  T2 - English Oak - reduce height and crown radius by 2m, thin crown by 10% and crown lift to give 5m clearance over	13 November 2020	CONSENT

Application Number	Location	Proposal	Date of Decision	Decision
		ground. All cuts to appropriate growth points (amended description)		
CR/2020/0479/TPO	45 HEXHAM CLOSE, POUND HILL, CRAWLEY	Oak T6 - reduce height by 2m; reduce lateral spreads by 1-2m to balance crown. All cuts to appropriate growth points (amended description).	13 November 2020	CONSENT
CR/2020/0484/FUL	FORMER TRAVEL LODGE GATWICK AIRPORT, CHURCH ROAD, LANGLEY GREEN, CRAWLEY	Refurbishment of existing building to include, cleaning of existing brickwork, removal of blue panels and chipboard. New render to update existing render and repainting of pipework. New windows/doors to all elevations, cladding to concrete elements and canopies over front entrances, like-for-like replacement of mechanical plant on roof and landscaping (comprising replacement 1.8m tall like for like fencing)	11 November 2020	PERMIT
CR/2020/0564/FUL	55 ST MARYS DRIVE, POUND HILL, CRAWLEY	Retrospective application for a porch, loft conversion with hip to gable roof extension, rear dormer window, three front roof lights and single storey rear extension	11 November 2020	PERMIT
CR/2020/0571/192	87 SISSINGHURST CLOSE, POUND HILL, CRAWLEY	Certificate of lawfulness for the proposed erection of single storey rear extension	9 November 2020	PERMIT
CR/2020/0593/FUL	48 FILBERT CRESCENT, GOSSOPS GREEN, CRAWLEY	Erection of a first floor side extension	10 November 2020	PERMIT
CR/2020/0599/ADV	20 HASLETT AVENUE WEST, NORTHGATE, CRAWLEY	Advertisement consent for internally illuminated tray sign and projecting sign	9 November 2020	CONSENT
CR/2020/0641/HPA	77 EWHURST ROAD, WEST GREEN, CRAWLEY	Prior notification for the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6m depth, and have a maximum height of 2.80m and an eaves height of 2.40m	9 November 2020	PRIOR APPROVAL NOT REQUIRED

<b>Application Number</b>	<b>Location</b>	<b>Proposal</b>	<b>Date of Decision</b>	<b>Decision</b>
CR/2020/0644/TPO	19 MOUNT CLOSE, POUND HILL, CRAWLEY	T16, T17 and T18 Silver Birch - fell	13 November 2020	CONSENT

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# Agenda Item 2

The following documents are attached in relation to Temporary Traffic Regulation Orders:

- Crawley Southwestern Bypass (westbound), Broadfield (Appendix A).
- London Road (southbound), Langley Green (Appendix B).
- Pelham Drive, Broadfield (Appendix C).

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Please be advised that West Sussex County Council has received a request for Temporary Traffic Regulation as follows:

Road Name	Crawley S/western Bypass Westbound	
Village/Town/Parish	Broadfield	
Specific Location	Crawley S/western Bypass Westbound, Crawley	
Reason for TTRO	24hr Speed Restriction in place to help with the road improvements works taking place under a lane closure	
Proposed Start Date / Time	Date: 4th January 2021	Time: 07:30
Proposed End Date / Time	Date: 22nd January 2021	Time: 17:30
The restriction will be effective	24 hours	
Access arrangements	Access maintained at all times however speed limit will be reduced to 30mph	
Applicant name	West Sussex County Council	
Applicant contact tel number	01798872555	
Any other details	For more information about this proposed TTRO please visit: <a href="https://one.network/?tm=119271827">https://one.network/?tm=119271827</a>	

The application is currently being processed and you will be advised further when details are confirmed.

Yours faithfully,

West Sussex County Council

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# PUBLIC NOTICE

## Temporary closure of London Road Southbound, Langley Green 26th November 2020

**NOTICE IS HEREBY GIVEN** that from the date specified below, West Sussex County Council has temporarily closed to all traffic London Road Southbound, Langley Green, in the Crawley District under Section 14(2) of the Road Traffic Regulation Act 1984, as amended, on London Road Southbound between Airport Way offslip and Gatwick Road.

The emergency temporary closure will commence on 26th November 2020 for a maximum of 21 days. It is anticipated that works will be completed on 28th November 2020. The road closure is required for the safety of the public and workforce while Gatwick Airport undertakes a Southbound road closure to erect scaffold for essential replacement of glass windows in Gatwick Terminal.

The restriction will be in place **overnight only** from 21:00 until 04:00

An alternative route will be signed on site but please visit <https://one.network/?tm=119615595> for more details.

Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.

For information regarding this closure please contact Chris Boyle of Gatwick Airport on 07930549990 who will be able to assist with scope of these works.

Dated: 17th November 2020

Matt Davey

Director of Highways, Transport and Planning

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# PUBLIC NOTICE

## WEST SUSSEX COUNTY COUNCIL TEMPORARY TRAFFIC REGULATION

### **PELHAM DRIVE, BROADFIELD**

NOTICE IS hereby given that in pursuance of the provisions of Section 14(2) of the Road Traffic Regulation Act, 1984, as amended, the use of (and parking on) **Pelham Drive, Broadfield** from junction with **Pelham Drive Roundabout North to junction with Pelham Drive Roundabout South** is temporarily prohibited from **03/12/2020 at 09.30 until 03/12/2020 at 15.00**

**The restriction will be in place off peak only between 09.30 – 15.00**

This closure is necessary to allow **Balfour Beatty to undertake urgent carriageway pothole repairs on behalf of WSCC**

Emergency vehicle, Residential and Pedestrian access will be maintained at all times

The alternative route for traffic will be signed on site

This restriction will be effective for a maximum of 5 days from the start date given above

Any queries about the effect of the closure on traffic using the highway please contact West Sussex County Council on 01243 642105

Any queries about the works please contact **Balfour Beatty on 01243 642105**

Dated **18 November 2020**

Matt Davey  
Director of Highways, Transport and Planning

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# Agenda Item 3

## Crawley Borough Council

### Consideration Report for Delegated Decision by Cabinet Member for Planning and Economic Development

**Expected Date of Decision 26 November 2020**

#### **Crawley Local Development Scheme 2020 – 2023 (December 2020)**

Report of the Head of Economy and Planning: Report Number PES/365

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#### **1. Purpose**

- 1.1 To approve and adopt the updated Crawley Local Development Scheme 2020 – 2023 (December 2020). The Local Development Scheme (LDS) outlines the number and scope of the Local Development Documents the council intends to bring forward and sets the programme for how these will be progressed over the forthcoming three years.
- 1.2 Crawley Borough Council is required to prepare and maintain a LDS and the Crawley Local Plan Review must be prepared in conformity with the scheme. This LDS updates and replaces the current Local Development Scheme 2020 – 2023 adopted in February 2020<sup>1</sup>.

#### **2. Recommendations**

- 2.1 That the Cabinet Member for Planning and Economic Development approve the updated Crawley Local Development Scheme 2020 – 2023 (December 2020) (attached as Appendix A to this report) as the adopted Local Development Scheme for the Local Planning Authority.

#### **3. Reasons for the Recommendations**

- 3.1 Crawley Borough Council is required by law to prepare and maintain a LDS and the Crawley Local Plan Review must be prepared in conformity with the timetable set out by the scheme.
- 3.2 The new LDS updates the Local Plan Review timetable which was agreed in January 2019 by Cabinet Member decision and was updated in February 2020 by Head of Service decision to agree factual and minor amendments.
- 3.3 The document remains largely the same as the previous version. Updates consist of reflecting current progress and an amended timetable following delay created by the COVID-19 crisis as well as responding to outcomes of the evidence base and following advice received from an advisory visit with a Planning Inspector. This has included the removal of the intention to prepare an Area Action Plan for North Crawley and the inclusion of new proposed supporting planning documents identified through progressing the Local Plan Review.

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<sup>1</sup> Crawley Local Development Scheme 2020 – 2023 (February 2020) CBC:  
<https://crawley.gov.uk/planning/planning-policy/engagement-and-monitoring/local-development-scheme>

# Agenda Item 3

## 4. Background

- 4.1 The current LDS was adopted in January 2019 and updated in February 2020. It covers the period 2020 – 2023.
- 4.2 The adopted LDS set the timetable for the Local Plan Review. In addition, it set the timetable for the production of the North Crawley Area Action Plan, which the council committed to preparing in draft Policy SD3 of the draft Local Plan (January 2020).
- 4.3 It also updated the production and review of a number of supporting planning documents, including Community Infrastructure Levy, SPDs, Brownfield Land Register, Local List, and the Statement of Community Involvement. As well as new SPDs identified for production (including Conservation Area Statements and Development Briefs), reviews of the existing SPDs were also anticipated, alongside the Local Plan Review.

## 5. Description of Issue to be resolved

- 5.1 Since the adoption of the current LDS, the revised Local Plan was subject to a period of formal public consultation, carried out between 20 January and 2 March 2020. This was undertaken in accordance with the programme set out in the adopted LDS and represented the requirements of Regulation 19 of the Local Planning Regulations<sup>2</sup>.
- 5.2 Following the close of public consultation, and prior to the intended submission of the revised Local Plan in April 2020, the advice of the Planning Inspectorate was sought. A number of issues were raised by the council and discussed with a Planning Inspector as part of an advisory meeting. These issues included:
  - the national aviation policy position (following the Court of Appeal Judgement on the Airports National Policy Statement); and
  - progress on some of the borough's key supporting evidence particularly Viability, Transport Modelling and Economic Growth (including taking into account the impacts of COVID-19 on the borough, as far as reasonably possible).
- 5.3 Following this meeting and the advice provided by the Planning Inspector, it was agreed to postpone submission of the revised Local Plan to allow amendments to be made and evidence to be concluded.
- 5.4 The updated LDS establishes the new Local Plan Review programme, taking into account the delays experienced. It reflects changes to the revised Local Plan draft by deleting reference to the production of an Area Action Plan for North Crawley, and factoring in commitments emerging through the recent evidence, therefore amending the timescales anticipated for the revision of the existing documents, and introducing the production of new SPDs, alongside those already identified:
  - i. Local Heritage Assets List;
  - ii. Character Area Assessments.

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<sup>2</sup> Town and Country Planning (Local Planning) (England) Regulations 2012: <https://www.legislation.gov.uk/uksi/2012/767/contents/made>

# Agenda Item 3

## 6. Information & Analysis Supporting Recommendation

- 6.1 The updated LDS now commits the council to the following detailed timetable for the progression of the Local Plan Review:

Key Milestone	Date
Early Engagement Public Consultation (Reg. 18)	June/July 2019
Publication Formal Public Consultation (Reg. 19)	January/March 2020
Additional Publication Formal Public Consultation (Reg. 19)	January/February 2021
Submission to Secretary of State	March 2021
Examination Hearing Sessions (anticipated)	May – September 2021
Receipt of Inspector’s Report (anticipated)	December 2021
Adoption	March 2022

- 6.2 It is imperative for progress on the Local Plan Review to continue and meet the timetable set out in this LDS to ensure the Plan can fall within the transitional arrangements proposed within the two recent government planning related consultations (Changes to the Current Planning System<sup>3</sup> and White Paper: Planning for the Future<sup>4</sup>). These allow for those authorities who have submitted their Local Plan by the time the policy guidance and legislation is in place to continue to progress with their current Local Plan in the existing format and continue with the existing standard method for calculating housing need. It would also extend the statutory timeframe for preparing the borough’s first new style Local Plan from 30 months to 42 months.
- 6.3 The draft LDS 2020 – 2023 (December 2020) is attached as Appendix A.

## 7. Implications

- 7.1 Crawley Borough Council is required by law (under Section 15 of the Planning and Compulsory Purchase Act 2004, as amended by Section 111 of the Localism Act 2011) to prepare and maintain a LDS, and it is necessary for the Local Plan to be prepared in conformity with the council’s adopted LDS. Not adopting an up-to-date LDS would place the council in breach of one of its statutory functions.
- 7.2 The LDS sets the policy-related work programme for the Strategic Planning team over the coming three-year period. This is a legal requirement and sets out how resources will be prioritised to meet the wider expectations and requirements for the council’s planning policy service. Without a comprehensive and up-to-date LDS, the priorities for the council in the delivery of planning documents would be unclear.
- 7.3 Whilst there is a legislative requirement for Local Planning Authorities to maintain and publish an up-to-date LDS, it is not a document which is subject to public consultation.
- 7.4 There are no financial implications associated with the adoption of the LDS outside of the provision made within existing budgets.
- 7.5 The legal implications are addressed in the report.

<sup>3</sup> <https://www.gov.uk/government/consultations/changes-to-the-current-planning-system>

<sup>4</sup> <https://www.gov.uk/government/consultations/planning-for-the-future>

# Agenda Item 3

## 8. Background Papers

[Crawley Borough Council's Local Development Scheme 2020 – 2023 \(February 2020\)](#)

Crawley Borough Council's Local Development Framework Local Development Scheme 2020 – 2023 (December 2020)

Report author and contact officer: *Elizabeth Brigden, Planning Policy Manager, 01293 438624, [elizabeth.brigden@ Crawley.gov.uk](mailto:elizabeth.brigden@ Crawley.gov.uk)*

**Crawley Borough Council's  
Local Development Scheme 2020 –  
2023**

**December 2020**





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## **Executive Summary**

Crawley's Local Development Scheme (LDS) covers the period December 2020 to December 2023.

It provides a structure for the review of the adopted Crawley Borough Local Plan, as well as updating the programme to show the preparation of Supplementary Planning Documents and other planning documents.

The Crawley Borough Local Plan was adopted by Full Council on 16 December 2015. It covers the period 2015 – 2030 and provides the borough's full planning policies for the purpose of development management decisions.

However, since its adoption, central government initiatives have introduced changes to national legislation, policy and requirements. In particular, the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 established the statutory requirement that Local Plans must be reviewed at least every five years, in accordance with legislation set by the Neighbourhood Planning Act 2017.

In addition, the revised National Planning Policy Framework was published in February 2019. Alongside this, updates have been made to the Planning Practice Guidance, including introducing the national Standardised Housing Methodology.

In order to adequately take account of the national position alongside the local evidence, a review of the Local Plan has commenced. The LDS provides the structure within which the Plan Review will take place and sets the timetable for the review programme.

The LDS also:

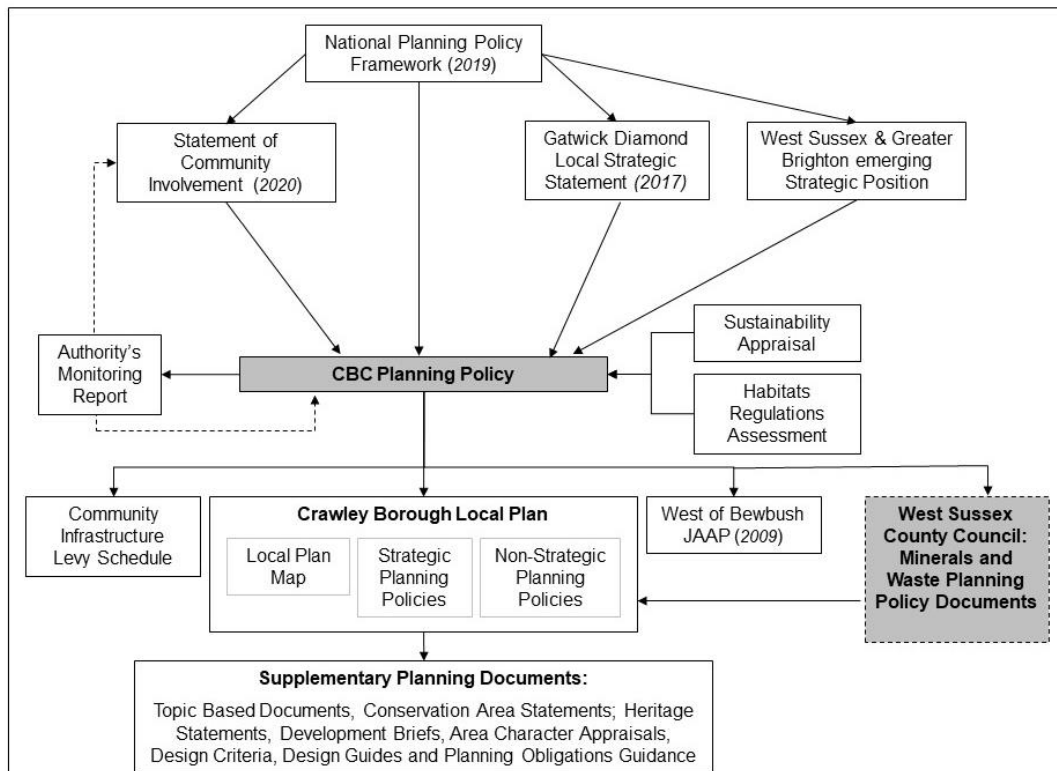
- identifies the supporting evidence required for the Local Plan Review;
- details the Supplementary Planning Documents to be prepared by the council during the LDS period;
- establishes the accompanying planning documents required to be published and maintained by the council;
- considers the position in relation to a review of the Community Infrastructure Levy; and
- outlines the existing plans and documents that will continue to be employed until they are replaced or deemed redundant.

This LDS updates and replaces the previous version, Crawley Borough Council's Local Development Scheme 2020-2023, which was adopted by the council in February 2020.

## 1. Introduction

- 1.1 The Local Development Scheme (LDS) outlines the number and scope of the Local Development Documents the council intends to bring forward and sets the programme for how these will be progressed over the forthcoming years.
- 1.2 Document profiles for each of the planning policy documents are included in this LDS and outline a brief description of the document, its status, the matters it will address, the production arrangements, and the milestones that the document will be produced against.
- 1.3 The council's current adopted local planning policy documents used for the purposes of development management are set out in Appendix 1.
- 1.4 The council's Statement of Community Involvement<sup>1</sup> establishes the approach the council will undertake in public consultation and engagement in the preparation of its local planning documents. Appendix 2 summarises the council's formal internal approval processes for the consultation and adoption of planning documents.

**Figure 1: Planning Policy in Crawley**



<sup>1</sup> Statement of Community Involvement (June 2020) CBC: <https://crawley.gov.uk/planning/planning-policy/engagement-and-monitoring/statement-community-involvement>

## 2. The Local Plan

### National Planning Context:

- 2.1 The Neighbourhood Planning Act 2017<sup>2</sup> clarifies that each local planning authority must identify the strategic priorities for the development and use of land in the authority's area. Policies to address these priorities must be set out in the authority's development plan documents.
- 2.2 For Crawley, this could be in the form of a single Local Plan or Joint Plan with neighbouring authorities, or a suite of documents which together, taken as a whole, cover the policies to address the strategic priorities. This should include the planning policies needed to contribute to the achievement of sustainable development and the allocation of land to deliver the area's housing requirement along with other types of development and/or land uses.
- 2.3 Non-strategic policies (such as Development Management and site allocation policies) to guide the determination of applications for planning permission can be included within the same Plan or within a separate focused development plan document.
- 2.4 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 established a requirement for local planning authorities to review their local development documents at least every five years<sup>3</sup>. The updated National Planning Policy Framework (NPPF) introduced the need for the council to consider whether to update the document following each review<sup>4</sup>. Where it is determined not to revise the document, the reasons for considering that no revisions are necessary must be published<sup>5</sup>.
- 2.5 In August 2020, the government published the White Paper: Planning for the Future for consultation. This proposes substantial reforms of the whole planning system, including those relating to Local Plans. Whilst the intention is to retain, and strengthen the Plan-led system, the new style Local Plans are proposed to be simplified and interactive map-based. These are to be produced on a statutory 30-month timeframe, with more limited evidence and assessment requirements and examined against a new single "Sustainable Development" test. Development Management policies are to be provided at a national level.
- 2.6 Many of the changes will require primary and secondary legislation. Transitional arrangements are proposed which allow for those authorities who have submitted their Local Plan by the time the legislation is in place to continue to progress with their current Local Plan in the existing format. This would extend the timeframe for preparing the new style Local Plan to 42-months.

### Local Planning Context:

- 2.7 The Crawley Borough Local Plan was adopted by resolution of Full Council in December 2015, following the receipt of the independent Planning Inspector's final report, which concluded that the Plan was legally compliant and 'sound'.
- 2.8 The adopted Local Plan provides the council with the planning policy framework to determine planning applications against over the Plan period 2015 – 2030. It sets the housing delivery target to enable the monitoring of the borough's five-year land supply and allocates a number of sites for development to meet the

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<sup>2</sup> Neighbourhood Planning Act 2017(c. 20) Part 1 – Planning, S8(1); amending section 19 of the Planning and Compulsory Purchase Act 2004 (preparation of local development documents) after subsection (1A) through inserting subsection (1B) and (1C).

<sup>3</sup> Regulation 10A, Town and Country Planning (Local Planning) (England) Regulations 2012

<sup>4</sup> National Planning Policy Framework, para 33 (2018) MHCLG

<sup>5</sup> Planning Practice Guidance: Plan-Making "What is the process for publishing reasons not to update a plan?" Paragraph 051 Reference ID: 61-051-20180913 (Revision Date 13/09/2018) MHCLG

needs of the borough over the Plan period and designates other sites for protection.

**Joint Plan:**

- 2.9 Joint working is now a known priority. The Horsham District Planning Framework (HDPF) Inspector's Final Report<sup>6</sup> commits Horsham District Council (HDC) to working with Crawley Borough Council and Mid Sussex District Council (MSDC) to, at least, meet the needs of the housing market area within the housing market area, as part of its review. Joint working is also established in the adopted Mid Sussex District Plan (MSDP)<sup>7</sup> and as part of their commitment to prepare a Site Allocations Development Plan Document.
- 2.10 Two Strategic Statements are relevant to Crawley borough:
- The Gatwick Diamond Local Strategic Statement has recently undergone a refresh<sup>8</sup>.
  - The West Sussex and Greater Brighton Local Strategic Statement; this was updated in January 2016. Crawley Borough Council joined the Strategic Planning Board in April 2017 with observer status, and formally joined as a full member in January 2018.
- 2.11 A Joint Plan may be considered following ongoing joint working with the adjoining authorities, particularly those within the Northern West Sussex Housing Market Area; West Sussex county; and/or the Gatwick Diamond. Options beyond this may include: a non-statutory, overarching strategic statement; Joint Area Action Plans; or a Strategic Development Plan Document. At a minimum, Statements of Common Ground will need to be secured with the relevant authorities on all strategic, cross boundary matters.
- 2.12 Where the government believes a Joint Plan would facilitate the more effective planning of development and use of land in the area of one or more local authority, the Secretary of State can direct two or more local planning authorities to prepare a joint development plan document.
- 2.13 The Planning Reforms proposes to remove the Duty to Cooperate on Local Planning Authorities. However, it is currently unclear what this will be replaced with.

**Local Plan Review:**

- 2.14 This LDS sets the timetable for the process under which a full Local Plan Review for Crawley borough is taking place. It is imperative for progress on the Local Plan Review to continue and meet the timetable set out in this LDS to ensure the Plan can fall within the transitional arrangements referred to in paragraph 2.6 above.
- 2.15 The Local Plan Review can be broken into three distinct parts:
1. Monitoring; scoping and evidence gathering;
  2. Issues, options, and preferred approach (Early Engagement);
  3. Submission, examination and adoption (Publication and Submission).

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<sup>6</sup> Report on the Examination into Horsham District Planning Framework (8 October 2015) Geoff Salter, The Planning Inspectorate

<sup>7</sup> Mid Sussex District Plan 2014 – 2031, Policies DP4: Housing and DP5: Planning to Meet Future Housing Need (March 2018) MSDC

<sup>8</sup> Gatwick Diamond Local Strategic Statement 2016 (2017) Chilmark Consulting Ltd, on behalf of Crawley Borough, Horsham District, Mid Sussex District, Mole Valley District, Reigate and Banstead Borough, Surrey County, Tandridge District and West Sussex County Councils: [Local Strategic Statement](http://www.crawley.gov.uk/pw/Planning_and_Development/Planning_Policy/GatwickDiamondLocalStrategicStatement/index.htm)  
[http://www.crawley.gov.uk/pw/Planning\\_and\\_Development/Planning\\_Policy/GatwickDiamondLocalStrategicStatement/index.htm](http://www.crawley.gov.uk/pw/Planning_and_Development/Planning_Policy/GatwickDiamondLocalStrategicStatement/index.htm)

- 2.16 During the Review process, in assessing the relevance of the existing adopted Crawley Borough Local Plan policies, where these remain in conformity with national policy and local evidence they will be considered to retain full weight.
- 2.17 Once the government’s planning reforms are finalised, the timetable for a new style Local Plan for Crawley will be established by a subsequent LDS.

*Early Engagement:*

- 2.18 In accordance with the previous LDS timetable, the Local Plan Review has already progressed through the first formal stage of public consultation, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.19 This comprised both the high level “issues and options” questions and the publication for consultation of a draft Local Plan. The draft Plan contained the emerging draft strategic and non-strategic planning policies and principles. As a “review” of the adopted Local Plan, it did not seek to start from a blank page. In many cases, the principles and policies of the Crawley Borough Local Plan 2015 remain up-to-date and ‘sound’.
- 2.20 Therefore, some of the policies were retained from the existing Local Plan; others were suggested to be changed in light of updated evidence or local or national planning positions; and in some cases, the review has provided the opportunity to take a new approach and new policies were proposed.

*Publication and Submission:*

- 2.21 The Submission draft Local Plan was subsequently approved by Full Council, in December 2019. A formal Publication consultation, in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012, over a six week period commenced on 20 January to 2 March 2020, in line with the timetable established in the previous LDS.
- 2.22 Since the consultation concluded a number of key changes were made to the draft Local Plan. On this basis, the amended draft Local Plan is to be reconsidered by Full Council and subjected to a further stage of Formal Publication Consultation. The timetable for this is set out in this LDS.

**Technical Evidence Documents:**

- 2.23 A substantial evidence base has been prepared to inform the Local Plan. The Key Documents and Evidence Base library forms the most up-to-date technical position to support the Local Plan and its review.

*Joint Working:*

- 2.24 Many of the key evidence documents have been undertaken on a strategic scale, commissioned jointly with the other two authorities which form the Northern West Sussex Housing Market Area (Horsham and Mid Sussex District Councils) and with the county council.

*Updates to the Evidence Base:*

- 2.25 Updates to the technical evidence base continue to be undertaken to support the Local Plan Review. The following evidence documents are those which have been identified as needed to support the review of the Local Plan.

Evidence	Current Status	Update
<b>Wellbeing &amp; Communities</b>		
Character	Crawley Extensive Urban Survey (2008) Crawley Baseline Character Assessment (2009)	Densification Study undertaken in house. Area Character Assessments to be prepared.

<b>Evidence</b>	<b>Current Status</b>	<b>Update</b>
Landscape	Built Up Area Boundary Review (2015) Crawley Landscape Character Assessment (2012) High Weald AONB Management Plan 2019 – 2024	
Heritage Update	Consultant Report (2010) Sussex Gardens Trust Report (2013) Conservation Area Statements (various)	Study commissioned. Final Report: Autumn 2020
Open Space, Sport and Recreation Study	Open Space Study (2013) Playing Pitch Assessment (2013) Crawley Local Football Facility Plan (2019)	Open Space, Indoor Sports and Playing Pitch Assessment Study commissioned. Final Report: Autumn 2020
<b>Economic Growth &amp; Social Mobility</b>		
Economic Growth Assessment:	Economic Growth Assessment jointly commissioned CBC/HDC/MSDC Final Report: January 2020	Crawley Update Final Report: Autumn 2020
Employment Land Trajectory	Employment Land Trajectory (1 September 2020)	Updated In-House as required.
Manor Royal Economic Impact Study	Consultant Report (2018)	Not anticipated to need updating.
Gatwick	Aviation 2050: The future of UK Aviation (Consultation December 2018) Airports National Policy Statement (June 2018) Gatwick Airport Master Plan (2019) Gatwick Airport Surface Access Strategy (2018) Aviation Policy Framework (2013) Gatwick Airport SPD (2008) CBC and GAL Statement of Common Ground (2015)	Ongoing joint working with WSCC, Gatwick authorities and GAL, particularly as part of DCO work.
Town Centre Retail and Leisure Town Centre Facilities	Retail, Commercial Leisure and Town Centre Neighbourhood Needs Study: Final Report – January 2020 Town Centre Vitality and Viability Survey (July 2020)	Updated In-House Quarterly
<b>Housing Delivery</b>		
Housing Need: Crawley's Objectively Assessed Housing Need	Standardised Methodology – In-House (July 2020)	Updated In-House as required
Strategic Housing Market Assessment	SHMA – jointly commissioned CBC/HDC: Final Report (November 2019)	
Strategic Housing Land Availability	SHLAA (September 2020) Housing Trajectory (1 September 2020)	Updated In-House as required.

<b>Evidence</b>	<b>Current Status</b>	<b>Update</b>
Assessment & Call for Sites		
Strategic Housing Market Area Housing and Infrastructure Study	At Crawley Study (2009) New Market Town Study (2010)	On-Going Joint Working
Brownfield Land Register	In-House (December 2019)	Annual Updates
Self-Build and Custom Build Register	SHMA (November 2019)	
Older People and Disabled People Housing Needs Assessment	CBC Written Statement Older People's Homes 24.4.15 (2015) SHMA (November 2019) Older Persons Comments – WSCC (June 2020)	Joint working with WSCC.
Starter Homes Needs Assessment	SHMA (November 2019)	
Housing Mix Study	SHMA (November 2019)	
Gypsy, Travellers and Travelling Showpeople	Accommodation Needs Assessment (2014)	Draft Update undertaken In-House: July 2020
Houses in Multiple Occupation	Analysis of Article 4 (2018)	Consideration of Article 4
<b>Environmental Sustainability</b>		
Habitats Regulations Assessment	Local Plan Habitat Regulations Screening Report (January 2020)	Consultants Commissioned Final Report: Autumn 2020
Biodiversity/Ecology	Review of CBC's Sites of Nature Conservation Importance Management Plans	
Sustainability	Climate Change SPD (2016) Decentralised Energy Study for Crawley (2011) Planning and Climate Change in Crawley (2007) Policy Review Document (2009) Crawley Carbon and Waste Reduction Strategy (2012) Corporate Climate Change Strategy (2008)	CBC Climate Emergency Declaration Approach to be considered
Environmental Protection	Updated Water Cycle Study jointly with CBC/MSDC/HDC/RBBC (September 2020) Updated SFRA jointly with HDC (September 2020) Local Flood Risk Management Strategy 2013-2018 Local Plan Noise Annex (2015) Planning Noise Advice Document: Sussex (2013) Airports Commission Discussion Paper 05: Aviation Noise (2013)	Crawley Focused Update of Water Cycle Study (October/November 2020)  ProPG

Evidence	Current Status	Update
	Environmental Health and Noise in the UK (2010) Air Quality and Emissions Mitigation Guidance for Sussex (2018) 2019 Air Quality Annual Status Report	
Transport Assessment	Consultant Report (2014)	Study Commissioned Final Report: Autumn 2020
Parking Standards	WSCC Parking Standards Review	
<b>Viability</b>		
Viability Assessment	Consultant Report (2015)	Study Commissioned Final Report: Autumn 2020

**Local Plan Map:**

2.26 The council's Local Plan Map is a Local Development Document. It indicates spatially:

- local, national and international designations;
- the allocation of land for particular land uses; and
- areas within which specific planning policies apply.

2.27 The Local Plan Map is always brought forward in conjunction with the production of other Local Development Documents. Therefore, a specific document profile is not included for the Local Plan Map.

2.28 The Local Plan Map will be updated to reflect new site allocations, designation and boundary changes. This will primarily be created by the adoption of new Local Plan Documents, including in light of the Crawley Borough Local Plan Review to reflect any new site allocations or designations created as a consequence of updated evidence; as well as updates to the West Sussex Minerals and Waste Plans<sup>9</sup>. Changes to the Local Plan Map may also be caused by new environmental data (such as the SSSIs, Local Wildlife Sites and Ancient Woodland), and heritage designations made outside of the Local Plan process (including Listed Buildings, Conservation Areas, Scheduled Monuments and Archaeological Sensitive Areas).

**Sustainability Appraisal:**

2.29 An integral part of producing a Local Plan is the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The SA/SEA is produced in tandem with the Local Plan and ensures that the Local Plan adopts, as far as possible, the most sustainable options in an environmental, economic and social context having being assessed against all other realistic options and alternatives.

2.30 The draft SA/SEA assesses the whole Plan review against any implications caused by the overall Plan strategy and assesses the options and impacts of each Local Plan policy as well as the sites allocated for development.

2.31 For the early engagement consultation, a Sustainability Appraisal Scoping and Draft Report was published alongside the draft Local Plan.

2.32 This was updated following the close of consultation, alongside the amendments to the Local Plan, and the updated version was published for

<sup>9</sup> West Sussex Waste Local Plan (2014) WSCC & SDNP; Minerals Local Plan (2018) WSCC & SDNP

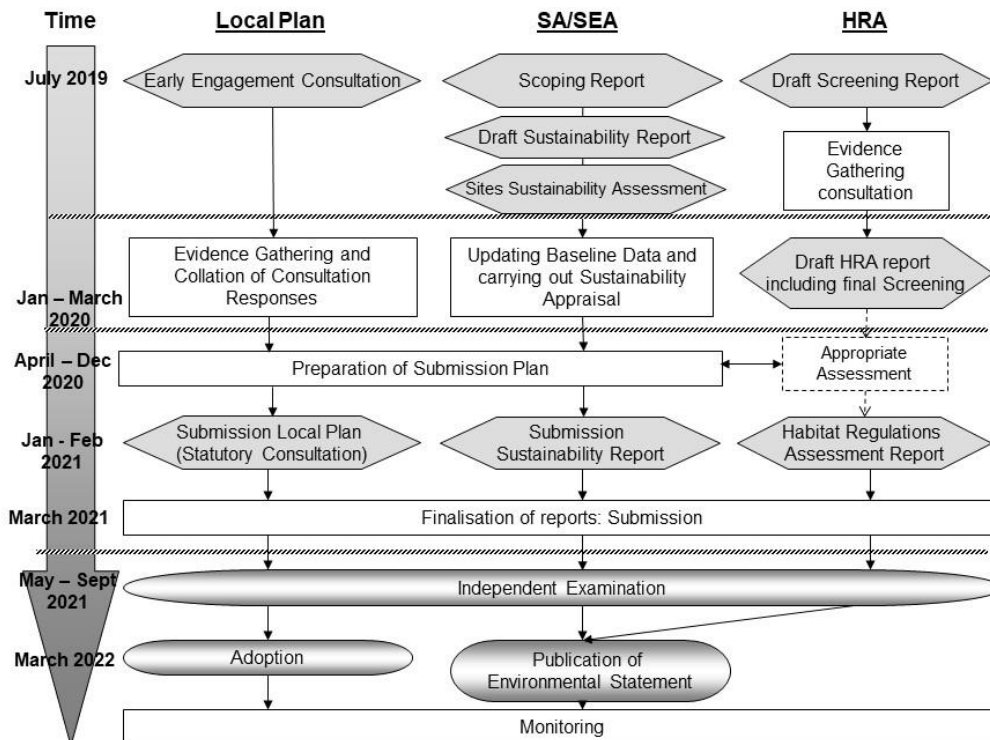


comments as a draft SA/SEA Report as part of the initial Publication (Regulation 19) Consultation undertaken in January 2020.

2.33 An amended draft SA/SEA will be published alongside the amended Local Plan during its second Publication Consultation reflecting the changes made to the Plan’s policies and allocations and responding to representations received directly on the SA/SEA as part of the previous stage of public consultation.

2.34 The SA is an overarching document and in most cases will apply to the subordinate documents, such as the SPDs. However, for any emerging documents, including neighbourhood plans, an assessment will be carried out to ensure the requirements of the Strategic Environmental Assessment (SEA) Regulations have been met.

**Figure 2: Key Documents**



**Authority’s Monitoring Report:**

2.35 The Authority’s Monitoring Report (AMR) is published at least annually, with updates provided where further information is available sooner. These reports contain the following information:

- Progress on the preparation of Local Plans or Supplementary Planning Documents (SPD) specified in the council’s Local Development Scheme (LDS);
- Details of any policies in the Local Plan which are not being implemented;
- The delivery of net housing against the annualised average housing number and the total since the adoption of the Policy and including the council’s on-going performance in terms of the government’s Housing Delivery Test;
- The calculation of the borough’s Housing Land Supply against the five year housing land supply requirement;
- The delivery of net affordable housing against the annualised average affordable housing requirement and the total since the adoption of the Policy;

- The employment land supply established within the updated Employment Land Trajectory;
- Details of any Neighbourhood Plans being progressed within the area;
- Details of the borough’s performance against the council’s self-build and custom housebuilding register.
- Reporting on the implementation of the Community Infrastructure Levy, where the Charging Schedule is in place;
- Actions undertaken to meet the Duty to Cooperate.

**Document Profile 1: Crawley Borough Local Plan Review**

<b>DOCUMENT DETAILS</b>	
Title:	<b>Crawley Borough Local Plan Review</b>
Role/Subject:	<p>The review of the Local Plan confirms the extent to which the Local Plan policies remain up-to-date in light of new evidence (including the standard methodology for establishing objectively assessed housing need) and changing government legislation and policy.</p> <p>The Local Plan Review will update the adopted Local Plan as considered by the council to be necessary and/or appropriate. The Local Plan Review covers all aspects of the Plan.</p>
Justification:	<p>The planning system is plan-led; and planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. As a minimum, each local planning authority must ensure that there is a plan which addresses the strategic priorities for their area.</p> <p>Crawley Borough Council adopted the Local Plan in December 2015. This forms the council’s up-to-date, ‘sound’ Local Plan for the purposes of Development Management decisions.</p> <p>Local Plans are required by legislation to be reviewed at least every five years in order to maintain an up-to-date plan.</p>
Area Coverage:	Crawley Borough
Document Status:	Development Plan Document
Chain of Conformity:	General conformity with National Legislation, Regulations, and Policy Guidance including the National Planning Policy Framework.
<b>PLANNED TIMETABLE</b>	
Total Production Period:	August 2017 – April 2022

Date for Non Statutory Consultation (Regulation 18):	Early engagement consultation on Issues, Options and preferred policies: July – September 2019
Date for proposed submission period for representations (Regulation 19):	January – March 2020 January – February 2021
Date for Submission:	March 2021
Date for start of hearing sessions:	May – June 2021
Date of receipt of Inspector’s Report:	December 2021
Target Date for Adoption and Publication:	<ul style="list-style-type: none"> <li>• March 2022 (Full Council Adoption)</li> <li>• April 2022 (six week Judicial Review period)</li> </ul>
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisation	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees:	Head of Service in consultation with Portfolio Holder Portfolio Holder Local Plan Working Group Cabinet Full Council
Resources for Production:	Primarily the Strategic Planning Section Assisted by Other Services/Sections of the council and external expertise for evidence base studies.
Involvement of Stakeholders and Community:	Consultation to be undertaken in accordance with: <ul style="list-style-type: none"> <li>• the Town and Country Planning (Local Planning) (England) Regulations 2012;</li> <li>• Crawley Borough Council’s Statement of Community Involvement (June 2020).</li> </ul>
<b>Sustainability Appraisal / Strategic Environmental Assessment SA/SEA</b>	
SA scoping report consultation:	July – September 2019
Draft Final SA Report consultation:	January – March 2020 January – February 2021
Submission of Final SA Report:	March 2021
Publication of Environmental Statement:	March 2022
<b>Monitoring and Review</b>	
In addition to the government’s overarching expectation for an ‘at least’ five year review of the Plan, the Local Plan will be continually monitored; a report published annually to ensure the policy objectives are being implemented. If monitoring indicates that the Local Plan is not being implemented; or circumstances change or	

new planning policy guidance emerges, the Local Plan, or elements of it, may be reviewed.

Any significantly different government decisions which impact more on planning for the future of Crawley may require a review of this LDS. This includes changes to government aviation policy and the anticipated significant changes to the planning system through the Planning Reform White Paper (see paragraphs 2.5, 2.17 and 2.37).

#### **Local Plan Map**

The Local Plan Map will be revised, formulated and adopted in conjunction with the adoption of the Local Plan and the West Sussex Minerals and Waste Plans. Any changes to the allocations and designations for sites within Crawley in policies established through future examinations of these Plans will result in correlating updates being carried out to the Local Plan Map.

The Local Plan Map will require updating as part of the Local Plan Review to reflect any changes to allocations and designations.

#### **Future Development Plan Documents:**

- 2.36 The potential for a Joint Plan may be considered and explored in relation to any significant area of search for strategic development identified on Crawley's administrative borough boundaries.
- 2.37 The council will carefully consider the proposed national changes to the Planning System. Following the adoption of the Local Plan Review, the council will utilise the time allowed within the proposed transitional arrangements to move towards the new style of Local Plan.
- 2.38 In addition, the council will continue to monitor on an annual basis, as part of the LDS reviews, the requirement for new DPDs and will include them in a future LDS as appropriate.

### 3. Supplementary Planning Documents

- 3.1 Supplementary Planning Documents (SPD) are produced to supplement policies in the Local Plan (or other DPD) by providing greater detail on the policy topic, the delivery of the policy, or the detailed design, layout and masterplanning of a site allocated in the Local Plan in order to assist applicants bringing forward successful development proposals. These may amplify guidance through providing examples of good practice or technical information, or may provide more detailed information in relation to a smaller geographical area.
- 3.2 Since the adoption of the Crawley Borough Local Plan 2015 – 2030, five topic-based Supplementary Planning Documents<sup>10</sup> have been progressed and adopted to support the policies within the Local Plan (along with the already adopted Manor Royal Design Guide SPD). In addition, two Development Briefs<sup>11</sup> and five Conservation Area Statements<sup>12</sup> have been adopted.
- 3.3 The documents currently used for development control purposes are listed in Appendix 1. The intentions for where these are to be replaced, deleted or reviewed are indicated in the Appendix under each document. Each of the currently adopted SPDs will require review and updating to bring them in conformity with the changes introduced by the Local Plan Review, once this is adopted.
- 3.4 As part of their preparation, Supplementary Planning Documents will all be subject to a period of public consultation and scrutiny in accordance with Regulations<sup>13</sup> and the council's Statement of Community Involvement. They will be adopted by the council through its formal processes as established by the Constitution. They will all be publicly available following adoption on the council website and, by request to the council, in paper format. A Consultation Statement will be published alongside draft documents for consultation purposes and for consideration as part of adoption.
- 3.5 New supporting planning documents anticipated to be prepared over the life of this current Local Development Scheme include:
- Local Heritage List;
  - Review of existing Supplementary Planning Documents;
  - Character Area Appraisals;
  - Design Guides and Design Statements;
  - Development Briefs to support specific site allocations, where considered helpful and necessary;
  - Development Principles Statements;
  - Technical Guidance Notes;
  - Conservation Area Statements for more recently designated Conservation Areas;
  - Refresh of existing Conservation Area Statements.

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<sup>10</sup> Planning and Climate Change SPD (October 2016); Green Infrastructure SPD (October 2016); Town Centre SPD (October 2016); Urban Design SPD (October 2018); & Affordable Housing SPD (November 2017)

<sup>11</sup> Tinsley Lane Development Brief (April 2017) & Breezehurst Drive Playing Fields Development Brief (June 2018)

<sup>12</sup> Ifield Village Conservation Area Statement (February 2018); Dyers Almshouses Conservation Area Statement (February 2018); Worth Conservation Area Statement (February 2018); Brighton Road Conservation Area Statement (April 2018) & Hazelwick Road Conservation Area Statement (June 2019)

<sup>13</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

- 3.6 The details of the currently proposed SPDs are set out in the profiles below. These may be subject to review as the documents are progressed and any changes will be articulated in annual updates to the LDS.

**Character Areas Assessments:**

- 3.7 Character Area Assessments bring together as many aspects of a place as possible in order to appreciate and understand it better. Assessments are to be prepared at a range of scales across the whole borough in order to highlight the existing character of areas to form an evidenced baseline. They will provide an understanding of the local context and an analysis of local character and identity to guide and dictate the form of new development.
- 3.8 Preparing the Character Area Assessments to cover the whole borough will take time. Therefore, their production will be phased. Justification for prioritisation may be due to:
- the speed and amount of change anticipated in an area, including areas where higher density development is proposed (such as Crawley Town Centre);
  - known pressures for significant development within or close to an area (such as Ifield); or
  - the importance of considering the protection of assets within an area (such as Three Bridges and Barnwood, Pound Hill).
- 3.9 The need to amplify the priority of other areas is likely to arise and resources may need to be diverted to address urgent issues as they come forward. In some cases, this may involve developer-led character assessments which are then finalised by the council.
- 3.10 In order to maximise flexibility, whilst ensuring delivery of these documents, a detailed programme for delivering the Character Area Assessments will be prepared separately and kept under review.

**Conservation Area Statements:**

- 3.11 There are currently 11 designated Conservation Areas in Crawley, which are represented by six independent resident-led Conservation Area Advisory Committees (CAACs). Every Conservation Area will have a Conservation Area Statement that identifies its special architectural or historic features, which it is desirable to protect or enhance, as well as setting out planning guidance for the Conservation Area. The council is currently working alongside the CAACs to update the original Conservation Area Statements where these have become outdated, and to produce new statements where Conservation Areas have been recently designated.
- 3.12 As the Conservation Area Statement work is being led by the CAACs, a definitive timetable cannot be set out. However, the groups are working with the council to have Conservation Area Statements in place.

**Development Briefs:**

- 3.13 Development Briefs are often used as a means for the council to support and provide additional guidance for a particular development site to deliver a successful scheme. This is mostly useful where there are complicated planning issues to be resolved and technical information or broad principles can be established to enable development to go ahead, without having a lengthy or contentious application process.
- 3.14 The council committed to producing three of these through adopted Local Plan Policy H2, to build on the criteria set out within the Policy and supporting text.

Of these three Development Briefs, two have been adopted by the council. The remaining document is currently under preparation.

- 3.15 The principle of housing development has been established on each of these sites already. However, they remain to have other land use considerations, including open space, noise, traffic and transport, biodiversity and heritage.
- 3.16 Additional Development Briefs for other sites may be considered justified during the LDS period and the council are not restricted to only producing the ones already indicated.

**Document Profile 2: Local Heritage Assets List**

DOCUMENT DETAILS	
Title:	<b>Local Heritage Assets List</b>
Role/Subject:	To set out the list of locally designated (non-designated) heritage assets, including Areas of Special Local Character, Historic Parks and Gardens, Locally Listed Buildings and non-designated archaeological assets.
Justification:	To meet the legal and national guidance requirements for protection of the historic environment and heritage assets.
Area Coverage:	Borough-Wide
Document Status:	Supplementary Planning Documents
Chain of Conformity:	The Statements will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Crawley Local Building List (2010)
PLANNED TIMETABLE	
Total Production Period:	2020 – 2021
Early Engagement:	Early 2021
Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption:	Autumn 2021
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Ward Councillors Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations

Community Consultation	2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review	The Local Heritage List will be maintained as a 'live' document, open to receiving further suggestions for assets to be considered for inclusion. Following independent review and public consultation, should new assets be agreed as appropriate to include, the List will be revised.

**Document Profile 3: Affordable Housing Supplementary Planning Document**

DOCUMENT DETAILS	
Title:	<b>Affordable Housing</b>
Role/Subject:	The review of the Affordable Housing SPD will update the existing SPD following the Local Plan Review.
Justification:	To update the existing SPD in light of changes to the Local Plan policies and corporate and national positions as well as to improve and clarify the advice given in the document, following feedback from experiences of implementing it.
Area Coverage:	Crawley Borough
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	Affordable Housing SPD (2017)
PLANNED TIMETABLE	
Total Production Period:	2021 – 2022
Early Engagement:	Spring 2022
Target Date for consultation:	Summer 2022
Target Date for Adoption:	Autumn 2022
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section and the Housing and Development Enabling Manager assisted by other sections and other key stakeholders.
Involvement of Stakeholders and	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations



Community Consultation:	2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

**Document Profile 4: Climate Change Supplementary Planning Document**

DOCUMENT DETAILS	
Title:	<b>Climate Change</b>
Role/Subject:	The review of the Planning and Climate Change SPD will update the existing SPD following the Local Plan Review.
Justification:	To update the existing SPD in light of changes to the Local Plan policies and corporate and national priorities as well as to improve and clarify the advice given in the document, following feedback from experiences of implementing it.
Area Coverage:	Crawley Borough
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	Planning and Climate Change SPD (2016)
PLANNED TIMETABLE	
Total Production Period:	2021 – 2022
Early Engagement:	Spring 2022
Target Date for consultation:	Summer 2022
Target Date for Adoption:	Autumn 2022
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by the Sustainability Team, other sections and other key stakeholders.
Involvement of Stakeholders and	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations

Community Consultation:	2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

**Document Profile 5: Green Infrastructure Supplementary Planning Document**

DOCUMENT DETAILS	
Title:	<b>Green Infrastructure</b>
Role/Subject:	The review of the Green Infrastructure SPD will update the existing SPD following the Local Plan Review.
Justification:	To update the existing SPD in light of changes to the Local Plan policies and corporate and national positions as well to improve and clarify the advice given in the document, following feedback from experiences of implementing it.
Area Coverage:	Crawley Borough
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	Green Infrastructure SPD (2016)
PLANNED TIMETABLE	
Total Production Period:	2021 – 2022
Early Engagement:	Spring 2022
Target Date for consultation:	Summer 2022
Target Date for Adoption:	Autumn 2022
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).

Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.
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**Document Profile 6: Town Centre Supplementary Planning Document**

<b>DOCUMENT DETAILS</b>	
Title:	<b>Town Centre</b>
Role/Subject:	The review of the Town Centre SPD will update the existing SPD following the Local Plan Review and the review of the Urban Design SPD.
Justification:	To update the existing SPD in light of changes to the Local Plan policies and corporate and national positions as well to improve and clarify the advice given in the document, following feedback from experiences of implementing it.
Area Coverage:	Crawley Borough
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	Town Centre SPD (2016)
<b>PLANNED TIMETABLE</b>	
Total Production Period:	2021 – 2022
Early Engagement:	Spring 2022
Target Date for consultation:	Summer 2022
Target Date for Adoption:	Autumn 2022
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section along with Economic Development Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).

Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.
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**Document Profile 7: Urban Design Supplementary Planning Document**

<b>DOCUMENT DETAILS</b>	
Title:	<b>Urban Design</b>
Role/Subject:	The review of the Urban Design SPD will update the existing SPD following the Local Plan Review.
Justification:	To update the existing SPD in light of changes to the Local Plan policies and corporate and national positions as well to improve and clarify the advice given in the document, following feedback from experiences of implementing it.
Area Coverage:	Crawley Borough
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	Urban Design SPD (2016)
<b>PLANNED TIMETABLE</b>	
Total Production Period:	2021 – 2022
Early Engagement:	Spring 2022
Target Date for consultation:	Summer 2022
Target Date for Adoption:	Autumn 2022
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates

	that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.
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**Document Profile 8: Gatwick Airport Supplementary Planning Document**

<b>DOCUMENT DETAILS</b>	
Title:	<b>Development of Gatwick Airport</b>
Role/Subject:	The Development of Gatwick Airport SPD will update the existing SPD in light of the Local Plan Review, the Gatwick Airport Masterplan 2019, updates to the S106 Agreement between CBC, WSCC and GAL, the application for a Development Consent Order (DCO) and national aviation policy.
Justification:	The Airport Master Plan 2019 proposes significant increases in passenger throughput at the airport, with additional development. It also seeks changes to the airport boundary which will be addressed through the Local Plan Review. The subsequent SPD will provide additional detail as to how the council will implement Local Plan policies in dealing with planning applications, consultations and other planning matters at the airport. Its aim will be to support growth at the airport subject to satisfactory environmental safeguards and adequate infrastructure being in place and ensuring that potential benefits to the local economy and community are maximised. It is anticipated a new Legal Agreement will be agreed between GAL, CBC and WSCC.
Area Coverage:	The Gatwick Airport boundary as defined on the Local Plan Map.
Document Status:	Supplementary Planning Document.
Chain of Conformity:	The SPD will conform primarily with the Crawley Borough Local Plan, the final Government Aviation Strategy and, as appropriate, the revised Gatwick Master Plan. To be supported by the Local List.
Replaces:	SPD Development at Gatwick Airport (2008)
<b>PLANNED TIMETABLE</b>	
Total Production Period:	This work has to reflect the development of Local Plan policies for the airport in response to the Government's emerging Aviation Strategy and the proposals in the Gatwick Airport Master Plan, including the proposed DCO for the use of the Northern Runway. The dates below are indicative and will be kept under review through future updates to the LDS.
Early Engagement:	Uncertain – to be updated in subsequent LDS.
Target Date for consultation:	Uncertain – to be updated in subsequent LDS.

Target Date for Adoption:	Uncertain – to be updated in subsequent LDS.
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Gatwick Joint Local Authorities Group Local Plan Working Group Cabinet Member
Resources for Production	Primarily the Strategic Planning and Environmental Health Sections assisted by other sections and other key stakeholders, such as West Sussex County Council, Gatwick Airport Limited, Gatwick Officers Group, and Gatwick Airport Consultative Committee.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

**Document Profile 9: Character Area Assessments**

<b>DOCUMENT DETAILS</b>	
Title:	<b>Character Area Assessments</b>
Role/Subject:	Character Area Assessments to be prepared for the borough.
Justification:	To meet the national guidance requirements for design and support the implementation of draft Local Plan Policy CL2.
Area Coverage:	Borough-Wide: Each with a focus on an individual area
Document Status:	Supplementary Planning Documents
Chain of Conformity:	The Statements will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	New Guidance
<b>PLANNED TIMETABLE</b>	
Total Production Period:	Varied: 2021 – 2023
Target Date for consultation:	Varied

Target Date for Adoption:	Varied
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Ward Councillors Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review	The Character Area Assessments will be monitored to ensure the policy objectives are being implemented. If monitoring indicates that the objectives are not being implemented, or new planning policy guidance, or new circumstances emerge the Assessments will be reviewed.

**Document Profile 10: Conservation Area Statements**

<b>DOCUMENT DETAILS</b>	
Title:	<b>Conservation Area Statements</b>
Role/Subject:	Conservation Area Statements to be prepared for the Conservation Areas without them and for existing Statements to be reviewed and updated as required.
Justification:	To meet the legal and national guidance requirements for protection of the historic environment and heritage assets.
Area Coverage:	Designated Conservation Areas
Document Status:	Supplementary Planning Documents
Chain of Conformity:	The Statements will be in conformity with Conservation Area legislation, the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Updated Conservation Area Statements will replace existing Statements.
<b>PLANNED TIMETABLE</b>	
Total Production Period:	Varied: 2015 – 2024
Target Date for consultation:	Varied
Target Date for Adoption:	Varied

PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Conservation Area Committees Cabinet Member
Resources for Production:	The Strategic Planning Section working with the Conservation Area Committees.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (June 2020).
Monitoring and Review	The Conservation Area Statements will be monitored by the Conservation Area Committees to ensure the policy objectives are being implemented. If monitoring indicates that the objectives are not being implemented, or new planning policy guidance, or new circumstances emerge the Statements will be reviewed, or withdrawn accordingly.

**Document Profile 11: Land East Balcombe Road/Street Hill Development Brief**

DOCUMENT DETAILS	
Title:	<b>Land East Balcombe Road/Street Hill, Worth Development Brief</b>
Role/Subject:	To provide detailed policy guidance regarding the allocated Land East Balcombe Road/Street Hill housing, biodiversity and heritage site.
Justification:	To expand on the requirements established by Local Plan Policy H2 in relation to this site allocation, and support the delivery of a successful planning application; maximising the quantum of housing indicated by the Local Plan, whilst mitigating the known constraints on the site, including: <ul style="list-style-type: none"> <li>• the Conservation Area;</li> <li>• the setting of the Listed Church;</li> <li>• the Site of Nature Conservation Interest;</li> <li>• the Archaeologically Sensitive Area (Moat); and</li> <li>• the Historic Park and Garden.</li> </ul>
Area Coverage:	Local Plan Policy H2: Key Housing Site – Housing, Biodiversity and Heritage; Land East Balcombe Road/Street Hill, Pound Hill, as shown on the Local Plan Map.
Document Status:	Supplementary Planning Document
Chain of Conformity:	The Development Brief will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.



Replaces:	N/A
<b>PLANNED TIMETABLE</b>	
Total Production Period:	2015 – 2021
Early Engagement	December 2015 – October 2016 Draft Document Consultation: July – September 2017
Target Date for consultation:	November – December 2018
Target Date for Adoption:	March 2021
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Cabinet Member
Resources for Production:	Strategic Planning
Involvement of Stakeholders and Community Consultation	Consultation was undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council's Statement of Community Involvement (February 2017). Direct liaison took place with the Sussex Wildlife Trust, Sussex Gardens Trust, Historic England and WSCC Ecologist and Archaeologist.
Monitoring and Review	The Development Brief will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the site has been developed or planning permission implemented, the Brief will be withdrawn.

## **4. Community Infrastructure Levy**

- 4.1 A CIL charging schedule was introduced to support the implementation and delivery of the adopted Local Plan for Crawley borough. This was adopted by Full Council on 20 July 2016, with an implementation date of 17 August 2016.

### **Community Infrastructure Levy Evidence Base**

- 4.2 The key pieces of evidence which supported the Community Infrastructure Levy included:
- Viability Assessment
  - Infrastructure Plan
  - Housing Implementation Strategy
  - Strategic Housing Land Availability Assessment
  - Strategic Housing Market Assessment
  - Transport Modelling
  - Green Infrastructure Plan
  - Climate Change policies

### **Supporting Documents**

- 4.3 The CIL Charging Schedule is supported by a list of infrastructure priorities (known as the 'Regulation 123 List'). This regulation requires the council to publish a list of infrastructure that the council intends to fund through CIL and those areas where a S106 Planning Agreement or S278 Highways Agreement will be sought. This will ensure that a developer/landowner is not charged twice for the same piece of infrastructure. This document will be reviewed annually to ensure the contributions are directed towards the most relevant and necessary infrastructure.
- 4.4 Additional guidance has also been prepared to clarify the role and application of planning obligations and S106 agreements in light of the adoption of CIL. This is provided in the form of informal guidance.

### **Review**

- 4.5 The government has published revisions to the CIL Regulations. The council has considered the implications of the changes to Regulations on the approach taken. As part of the Local Plan Review, an Annex will be prepared to establish the planning obligation requirements associated with the Planning Policies.
- 4.6 An Annual Infrastructure Funding Statement will be published by the council from December 2020. This will include the Infrastructure List, replacing the council's CIL Regulation 123 List in due course.
- 4.7 The Viability Evidence supporting the Local Plan Review may also require an amendment to the Charging Schedule for CIL. It is anticipated that through the Whole Plan Viability evidence work CIL-related choices and judgements will be raised and questioned, which could lead to a CIL review. The timetable for this will be set out in a future updated LDS.
- 4.8 The government has recently published significant proposals for changes to the planning system for consultation. This includes significant reform for infrastructure charging. Any confirmed outcomes of this will be considered as part of the CIL Review process.

## 5. Brownfield Land Register

- 5.1 Local Planning Authorities are required to produce a Brownfield Land Register indicating the sites of previously developed land within the administrative area which are considered to be suitable for housing or housing-led development.
- 5.2 Crawley Borough Council’s initial Register was published in November 2017, and is required to be annually updated thereafter. Accordingly, it was modified in November 2018 and November 2019. This involved minor changes to reflect the granting of new planning permissions for housing sites and the removal of sites from the register where development had commenced, and are no longer available.
- 5.3 The Register consists of two parts, with the initial focus having been on Part 1: the basic register. Sites for inclusion in Part 1 must meet the following criteria:
- Land area of at least 0.25ha or the site have capacity to support at least 5 dwellings;
  - Must be **available** (capable of development within 15 years)
  - Must be **achievable** (landowner has the intention to develop or a developer has indicated such an intention, or the local authority does not consider there are any issues relating to the ownership of the land or legal impediment which might prevent residential development of the land taking place).
- 5.4 For the site to be considered **suitable** for housing development, it may be allocated in the Local Plan; have planning permission for residential development; or be considered suitable by the local planning authority, when considering adverse impact upon the natural or built environment or the amenity of occupiers or neighbouring properties, in having regard to the Local Plan policies and NPPF. On this basis, sites which have not been otherwise subject to a formal planning process could be included in Part 1 of the Register. A period of consultation will be undertaken should additional sites be identified for their inclusion on the register.
- 5.5 The Register must include a Part 2, even if there are no entries. Sites included in Part 2 are granted “Permission in Principle” for residential development. This is a different process to the existing Local Plan allocation and planning application procedures.
- 5.6 Any site the council is considering for Permission in Principle, through the inclusion in Part 2 of the Brownfield Land Register, is subject to specific requirements for consultation which are similar to those used for planning applications. Decisions to grant Permission in Principle are made in accordance with the same constitutional processes as equivalent planning applications.

### Document Profile 12: Brownfield Land Register

DOCUMENT DETAILS	
Title:	<b>Brownfield Land Register: annual update</b>
Role/Subject:	To provide information for developers and communities about brownfield land suitable for housing, in accordance with the national requirements.
Justification:	To meet legislative requirements to include, and publish, brownfield sites considered suitable for housing

	development in a format consistent with a national approach to housing land supply.
Area Coverage:	Crawley Borough
Document Status:	Brownfield Land Register
Chain of Conformity:	The Brownfield Land Register will be in conformity with legislation, the Brownfield Land Register Regulations 2017, the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Updates will replace previous versions.
<b>PLANNED TIMETABLE</b>	
Total Production Period:	Annual updates
Target Date for consultation:	
Target Date for Publication:	Annual Update: December 2020 (and subsequent 12 month intervals)
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Strategic Planning and Development Management, Economy and Planning Services, Crawley Borough Council.
Management Arrangements	Head of Economy and Planning in consultation with Cabinet Member for Planning and Economic Development: Part 1 minor revisions and factual updates. Planning Committee: Part 2.
Resources for Production:	The Strategic Planning section working with the Development Management section.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Housing and Planning Act 2016 and the Brownfield Land Register Regulations 2017.
Monitoring and Review	The Brownfield Land Register will be monitored and revised at least annually in accordance with the Regulations.

## 6. Local List of Validation Requirements

- 6.1 The council has an approved Local List of Validation Requirements (the Local List) which supports the National List of Requirements against which planning applications are validated. This was recently updated to incorporate the adopted Policy requirements established by the Crawley Borough Local Plan and implications of the new NPPF. It was adopted on 21 November 2018.
- 6.2 The NPPF requires the Local List to be reviewed at least every two years<sup>14</sup>. Therefore, a review will be carried out in winter 2020 to ensure the current requirements linked to the adopted Local Plan Policies are still up-to-date for validation purposes.
- 6.3 For a review of the Local List following this, consideration will be given to the timing of the Local List review in line with the Local Plan Review adoption, as this is anticipated to create new requirements and expectations for planning applications through new and revised policies. This is likely to take place during Spring-Summer 2022. Its production alongside the reviews of the Supplementary Planning Documents will ensure all requirements for the submission of valid planning applications are reasonable, proportionate, clear and consistent.

### Document Profile 13: Local List of Validation Requirements

DOCUMENT DETAILS	
Title:	<b>Local List of Validation Requirements</b>
Role/Subject:	To provide a checklist to consider validation of planning applications against, in conjunction with the national requirements.
Justification:	To ensure the requirements of national and local policies are being implemented in a proportionate and appropriate manner.  To reduce confusion and assist applicants in submitting valid applications and reduce unnecessary delays within the application determination process.  To support CBC continuing to meet the national requirements for the timely decision-making of planning applications.
Area Coverage:	Crawley Borough
Document Status:	Local List
Chain of Conformity:	The Local List will be in conformity with legislation, the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Updates will replace previous versions.
PLANNED TIMETABLE	
Total Production Period:	Bi-annual updates/Review as part of the Local Plan Review

<sup>14</sup> National Planning Policy Framework, para. 44 (2018) MHCLG

Target Date for consultation:	Summer 2022
Target Date for Adoption:	December 2020 Autumn 2022
<b>PRODUCTION ARRANGEMENTS</b>	
Preparing Organisations:	Economy and Planning, Crawley Borough Council.
Management Arrangements	Head of Service in consultation with Portfolio Holder/Chair of Development Control Committee
Resources for Production:	The Development Management section working with the Forward Planning section.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning Act 1990 Section 62 (4A) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.
Monitoring and Review	The Local List will be monitored and revised within a two-year period in accordance with the Regulations.

## **7. Statement of Community Involvement**

- 7.1 A Statement of Community Involvement (SCI) sets out the mechanisms a council will employ to consult on their local planning policy documents and identifies who will be consulted and at what stage. The SCI also outlines how representations received on local planning policy documents will be taken into account.
- 7.2 The council has an adopted SCI. This was updated and subject to a period of public consultation during November and December 2016. It was adopted by Crawley Borough Council in February 2017.
- 7.3 A minor update of the SCI was subsequently undertaken (November 2019) to ensure it was fit for purpose in preparing the Local Plan Review and future Supplementary Planning Documents. This was further updated in June 2020 due to the restrictions placed on the country due to the COVID-19 pandemic and to reflect the government's COVID-19 guidance and changes to regulations.
- 7.4 All planning documents produced by Crawley Borough Council are required to be prepared in accordance with the requirements set out by its adopted SCI. This legislative requirement applies to those documents set out in this LDS as well as any others subsequently produced.
- 7.5 The timetables shown in the document details for each of the planning documents in this LDS have been determined in line with the expectations of the adopted SCI. Should consultation lengths for particular types of documents be amended through the review of the SCI, this will be reflected in the consultations undertaken for emerging documents and the LDS will be updated accordingly.

## **8. Local Development Scheme Risk Assessment**

- 8.1 The risks to the delivery of the LDS programme have been identified as:
- Neighbouring Authorities and the Duty to Cooperate.
  - Political climate nationally and locally.
  - Economic climate nationally and locally adversely affecting ability to meet Local Plan development delivery targets.
  - Further national revisions to planning, aviation and other policies with implications of a significant and fundamental scale to adopted or emerging Local Plan Policy.
  - Staffing levels in the Strategic Planning Team and supporting teams.
  - Studies/assessment commissioned to inform DPD and SPD production are not delivered on time for reasons outside of the council's control.
  - Neighbourhood forums seek support from the Strategic Planning Team to prepare Neighbourhood Plans.
- 8.2 The risks outlined above are varied in their nature and essentially contingency exists through prioritising budgets, prioritising resources and prioritising elements of the LDS programme. Once a risk has been identified the council will work swiftly to address the risk and prioritise the most critical elements of the LDS programme.
- 8.3 A number of the above identified risks to delivery on the council's production of local planning documents (including the Local Plan Review) have been realised due to the impacts of the global COVID-19 pandemic. The programme within this LDS reflects these impacts on the previously anticipated timetable for the key local planning documents.



Crawley Borough Council's Local Development Scheme Programme 2020 – 2023																																																		
	2020												2021												2022												2023													
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
<b>Development Plan Documents</b>																																																		
Local Plan Review																																																		
Local Plan Map																																																		
<b>Supplementary Planning Documents</b>																																																		
Local Heritage Assets List SPD																																																		
Affordable Housing Review SPD																																																		
Climate Change Review SPD																																																		
Green Infrastructure Review SPD																																																		
Town Centre Review SPD																																																		
Urban Design Review SPD																																																		
Development of Gatwick Review SPD																																																		
Character Area Assessments*																																																		
Conservation Area Statements*																																																		
Land East Balcombe Road/Street Hill Dev Brief																																																		
<b>Other Planning Documents</b>																																																		
Brownfield Land Register Part 1																																																		
Local List of Validation Requirements																																																		

\* each document will be subject to its own individual timetable, to be confirmed

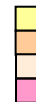
Non Statutory Consultation (Reg. 18)  
Submission (Reg. 19) Consultation  
Submission



Pre-Examination Meeting  
Examination  
Inspector's Report  
Adoption



Preliminary Draft Charging Schedule  
Draft Charging Schedule  
Submission and CIL Proposed  
Modifications Consultation



SPD Early Engagement  
SPD Consultation  
SPD Adoption



**Appendix 1: Adopted Plans and Documents**

This appendix outlines the existing plans and documents that are adopted by Crawley Borough Council to be considered as material planning considerations in development management decisions, and will continue to be employed until they are replaced by new documents. The existing Supplementary Planning Documents will be retained unless they have been identified for review and replacement in this, or a subsequent, LDS.

The Supplementary Planning Guidance Notes, Development Briefs, Development Principles Statements and Conservation Area Statements are set out in detail below in relation to their coverage and intended retention, review/ replacement, or deletion.

**ADOPTED LOCAL PLAN DOCUMENTS:**

Title	<b>Crawley 2030: Crawley Borough Local Plan</b>
Role/Subject	Adopted Development Plan Document
Area Coverage	Borough
Consultation	Early Engagement (Reg. 18): Core Strategy Review Issues and Options: May 2009 Crawley 2029 Issues and Options: Jan – March 2012 Preferred Strategy: Oct – Dec 2012 Additional Sites Allocation: June – July 2013  Statutory Consultation (Reg. 19): Publication: Sept – Oct 2014 Modifications: July – August 2015 Housing Thresholds: August – Sept 2015  Adoption (Section 113): Dec 2015 – Jan 2016
Adoption/Approval	December 2015
To be replaced	By the Local Plan Review, once adopted.

**SUPPLEMENTARY PLANNING DOCUMENTS:**

Title	<b>Manor Royal Design Guide SPD and Public Realm Strategy</b>
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Manor Royal Main Employment Area
Consultation	Jan – Feb 2013 (4-weeks) April – May 2013 (2-weeks)
Adoption/Approval	July 2013
To be replaced	Not currently planned – to be considered as part of the Local Plan Review and Character Assessments.

Title	<b>Climate Change SPD and Energy Efficiency for Alterations and Extensions to Buildings Guidance Note</b>
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the Local Plan Review.

Title	<b>Green Infrastructure SPD</b>
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Borough
Consultation	May – June 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the Local Plan Review.

Title	<b>Town Centre SPD</b>
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Crawley Town Centre (& borough-wide)
Consultation	June – July 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the Local Plan Review.

Title	<b>Urban Design SPD</b>
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the Local Plan Review.

Title	<b>Affordable Housing SPD and Summary Guidance Document for Small Residential Developments</b>
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	June – August 2016 (6-weeks)
Adoption/Approval	November 2017
To be replaced	To be reviewed following the Local Plan Review.

**DEVELOPMENT BRIEFS:**

Title	<b>Tinsley Lane Development Brief</b>
Role/Subject	Non-statutory planning guidance to support the successful delivery of the Tinsley Lane housing and open space allocation and expand upon the requirements established in Policy H2 of the Crawley Borough Local Plan, in accordance with the Local Plan Inspector’s modifications.
Area Coverage	Tinsley Lane Housing and Open Space Allocation as shown on the Local Plan Map (Policy H2: Key Housing Sites) & adjacent area of Ancient Woodland.
Consultation	July – August 2016 (6-weeks)
Adoption/Approval	April 2017
To be replaced	Not currently planned.

Title	<b>Breezehurst Drive Playing Fields Development Brief</b>
Role/Subject	Non-statutory planning guidance to support the successful delivery of the Breezehurst Drive Playing Fields housing and open space allocation and expand upon the requirements established in Policy H2 of the Crawley

	Borough Local Plan, in accordance with the Local Plan Inspector's modifications.
Area Coverage	Breezehurst Drive Playing Fields Housing and Open Space Allocation as shown on the Local Plan Map (Policy H2: Key Housing Sites).
Consultation	November 2017 – January 2018 (8-weeks)
Adoption/Approval	June 2018
To be replaced	Not currently planned.

**DEVELOPMENT PRINCIPLES STATEMENTS:**

Title	<b>Development Principles Statement for Thomas Bennett Community College</b>
Role/Subject	To identify the principles which should apply to proposals to redevelop TBCC and to develop any surplus land.
Area Coverage	Thomas Bennett and Desmond Anderson Schools campus, Tilgate
Consultation	Yes
Adoption/Approval	December 2002
To be replaced	At present, this is not planned to be replaced. The site is allocated in Local Plan Policy H2, should monitoring indicate this site is not being progressed in line with the anticipated Trajectory, the merits of preparing an updated Development Brief to assist may be considered.

**CONSERVATION AREA STATEMENTS:**

Title	<b>Hazelwick Road Conservation Area Statement</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Hazelwick Road Conservation Area, together with proposals for improvements to the area.
Area Coverage	Hazelwick Road Conservation Area
Consultation	Yes
Adoption/Approval	June 2019
To be replaced	Not currently planned.

Title	<b>Brighton Road Conservation Area Statement</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Brighton Road Conservation Area, together with proposals for improvements to the area.
Area Coverage	Brighton Road Conservation Area
Consultation	Yes
Adoption/Approval	April 2018
To be replaced	Not currently planned: subject to any changes following the Heritage Study.

Title	<b>Worth Conservation Area Statement</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Worth Conservation Area, together with proposals for improvements.
Area Coverage	Worth Conservation Area
Consultation	Yes

Adoption/Approval	February 2018
To be replaced	Not currently planned.

Title	<b>Dyers Almshouses Conservation Area Statement</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Dyers Almshouses Conservation Area.
Area Coverage	Dyers Almshouses Conservation Area
Consultation	Yes
Adoption/Approval	February 2018
To be replaced	Not currently planned.

Title	<b>Ifield Village Conservation Area Statement</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Ifield Village Conservation Area, together with proposals for improvements to the area.
Area Coverage	Ifield Village Conservation Area
Consultation	Yes
Adoption/Approval	February 2018
To be replaced	Not currently planned.

Title	<b>Conservation Area Statement for Sunnymead Flats Conservation Area</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Sunnymead Flats Conservation Area, together with proposals for improvements to the area.
Area Coverage	Sunnymead Flats Conservation Area
Consultation	Yes. November 2003
Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in due course.

Title	<b>Conservation Area Statement for St Peter's Church Conservation Area</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the St Peter's Church Conservation Area, together with proposals for improvements to the area.
Area Coverage	St Peter's Church Conservation Area
Consultation	Yes
Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in due course.

Title	<b>Conservation Area Statement for Crawley High Street</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Crawley High Street Conservation Area, together with proposals for improvements to the area.
Area Coverage	Crawley High Street Conservation Area
Consultation	Yes
Adoption/Approval	December 1998
To be replaced	To be reviewed and updated in due course.

Title	<b>Conservation Area Statement for Forestfield and Shrublands Conservation Area</b>
Role/Subject	A statement of the conservation policies for and guidance on acceptable development in the Forestfields and Shrublands Conservation Area, together with proposals for improvements to the area.
Area Coverage	Forestfield and Shrublands Conservation Area
Consultation	Yes
Adoption/Approval	October 1998
To be replaced	To be reviewed and updated in due course: consultation on update anticipated Autumn 2018.

## **Appendix 2: Consultation and Adoption Process for Planning Documents**

The LDS makes clear the distinction between the different levels and types of documents produced by the council for the purposes of development management. These are subject to different pressures (for example speed of preparation to ensure the most appropriate level of responsiveness, flexibility and adaptability). Legislation dictates how some of these documents must be adopted and local decisions determine the remainder (these are both combined and set out in the council's Constitution and Scheme of Delegation).

The council's Constitution confirms that documents within the Local Development Scheme are to be approved and adopted in the following manner:

### **Full Council via Cabinet:**

- Development Plan Documents (includes the Local Plan) for Submission Consultation and Adoption<sup>15</sup>;
- Joint Development Plan Documents for Submission Consultation and Adoption;
- Community Infrastructure Levy Charging Schedule<sup>16</sup>.

### **Cabinet Member Portfolio Responsibilities<sup>17</sup>:**

- Local Development Scheme;
- Supplementary Planning Documents;
- Statement of Community Involvement;
- Brownfield Land Register Part 1;
- High Weald AONB Management Plan.

### **Planning Committee:**

- Brownfield Land Register Part 2.

### **Head of Service Officer Decision<sup>18</sup>:**

- Operational Documents:
  - Authority's Monitoring Report;
  - Local List for Validation Requirements.
- Factual Updates and Minor Amendments to the following documents:
  - Local Development Scheme;
  - Supplementary Planning Documents (in consultation with Portfolio Holder);
  - Statement of Community Involvement (in consultation with Portfolio Holder);
  - Brownfield Land Register Part 1;
  - CIL Regulation 123/Infrastructure List;
  - Brownfield Land Register Part 2 (in consultation with Portfolio Holder and Planning Committee Chair).
- Consultation of all draft planning documents (with the exception of the Submission Local Plan) (in consultation with Portfolio Holder).

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<sup>15</sup> Set by The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (Schedule 3)

<sup>16</sup> Set by the Planning Act 2008 s214(5)

<sup>17</sup> Set by the council's Constitution Scheme of Delegation Part 4: Leader and Cabinet Procedure Rules – Cabinet Member Portfolio Holder Responsibilities

<sup>18</sup> Set by the council's Constitution Scheme of Delegation Schemes of Management (Executive Scheme of Management for Officers)

**Definition of Planning Documents:**

The Planning and Compulsory Purchase Act 2004 differentiates between ‘development plan documents’ (DPDs) and ‘local development documents’ (LDDs). Part 2 of the Act confirms that DPDs are a sub-set of LDDs.

Planning Documents are defined, in accordance with the provisions of the Act, by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

**Supplementary Planning Documents:**

Supplementary Planning Documents are any document which falls into the definition set out in Regulation 5(1)(iii):

*“a document which is prepared by the local planning authority which contains statements regarding... any environmental, social, design and economic objectives which are relevant to the attainment of the development and use of land... ..which the LPA wish to encourage during any specified period...”*

On this basis, for the purposes of the council’s Constitution Scheme of Delegation, “Supplementary Planning Documents” include all of the following:

- Topic Based SPDs
- Development Briefs
- Conservation Area Statements
- Local Heritage Assets List and Heritage Statements
- Design Guides
- Area Character Appraisals
- Planning Obligations Guidance Documents

**Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) Extracts:**

**Regulation 2:**

*(1) In these Regulations–*

*[...]*

*“local plan” means any document of the description referred to in regulation 5(1)(a)(i), (ii) or (iv) or 5(2)(a) or (b), and for the purposes of section 17(7)(a) of the Act these documents are prescribed as development plan documents;*

*[...]*

*“supplementary planning document” means any document of a description referred to in regulation 5 (except an adopted policies map or a statement of community involvement) which is not a local plan; [...]*

**Regulation 5 concerns ‘Local Development Documents’ and provides:**

*(1) For the purposes of section 17(7)(za) of the Act the documents which are to be prepared as local development documents are–*



*(a) any document prepared by a local planning authority individually or in cooperation with one or more other local planning authorities, which contains statements regarding one or more of the following–*

- (i) the development and use of land which the local planning authority wish to encourage during any specified period;*
- (ii) the allocation of sites for a particular type of development of use;*
- (iii) any environmental, social, design and economic objectives which are relevant to the attainment of the development and use of land mentioned in paragraph (i); and*
- (iv) development management and site allocation policies, which are intended to guide the determination of applications for planning permission;*

*(b) where a document mentioned in sub-paragraph (a) contains policies applying to sites or areas by reference to an Ordnance Survey map, any map which accompanies that document and which shows how the adopted policies map would be amended by the document, if it were adopted.*

*(2) For the purposes of section 17(7)(za) of the Act the documents which, if prepared, are to be prepared as local development documents are–*

*(a) any document which–*

- (i) relates only to part of the area of the local planning authority;*
- (ii) identifies that area as an area of significant change or special conservation; and*
- (iii) contains the local planning authority’s policies in relation to the area; and*

*(b) any other document which includes a site allocation policy.*

#### **Regulation 8:**

*(1) A local plan or supplementary planning document must–*

- (a) contain the date on which the document is adopted; and*
- (b) indicate whether the document is a local plan or a supplementary planning document.*

*(2) A local plan or a supplementary planning document must contain a reasoned justification of the policies contained in it.*

*(3) Any policies contained in a supplementary planning document must not conflict with the adopted development plan.*

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# Transformation Plan 2020-2022

**Transformation:**

**“A radical change that orientates the organisation in a different direction”**

**Purpose:**

**“To prepare the organisation to embrace new ways of working, providing easily accessible and more efficient services for our users, deliver value for money and creating a more commercial culture in order to sustain financial stability”**



## Contents

1. The role of Transformation
2. Outcomes from the previous plan
3. Towards a new plan
4. Channel Shift
5. New Ways of Working
6. People Strategy
7. Service Redesign
8. Commercialisation
9. Assets
10. Summary

# Agenda Item 5

## 1. The role of Transformation

Transformation is the space where we place time-limited projects to drive strategic change in order to meet corporate objectives. These are projects that generally lie outside of any single service and require impetus and additional resource/focus in order to deliver and embed that change. Consequently, the activities that sit within the transformation space do so temporarily. The aim is to create change and to place that back into the organisation with the appropriate review mechanism and resource to become business as usual – even when ongoing change continues.

## 2. Outcomes from the previous plan

One of the key drivers for the previous strategy was the timeline associated with the New Town Hall. As our progress report against the previous transformation plan shows, significant progress has been made in the time dependent areas. In broad terms, less progress has been made in those areas where the linkages to this driver were less clear. Nonetheless, the Council has made considerable progress towards becoming a very different organisation, transforming into a genuinely dynamic and innovative place to work.

Sufficient progress has been made across a number of transformation pillars, however the New Town Hall delivery timetable is no longer the key driver for transformation. The recommendation is to treat the New Town Hall as business as usual (BAU) moving forward, removing it from the Transformation programme. This will continue to be driven by the New Town Hall Board.

Likewise Digital Transformation has progressed sufficiently where this can become BAU but there is still lots to do on this and it needs to continue. This programme of activity will be driven by the IT Board. The transformational focus for IT will increasingly be to enable changes elsewhere in the organisation. The one exception is Channel Shift, which the Transformation Board will remain sighted on given linkages to other areas of activity and the need to move at pace.

The New Ways and Working and Values & Behaviours themes have made significant progress. In many ways they are ready to move towards being BAU. We need to drive our work around 'People' and so this work will remain within the transformation space, but during the course of this plan, it will move towards becoming BAU.

Within the Reducing Bureaucracy theme a number of projects have been successfully completed, and the remaining items are in play and have momentum. During this time the wider organisation has given increased focus to improving efficiency and productivity, so this theme has been overtaken, incorporated into other areas of work, and no longer needs to be a standalone theme.

The Redesigning Services theme has seen slower progress. In large part this is because the work was emerging and therefore not so clearly defined. This has now been addressed and this theme now has significant momentum following the identification of a clearer set of thematic reviews. This theme will remain within the new Transformation Plan, playing an increasingly important role in shaping the Council and its services moving forward.

Income & Commercialisation has not progressed at the pace originally intended but now has momentum following the development of the PIPES model. This model has developed into a wider savings strategy, incorporating items that sit within the transformation space alongside others that do not. For now this theme will remain within transformation space as it continues to develop and gain momentum.

# Agenda Item 5

## 3. Towards a new plan

A significant new context for the Council is the challenges we face resulting from the Covid crisis. At a high level, this has created two new drivers:

1. To respond to the emerging new needs within the town and our communities
2. To do so within the new financial reality facing the Council

This will mean moving away from traditional ways of delivering services, otherwise it will not be possible to align these two drivers which suggest there will be potential new areas of work at a time of less resource.

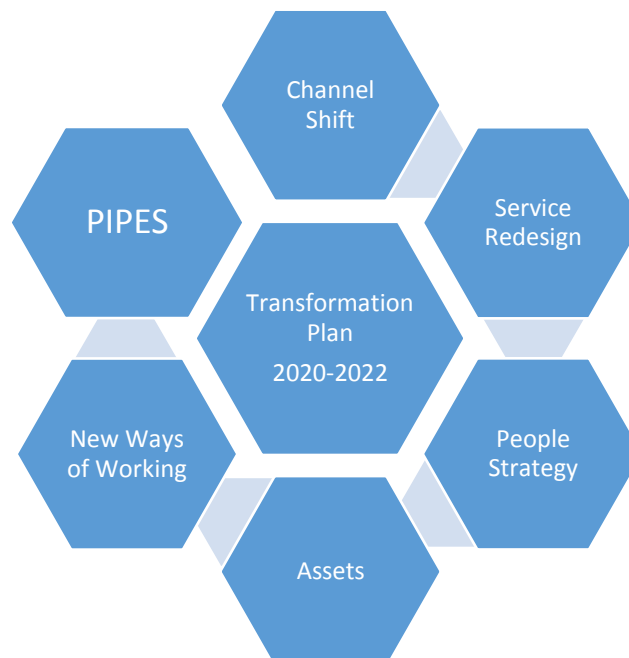
The financial impact of Covid has required the development of new approaches to budget and efficiency savings. A combination of the use of reserve, efficiencies and temporary divisional savings is on track to address the in-year savings needed. Permanent savings are also required over the next three years. Any future waves of Covid will increase the level of savings required. The savings strategy developed has three strands:

1. Identify potential for permanent savings within the in-year savings identified
2. Work with the administration to bring forward larger savings items identified within the PIPES model
3. Undertake a number of thematic and service reviews to improve services and drive future efficiencies

As described earlier a number of the elements within the PIPES will likely sit within the transformation space, and certainly all of the thematic reviews will.

### Emerging Themes

From the above analysis, the emerging themes are:

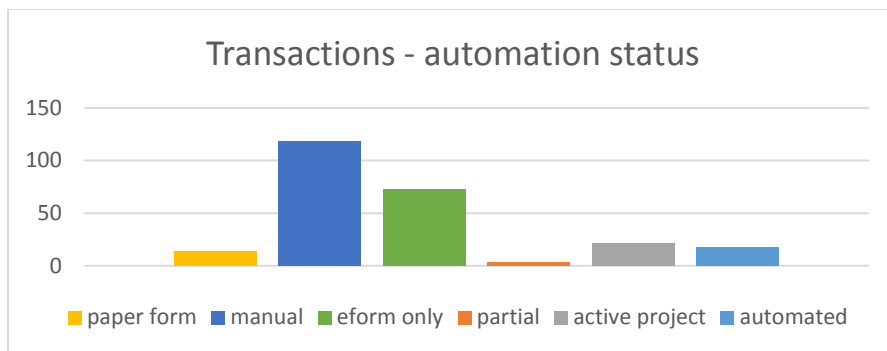


# Agenda Item 5

## 4. Channel Shift

There has been an ongoing shift towards digital channels of providing services for a number of years. This reflects changing preferences and lifestyles of our residents, the technology available and the drive for ever-greater efficiency. The Covid-19 crisis has only accelerated this trend, but it has also highlighted how far we have to travel as a Council in this area.

At the time of writing, 247 transactions with our residents have been mapped. This is not yet a completed audit, but it does provide a representative picture of where our processes are. Whilst the Council has moved away from paper forms in most (but not all), we remain reliant on manual processes to undertake our business. In summary, the aim over the period of this plan is to see a shift to the right of this chart. In doing so we are also seeking to remove waste out of the system.



The chart shows that we still undertake a significant volume of paper based or manual activities compared to a low amount of completely automated processes. Transitioning to automated options will create capacity across the organisation to focus on other tasks or assisting those who need greater support.

The more automated a process is the further to the right it will appear. There are a range of potential options to be considered based on the improvement to the service and/or efficiency gained, including:

- Investigate new and emerging technologies including Artificial Intelligence (AI) or chat bots for simple transactions and to support simple form filling
- Integration of existing forms (internal and external) to back office services, over 200 forms already identified with varying degrees of automation
- Increasing services available online via the self-service portal and self-scanning for customers
- Extending our book and pay options for public services online
- Nudging customer behaviour away from cash and cheque payment methods, whilst retaining these services for those who really do need traditional ways of paying
- Identifying and removing high volume failure demand into the Contact Centre

By achieving channel shift we better serve our residents, create more capacity to support residents who need additional support, and save money for the tax payers. Research from SOCTIM suggests that nationally digital transactions costs 15p whereas face to face costs £8.62. A sound argument to promote online options for low complexity/ high volume transactions.



Figure 1

Figure <sup>1</sup> Produced by Richard Overy. Data Source: SOCITM Insight Better Served 2011.

# Agenda Item 5

## 5. New Ways of Working

Prior to the Covid-lockdown the Council made the decision to ask its staff and services to temporarily work from home. In three days our services made changes to how we deliver services that would normally take six months. We were only able to achieve this thanks to 18 months of work to ensure our infrastructure and management were ready to make such a leap.

As staff come back into the office and are operating in a more agile way, the focus now shifts to how to embed and support these changes, and how best to support our workforce that is mobile.

This includes:

- Development of mobile working options for Patch Working, Satellite sites and teams working within the borough
- Agile working supported by new technology including functionality from Microsoft 365
- Unified Communications ( moving away from desk phones)
- Ensuring our Office Etiquette guidance reflect managing remotely, protocols for the office and other locations.
- New organisational processes to create capacity across the organisation such as hybrid meetings
- Internal space booking system
- Phase 2 of Intranet development

By the end of this plan, all staff should be contactable and connected no matter where they are working. They should be comfortable working in different locations where that is applicable, and managers should feel confident in supporting staff and managing performance in agile settings.

## 6. People Strategy

Our people are our most important resource. We are fortunate as an organisation to have so many committed staff who care for Crawley. This was demonstrated time and again during the Covid 19 crisis as the workforce repeatedly displayed the values and behaviours that we have signed up to as employees. As an organisation we have made significant efforts to support staff during what has been a challenging time for all. The progress in these areas is shown in recent staff surveys.



Our focus on people needs to continue as we emerge from the Covid-19 crisis, but the focus will shift towards embedding the values and behaviours further and ensuring we have the right workforce with the right tools and knowledge, both now and into the future. This will ensure that as our services develop, our workforce will adapt so they have the flexibility and resilience needed to embrace the opportunities that change will present, by:

- Embedding the success of the values and behaviours into all areas of HR including management, recruitment and performance
- Use these to update and refine the relationship between staff and the organisation
- Develop recruitment, retention and succession strategies that secure the talent the Council needs into the future
- Providing flexible training and development opportunities to develop talent at all levels
- Promoting networks within the Council to break down silos, build resilience and stimulate innovation
- Establish appropriate governance to drive forward these activities



# Agenda Item 5

## 7. Service Redesign

Looking across the organisation, CMT has prioritised a number of thematic reviews. The drivers for these vary, but they are linked by the idea of better enabling the Council to achieve its objectives whilst doing so in a more cost-effective way. The reviews are as follows:

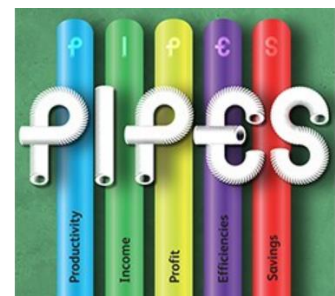
- **Community development and wellbeing**  
A core plank of our Covid recovery this review asks how do we best support residents (adults and children) to live well together, to be well, and ensure targeted support for those who are vulnerable within the resources that we (and our partners) have available
- **Access Crawley**  
How do we ensure that residents receive the service they need in the way that they need it. This review will seek to reduce waste within simple transactions, better support people going through transitional stages of life, and improve support residents displaying ongoing and repeated needs across multiple service areas.
- **Enforcement**  
In the context of reducing resources but increasing expectation around enforcement this review will seek to bring together a number of enforcement options where this could improve the Council's capacity to enforce and increase flexibility to meet priorities as they arise, without raising costs.
- **Technical Services**  
Likewise, would bringing these functions together allow the Council to deliver capital works and advise on specialist environmental in a more flexible way to meet future demands.
- **Corporate Centre**  
This review asks, given the scale of agenda the Council faces, what capacity at the centre of the organisation is needed for the Council to drive through its programme whilst supporting members, services and staff.

Success factors will be developed for each of the reviews, but overall this programme of activity will be judged by the ability of the organisation to deliver positive change in the most effective way possible.

## 8. Commercialisation - PIPES

As part of the Council's Medium Term Financial Strategy we will look at new income streams, funding and partnering to enable the Council to continue to delivery high quality front line services that are sustainable. This process requires both an inward challenge to modernise how we deliver existing services as well as looking outside as a means to develop new investment and savings opportunities.

- Continue to ensure council activities apply the core principles for PIPES (*Profit, Income, Productivity, Efficiency, Savings*)
- Reviewing the council's pricing and marketing strategy for both statutory and discretionary services to ensure they are appropriately costed and market tested.
- Develop partnership across the public, private, voluntary and not for profit sectors to deliver community based services



# Agenda Item 5

## 9. Assets

Service delivery needs are changing and aligned more with digitally or community based methods reducing the need to visit council offices and being able to access services at a time or place that is more convenient.

Within our current estate the council has a range of spaces with varying levels of use and facilities each offering different opportunities.

The Asset Review Group have prioritised initially;

- A dispersed model for Patch Working Teams
- Consider potential options for generating revenue from land receipts
- Implementing recommendations from the Neighbourhood Parade review

For each of these a themes detailed action plans will be devised, delivered through projects and service plans with outcomes reported to CMT.

## 10. Summary

This plan outlines the activities linked to our Transformation priorities is intentionally high level and does not attempt to get into great levels of detail; the aim being for people to understand the rationale and direction of travel.

There are huge amounts of information that could be added to any of the sections within, but the aim of this document is to show the key areas of focus over the coming year; the detail of works being undertaken will be developed into a high level timeline and is currently a work in progress.

Therefore this is the plan as we currently see it and should operations and circumstances allow an acceleration of the plan the organisation will respond accordingly. It is however important to have an agreed set of activities which offers flexibility and agility to adapt if required.