

Crawley Borough Council

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

Expected Date of Decision 30 January 2019

Crawley Local Development Scheme 2019 – 2021

Report of the Head of Economy and Planning: Report Number PES/309

1. Purpose

- 1.1 To approve and adopt the Crawley Local Development Scheme 2019 - 2021. 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 adopted Local Development Scheme 2017-2020.

2. Recommendations

- 2.1 The Cabinet Member for Planning and Economic Development is recommended to:

Approve the updated Crawley Local Development Scheme 2019 – 2021 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 October 2017 by Cabinet decision.
- 3.3 The document remains largely the same as the previous version. Updates consists of reflecting current progress, revisions to the NPPF and emerging aviation policy, and an amended timetable following delay created by waiting for the publication of the final revised National Planning Policy Framework (NPPF) by government. In addition, an additional Appendix has been added to provide clarity on the adoption process for the different types of planning documents produced.

4. Background

- 4.1 The current LDS was adopted by Cabinet in October 2017. It covers the period 2017 – 2020.
- 4.2 The 2017 LDS agreed the principle of the Local Plan Review and set an initial timetable by which this could be carried out in order to maintain an up-to-date Local Plan meeting the government's then intention to introduce a requirement for Local Plans to be reviewed every five years. It highlights the policies considered to be

likely to be subject to further evidence and scrutiny, in order to determine whether there is a need to undertake a formal review of the Plan.

- 4.3 In addition, it set the scope and timetable for the remaining planning documents identified to be produced to support the adopted Local Plan.
- 4.4 Since the adoption of the 2017 LDS, the following documents have been produced and adopted:
- Affordable Housing Supplementary Planning Document (November 2017)
 - Breezehurst Drive Playing Fields Development Brief (June 2018)
 - Worth Conservation Area Statement (February 2018)
 - Brighton Road Conservation Area Statement (April 2018)
 - Local List of Validation Requirements (November 2018)

5. Description of Issue to be resolved

- 5.1 Since the adoption of the LDS changes have been made to planning legislation, policy and regulations. In particular, the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 establish the statutory requirement that Local Plans must be reviewed at least every five years, in accordance with the legislation set by the Neighbourhood Planning Act 2017. The revised NPPF was published in July 2018 and, along with the accompanying Planning Practice Guidance updates, this clarifies the expectations of when a Plan or policy is to be considered out-of-date and in need of revision or review.
- 5.2 Legal advice, on behalf of the landowner, was submitted as part of the public consultation on one of the Development Briefs (Land East Balcombe Road/Street Hill, Worth). This raised a question in relation to the status and adoption process of the supporting planning documents (such as Development Briefs, Conservation Area Statements, and Development Principles Statements). Following consideration of this, the council constitution has been amended to reflect a clearer process. All documents which can be considered to fall within the definition set out in the 2012 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”* will be adopted as Supplementary Planning Documents and follow the same preparation and adoption process.

6. Information & Analysis Supporting Recommendation

- 6.1 The 2017 LDS set the following broad timetable for the Local Plan Review:
- **Year 1 (2017/2018):** monitoring;
 - **Year 2 (2018/2019):** evidence gathering, issues, options, and preferred approach;
 - **Year 3 (2019/2020):** submission, examination and adoption.
- 6.2 The updated LDS now commits the council to the following detailed timetable:

Key Milestone	Date
Early Engagement Public Consultation (Reg. 18)	June/July 2019
Publication Formal Public Consultation (Reg. 19)	January/February 2020
Submission to SoS	March 2020
Examination Hearing Sessions (anticipated)	July 2020
Receipt of Inspector's Report (anticipated)	October 2020
Adoption	December 2020

- 6.3 This timetable reflects the delayed start in commencing the review, due to the need to wait for the publication of the final revised NPPF and supporting guidance. In particular, this provided the government's final position in relation to what constituted a "review" of a local plan. In addition, further delay was created by the uncertainty regarding the government's standardised methodology for calculating housing numbers, a key part of the review and a crucial part of much of the evidence base.
- 6.4 Notwithstanding this, the timetable maintains the position for an adoption date within five years of the current Local Plan. This is recognised as an optimistic date, and may need to be updated subsequently, in future versions of the LDS, as the dates from the point of submission are out of the control of the council and in the hands of the Planning Inspectorate. Furthermore, depending upon the Inspector's findings during examination, there may be a further stage of public consultation with modifications required. However, the council will only be submitting a plan to the Secretary of State for examination that it considers to be legally compliant and sound, and, as such, the dates set out above are the minimum which can be anticipated.
- 6.5 In addition to the Local Plan Review, the LDS also updates 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. Of the SPDs identified for production, the following reviews of existing SPDs are anticipated:
- Urban Design Review
 - Development of Gatwick Airport Review
 - Affordable Housing Review
- 6.6 The draft LDS (2019 – 2021) 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 Forward 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 policy planning 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.

8. Background Papers

Crawley Borough Council's Local Development Framework Local Development Scheme 2017 – 2020 (October 2017)

Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (December 2015)

Crawley Borough Local Plan Authority's Monitoring Report 1 April 2016 – 31 March 2017

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Crawley Borough Council's Local Development Scheme 2019 – 2021



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Executive Summary

Crawley's Local Development Scheme (LDS) covers the period November 2018 to December 2021, providing a structure for the commencement of a review of the adopted Crawley Borough Local Plan and updating the programme to show the preparation of the remaining Supplementary Planning Documents, Development Briefs 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 July 2018. 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 will be undertaken to determine the extent of the changes necessary to maintain an up-to-date Plan. This will be supported by the outcomes published in the council's Authority's Monitoring Report.

The review will consider how far the implications of any policy changes or emerging new evidence extend across the Plan policies or into the heart of the Plan strategy. 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;
- establishes the accompanying planning documents required to be published and maintained by the council;
- details the Supplementary Planning Documents to be prepared by the council during the LDS period;
- confirms the programme for the Community Infrastructure Levy review; and
- outlines the existing plans and documents that will continue to be employed until they are replaced or deemed redundant.

This LDS replaces the previous version, Crawley Borough Council's Local Development Scheme 2017-2020, which was adopted by the council in October 2017.

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 and the milestones that the document will be produced against.

Adopted Documents (2017 – 2018)

- 1.3 The Affordable Housing SPD was adopted by Cabinet on 29 November 2017. This document was prepared to support the Crawley Borough Local Plan Policy H4: Affordable and Low Cost Housing and Policy H3: Future Housing Mix.
- 1.4 The Breezehurst Drive Playing Fields Development Brief was adopted in June 2018. This document was prepared to support the site's allocation in Policy H2 of the Local Plan as a Key Housing and Open Space Site.
- 1.5 Two Conservation Area Statements were adopted: Worth Conservation Area Statement (February 2018) and Brighton Road Conservation Area (April 2018). Two previously adopted Conservation Area Statements, referred to in the earlier LDS 2017-2020, were re-adopted in February 2018 for procedural reasons; there were no changes from the earlier versions of these documents.
- 1.6 The council's Local List of Requirements for the purposes of Validation of planning applications was updated and approved for adoption in November 2018. This includes the requirements established within the Crawley Borough Local Plan policies.

2. The Local Plan

- 2.1 The Neighbourhood Planning Act 2017¹ 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, 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 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'.
- 2.5 The adopted Local Plan provides the council with the planning policy framework to determine planning applications against over the Plan period 2015 – 2030. It

¹ 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).

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

- 2.6 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 years². The updated National Planning Policy Framework (NPPF) introduced the need for the council to consider whether to update the document following each review³. Where it is determined not to revise the document, the reasons for considering that no revisions are necessary must be published⁴.

Joint Plan:

- 2.7 Joint working is now a known priority. The Horsham District Planning Framework (HDPF) Inspector's Final Report⁵ 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 early review. Joint working is also established in the adopted Mid Sussex District Plan (MSDP)⁶ and as part of their commitment to commence work on a Site Allocations Development Plan Document.
- 2.8 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.
- 2.9 Two Strategic Statements are relevant to Crawley borough:
- The Gatwick Diamond Local Strategic Statement has recently undergone a refresh⁷.
 - 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.
- 2.10 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 Regulation 10A, Town and Country Planning (Local Planning) (England) Regulations 2012

³ National Planning Policy Framework, para 33 (2018) MHCLG

⁴ 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

⁵ Report on the Examination into Horsham District Planning Framework (8 October 2015) Geoff Salter, The Planning Inspectorate

⁶ Mid Sussex District Plan 2014 – 2031, Policies DP4: Housing and DP5: Planning to Meet Future Housing Need (March 2018) MSDC

⁷ 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

- 2.11 Work to establish the most appropriate approach is expected to coincide with joint working with HDC for the HDPF Review⁸ and with MSDC as part of the MSDP Review, in addition to their Site Allocations Development Plan Document⁹. Interim updates to this LDS will reflect any programmes and timetables as they are agreed.
- 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.

Local Plan Review:

- 2.13 Notwithstanding the outcomes of joint strategic working, this LDS sets the timetable for the process under which a full Local Plan Review for Crawley borough is to take place. This shows that the review can ensure there is an up-to-date Plan in place five years from the adoption of the Crawley Borough Local Plan 2015 – 2030 (December 2015).
- 2.14 The Local Plan Review can be broken into three distinct parts:
- **Year 1 (2018/2019):** monitoring; scoping and evidence gathering;
 - **Year 2 (2019/2020):** issues, options, and preferred approach;
 - **Year 3 (2020/2021):** submission, examination and adoption.
- 2.15 The areas likely to be subject to further evidence and scrutiny include:
- Policy H1: Housing Requirements
 - Policy H2: Key Housing Sites
 - Policy H4: Affordable and Low Cost Housing
 - Policies EC1 – EC3: Economic Growth and Main Employment Areas
 - Policies GAT1, GAT2, GAT3 and GAT4: Gatwick Airport.
- 2.16 There may be consequential changes required to other policies and supporting text within the Plan due to the impacts of the revised evidence and implications from amended Policies.
- 2.17 In addition, other changes to national policy may need to be reflected in amended local policy wording. The extent of these changes will be considered as the process of the review takes place.
- 2.18 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.

Policy H1: Housing Requirements

- 2.19 A new standard methodology has been published alongside the revised NPPF¹⁰. The NPPF requires that strategic policies should be based upon a

⁸ The review of the HDPF commenced in April 2018 with an initial focused Issues and Options consultation, on employment, tourism and sustainable rural development. The remaining Local Plan Review matters are anticipated to be subject to public consultation in Spring/Summer 2019, this will include housing numbers and development sites.

⁹ The MSDP commits the preparation of the Mid Sussex Site Allocations DPD to an adoption date of 2020, and for the review of the District Plan to commence in 2021 for submission in 2023.

¹⁰ Subject to further adjustments, as referred to in the government's response document to the revised National Planning Policy Framework, page 27: [government response document to the revised National Planning Policy Framework](https://www.gov.uk/government/consultations/changes-to-planning-policy-and-guidance-including-the-standard-method-for-assessing-local-housing-need) . Consultation document published October 2018 (closed December 2018): <https://www.gov.uk/government/consultations/changes-to-planning-policy-and-guidance-including-the-standard-method-for-assessing-local-housing-need>

local housing need assessment, conducted using the new standard methodology. From this calculation, it will be necessary to assess how much of that need can be accommodated within Crawley's administrative boundaries and how much will need to be addressed through meeting the Duty to Cooperate. This area of work will also include the continued consideration of preparation of a Joint Plan.

- 2.20 Detailed evidence relating to housing needs for different groups in the community, including those who require affordable housing, families with children, older people, disabled people, younger people, service families, and people who rent their homes, along with opportunities for custom build and self-build housing, will be required in response to the increased government expectations for planning policy to address the needs of these groups¹¹.
- 2.21 This may have implications for other policies in the Local Plan, including Policy CH5: Standards for All New Dwellings (including conversions); Policy H3: Future Housing Mix; Policy H4: Affordable and Low Cost Housing; and IN1: Infrastructure Provision.

Policy H2: Key Housing Sites

- 2.22 Through an updated Strategic Housing Land Availability Assessment any potential additional sites for allocation within the Local Plan, including determining whether any of these should be granted Permission in Principle through the Plan, will be assessed. This work will include a further Call for Sites and urban capacity study with a focus on small sites and brownfield sites.
- 2.23 An updated Open Space, Recreation and Sports Study and Biodiversity evidence study will also be undertaken to ensure the council makes effective use of land in addressing housing needs, and the protection of sites from development (Policies ENV1, ENV2, ENV3 and ENV4) is robust and justified.
- 2.24 A review of the Housing Trajectory and monitoring of previous delivery will be assessed and those allocated sites which have not yet come forward reviewed to understand why not, and highlight whether any interventions would be necessary.

Policy H4: Affordable and Low Cost Housing

- 2.25 The review of this Policy relates to the changes in definition of Affordable Housing national policy. In particular, understanding the implications of affordable home ownership and affordable private rent housing. The introduction of the national threshold below which affordable housing contributions should not be sought also represents a significant challenge for the review of the current adopted policy in its application to small residential developments.
- 2.26 In addition, the wider expectations on meeting the broader spectrum of housing needs, including custom build and self-build housing and build to rent, will potentially offer new challenges to be considered within the policies of the Local Plan Review.
- 2.27 Changes to this Policy may have impacts on the other housing policies, particularly Policy H1: Housing Provision and Policy H3: Housing Mix.
- 2.28 It may also have viability implications which could affect other Policies in the Plan where these were included in the Whole Plan, Affordable Housing and CIL Viability Study.

¹¹ National Planning Policy Framework, para. 60 (2018) MHCLG

Policies EC1-3

2.29 In order to maintain a comparable baseline position, as part of the Housing and Economic Needs Assessment, updates to the Economic Growth Assessment will need to be undertaken. Alongside this, a focused study looking into opportunities for planning tools for Manor Royal is to be undertaken. Maintenance of the Employment Land Trajectory will evidence the employment land position of the borough. The outcomes of these may lead to a review of the Local Plan's Economic Growth policies.

Policies GAT1, GAT2, GAT3 and GAT4

2.30 The Local Plan 2015 was prepared and adopted on the basis of supporting the growth of Gatwick Airport to a throughput of 45 million passengers per annum within its current configuration of a single runway and two terminals. It does, however, indicate that a review is likely to be needed once a government decision on the location of a new runway in the south east is determined. The government published its Airports National Policy Statement in June 2018¹², stating that a new runway is to be located at Heathrow. In December 2018, it published its final consultation document on the new Aviation Strategy "Aviation 2050: The future of UK aviation"¹³, with the intention of publishing the final Strategy in 2019. This document refers to the safeguarding of land at airports, and it is anticipated this issue will be addressed through the Local Plan Review.

2.31 Gatwick Airport has published a new draft Master Plan (October 2018), which recommends safeguarding is maintained. It also proposes numerous alterations to the Airport Boundary, in order to accommodate its growth proposals to 70 million passengers per annum using its main runway and standby northern runway together. The implications of the final Master Plan proposals for all the Gatwick policies will need to be addressed through the Local Plan Review, and a new Gatwick Supplementary Planning Document will also be considered to provide more detailed information.

Technical Evidence Documents:

2.32 A substantial evidence base was prepared to inform the Local Plan. The Crawley 2030 Key Documents and Evidence Base library forms the most up-to-date technical position to support and explain the Vision, Strategy and Policies within the Plan.

Joint Working:

2.33 Many of the key evidence documents were 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. Therefore, it will be necessary to undertake further technical evidence, working with the adjoining authorities, in relation to infrastructure and environment constraints to consider further the possibility of urban extensions and unlocking additional strategic housing sites in the wider Housing Market Area as a whole. Policy H1 of the Crawley Borough Local Plan establishes this commitment for the council.

Updates to the Evidence Base:

2.34 Updates to the technical evidence base will be necessary in due course, particularly in relation to housing numbers in light of the government's standard methodology; economic growth; and land availability. A full assessment of each

¹² Airports National Policy Statement: new runway capacity and infrastructure at airports in the South East of England (June 2018) Department for Transport

¹³ Aviation 2050: The future of UK aviation. A consultation (December 2018) Department for Transport

piece of evidence will be undertaken which will determined whether the existing evidence:

- remains relevant and up-to-date;
- requires in-house updating and refreshing; or
- needs technical expertise commissioned from external sources either as a full or partial update.

2.35 The following evidence documents are those which have initially been identified as needed to support the review of the Local Plan, as set out in paragraphs 2.13 – 2.30 above.

Evidence	Current Status	Type of Update
Housing		
Updated Housing Need: Crawley's Objectively Assessed Housing Need	Consultant Report (2015)	Standardised Methodology – In-House. Implications across the HMA to be addressed through a SHMA review. Links with Economic Growth to be picked up.
Strategic Housing Market Assessment	Consultants' Reports (2009, 2012, 2014)	Review to be commissioned.
Strategic Housing Land Availability Assessment & Call for Sites	SHLAA (2015) Housing Trajectory March (2016)	In-House
Strategic Housing Market Area Housing and Infrastructure Study	At Crawley Study (2009) New Market Town Study (2010) SHLAA Appendix K (2015)	Joint Working
Brownfield Land Register		In-House
Self-Build and Custom Build Register		In-House To be considered through the SHMA Review.
Older People and Disabled People Housing Needs Assessment	CBC Written Statement Older People's Homes 24.4.15 (2015)	Approach to be considered through the SHMA Review. To involve joint working with WSCC.
Starter Homes Needs Assessment	Consultant Report (2016)	Approach to be considered through the SHMA Review.
Housing Mix Study	Consultant Report (2016)	Approach to be considered through the SHMA Review.
Gypsy, Travellers and Travelling Showpeople	Accommodation Needs Assessment (2014)	Approach to be considered – Update likely to be undertaken In House
Houses in Multiple Occupation	Analysis of Article 4 (2018)	Approach to be considered – Update likely to be undertaken In House
Economic Growth		
Economic Growth Assessment and Employment Land Review:	Consultant Report (2015)	Approach to be considered – likely to involve joint working
Employment Land Trajectory	Employment Land Trajectory (2015)	In-House

Evidence	Current Status	Type of Update
Manor Royal Economic Impact Study	Consultant Report (2018)	Not anticipated to need updating
Town Centre	Retail Capacity and Impact Study Update (2013) Town Centre North Viability and Deliverability Study (2011) Crawley Retail Capacity and Impact Study (2010)	Approach to be considered but likely to at least include the two following considerations either as a single piece of evidence or separately if required:
Retail and Leisure		To be commissioned
Town Centre Facilities		To be commissioned
Environment		
Open Space, Sport and Recreation Study	Consultant Report (2013)	To be commissioned
Biodiversity/Ecology	Review of CBC's Sites of Nature Conservation Importance Management Plans (2010)	Approach to be considered: Sussex Biodiversity Record Centre involvement
Habitats Regulations Assessment	Submission Local Plan Habitat Regulations Screening Report (2013)	Approach to be considered taking account of the Wealden legal challenge implications
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)	Approach to be considered
Environmental Protection	Crawley Water Cycle Study Update (2013) Gatwick Sub-Region Water Cycle Study (2011) SFRA (2014) 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) Environmental Health and Noise in the UK (2010) Air Quality and Emissions Mitigation Guidance for Sussex (2013) Local Air Quality Management Plan Progress Report (2008) Local Air Quality Management Detailed Assessment of Air Quality (2007)	Approach to be considered
Design & Character		
Landscape	Built Up Area Boundary Review (2015)	Approach to be considered

Evidence	Current Status	Type of Update
	Crawley Landscape Character Assessment (2012) High Weald AONB Management Plan – revised draft	
Character	Crawley Extensive Urban Survey (2008) Crawley Baseline Character Assessment (2009)	Approach to be considered
Heritage Update	Consultant Report (2010) Sussex Gardens Trust Report (2013) Conservation Area Statements (various)	To be commissioned
Transport & Infrastructure		
Transport Assessment	Consultant Report (2014)	To be commissioned
Parking Standards	WSCC Parking Standards Review	Approach to be considered
Viability		
Viability Assessment	Consultant Report (2015)	To be commissioned
Gatwick		
Gatwick	Aviation 2050: The future of UK Aviation (Consultation December 2018) Airports National Policy Statement (June 2018) Gatwick Airport Draft Master Plan (October 2018) Gatwick Airport Master Plan (2012) Gatwick Airport Surface Access Strategy (2018) Aviation Policy Framework (2013) Gatwick Airport SPD (2008) CBC and GAL Statement of Common Ground (2015)	Approach to be considered, likely to involve joint working with WSCC, Gatwick authorities and GAL.

The Sustainability Appraisal:

- 2.36 An integral part of producing a Local Plan is the Sustainability Appraisal (SA). The SA 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.
- 2.37 For the review of the Local Plan it will be necessary to revisit the existing SA in relation to the policies subject to review, assess any implications caused by consequential amendments on associated policies as well as the overall Plan strategy and assess the options and impacts of any new site allocations for development.
- 2.38 The SA is an overarching document and in most cases will apply to the subordinate documents, such as the SPDs and Development Briefs. 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.

The Local Plan Map:

- 2.39 The council's Local Plan Map is a local development document and indicates spatially local, national and international designations, the allocation of land for particular land uses and areas to which specific planning policies apply. 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.
- 2.40 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 the West Sussex Minerals and Waste Plans, both of which have recently been adopted¹⁴), but may also be caused by new environmental data such as the SSSIs, Sites of Nature Conservation Importance and Ancient Woodland, and conclusions drawn from scrutiny of information and evidence associated with the emerging Gatwick Master Plan.
- 2.41 It is expected the Local Plan Map will need to be updated in light of the Crawley Borough Local Plan Review, to reflect any new site allocations or designations created as a consequence of updated evidence.

The Authority's Monitoring Report:

- 2.42 The council's Monitoring and Implementation Framework establishes the process for monitoring the successful implementation of the strategy and planning policies set out in the Crawley Borough Local Plan 2015 – 2030. If monitoring indicates that the Local Plan is not being implemented or circumstances change or new planning policy guidance emerges, the Local Plan may be reviewed.
- 2.43 In particular, some of the Policies in the Plan are identified as forming a more critical element of meeting the council's overall vision for the future growth of the borough; these are:
- The delivery of net housing against the annualised average housing number and the total since the adoption of Policy H1 – this will become increasingly important as the council is judged in the borough's performance against the government's Housing Delivery Test;
 - The delivery of net affordable housing against the annualised average affordable housing requirement and the total since the adoption of Policy H4;
 - The provision and delivery of total employment floorspace against the Economic Growth objectively assessed need since the adoption of Policy EC1; and
 - The delivery of the Town Centre Opportunity sites allocated in Policy EC6.
- 2.44 The Monitoring and Implementation Framework sets out a number of potential intervention measures where the Policies are failing to deliver the anticipated outcomes. However, persistent under-delivery will trigger the scoping of a review to the Local Plan. For the remaining policies, poor performance will trigger a review of the Policy concerned to establish the cause and identify the appropriate measures to rectify the situation.
- 2.45 The Authority's Monitoring Report (AMR) will be published at least annually, with updates provided where further information is available sooner. This report will contain the following information:

¹⁴ West Sussex Waste Local Plan (2014) WSCC & SDNP; Minerals Local Plan (2018) WSCC & SDNP

- 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.

Future Development Plan Documents:

2.46 In terms of DPD production, the council does not currently anticipate a requirement for any additional DPDs beyond the review of the adopted Local Plan or potential Joint Plan. 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.

DOCUMENT DETAILS	
Title:	Crawley Borough Local Plan Review
Role/Subject:	The review of the Local Plan will assess 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. The Local Plan Review will cover all aspects of the Plan.
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>

	Local Plans are required by legislation to be reviewed at least every five years in order to maintain an up-to-date plan.
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.
PLANNED TIMETABLE	
Total Production Period:	August 2017 – January 2021
Date for Non Statutory Consultation (Regulation 18):	Early engagement consultation on Issues, Options and preferred policies: June – July 2019
Date for proposed submission period for representations (Regulation 19):	January – February 2020
Date for Submission:	March 2020
Date for start of hearing sessions:	July 2020
Date of receipt of Inspector's Report:	October 2020
Target Date for Adoption and Publication:	<ul style="list-style-type: none"> • December 2020 (Full Council Adoption) • January 2021 (six week Judicial Review period)
PRODUCTION ARRANGEMENTS	
Preparing Organisation	Forward 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 Forward 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"> • the Town and Country Planning (Local Planning) (England) Regulations 2012; • Crawley Borough Council's Statement of Community Involvement (February 2017).

Sustainability Appraisal / Strategic Environmental Assessment SA/SEA	
SA scoping report consultation:	May – June 2019
Draft Final SA Report consultation:	January – February 2020
Submission of Final SA Report:	March 2020
Publication of Environmental Statement:	December 2020
Monitoring and Review	
<p>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.</p> <p>Any significantly different government decisions which impact more on planning for the future of Crawley may require a review of this LDS.</p>	
Local Plan Map	
<p>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.</p> <p>It is expected the Local Plan Map will require updating as part of the Review.</p>	

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 Documents¹⁵ have been progressed and adopted to support the policies within the Local Plan (along with the already

¹⁵ 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)

adopted Manor Royal Design Guide SPD). In addition, two Development Briefs¹⁶ and four Conservation Area Statements¹⁷ 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.
- 3.3 The Supplementary Planning Documents will all be subject to a period of public consultation and scrutiny in accordance with Regulations¹⁸ 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 the draft documents for consultation purposes and for consideration as part of adoption.
- 3.4 New supporting planning documents anticipated to be prepared over the life of this current Local Development Scheme include:
- Review of existing Supplementary Planning Documents
 - Development Briefs
 - Development Principles Statements
 - Technical Guidance Notes
 - Conservation Area Statements for the Newly Designated Conservation Areas
 - Refresh of existing Conservation Area Statements
- 3.5 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.

Conservation Area Statements:

- 3.6 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.
- 3.7 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:

- 5.9 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

¹⁶ Tinsley Lane Development Brief (April 2017) & Breezehurst Drive Playing Fields Development Brief (June 2018)

¹⁷ 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)

¹⁸ The Town and Country Planning (Local Planning) (England) Regulations 2012

established to enable development to go ahead, without having a lengthy or contentious application process.

- 5.10 The council committed to producing three of these through 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.
- 5.11 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.
- 5.12 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 DETAILS	
Title:	Urban Design Review
Role/Subject:	The review of the Urban Design SPD will update the existing SPD following its implementation over the previous two years.
Justification:	To update the existing SPD 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)
PLANNED TIMETABLE	
Total Production Period including "pre-production surveys etc.	2019
Early Engagement	January 2019 – May 2019
Target Date for consultation	June – July 2019
Target Date for Adoption and Publication	November 2019
PRODUCTION ARRANGEMENTS	
Preparing Organisations	Forward Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Cabinet Member

Resources for Production	Primarily the Forward 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 (February 2017).
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 DETAILS

Title:	Development of Gatwick Airport
Role/Subject:	The Development of Gatwick Airport SPD will update the existing SPD in light of the new Gatwick Airport Masterplan and a potential Development Consent Order.
Justification:	The new draft Master Plan proposes significant increases in passenger throughput at the airport, with additional development and some changes to the airport boundary. The 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. It is anticipated a new Legal Agreement will be agreed between GAL, CBC and WSCC.
Area Coverage:	The Gatwick Airport operational 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)

PLANNED TIMETABLE

Total Production Period including "pre-production surveys etc.	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 a possible DCO. Consultation may be undertaken in parallel with Local Plan consultation. The dates below are indicative and will be kept under review through future updates to the LDS.
Early Engagement	Spring – Autumn 2019

Target Date for consultation	January/February 2020 or Autumn 2020
Target Date for Adoption and Publication	December 2020
PRODUCTION ARRANGEMENTS	
Preparing Organisations	Forward 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 Forward 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 (February 2017).
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 DETAILS	
Title:	Affordable Housing Review
Role/Subject:	The review of the Affordable Housing SPD will update the existing SPD following its implementation over the previous two years.
Justification:	To update the existing SPD to reflect changes introduced by the revised NPPF.
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 and Summary Guidance Document for Small Residential Developments (2017)
PLANNED TIMETABLE	
Total Production Period including	2019 – 2020

“pre-production surveys etc.	
Early Engagement	January 2019 – December 2019
Target Date for consultation	January – February 2020 September 2020
Target Date for Adoption and Publication	December 2020
PRODUCTION ARRANGEMENTS	
Preparing Organisations	Forward Planning, Economy & Planning, and Housing Enabling and Development, Strategic Housing, Crawley Borough Council.
Management Arrangements	Cabinet Member
Resources for Production	Primarily the Forward 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 (February 2017).
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 DETAILS	
Title:	Conservation Area Statements
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.
PLANNED TIMETABLE	
Total Production Period:	Varied: 2015 – 2020

Target Date for consultation:	Varied
Target Date for Adoption and Publication:	Varied
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Conservation Area Committees Cabinet Member
Resources for Production:	The Forward 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 (February 2017).
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 DETAILS	
Title:	Land East Balcombe Road/Street Hill, Worth Development Brief
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"> • the Conservation Area; • the setting of the Listed Church; • the Site of Nature Conservation Interest; • the Archaeologically Sensitive Area (Moat); and • the Historic Park and Garden.
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
PLANNED TIMETABLE	
Total Production Period:	2015 – 2019
Early Engagement	December 2015 – October 2016 Draft Document Consultation: July – September 2017
Target Date for consultation:	November - December 2018
Target Date for Adoption and Publication:	February 2019
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Cabinet Member
Resources for Production:	Forward Planning; Parks and Streetscene; and Community Facilities Sections
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 (February 2017). Direct liaison to take 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 has been introduced to support the implementation and delivery of the new 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 draft revisions to the CIL Regulations for consultation. The council will assess the implications of any forthcoming changes to the Regulations.
- 4.6 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.

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. 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 DETAILS	
Title:	Brownfield Land Register: annual update
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.
PLANNED TIMETABLE	
Total Production Period:	Annual updates
Target Date for consultation:	Call for Sites: June – July 2019
Target Date for Adoption and Publication:	Annual Update: December 2019 (and subsequent 12 month intervals)
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward 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 Forward 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

- 6.1 The council has an approved Local List which supports the National List of Requirements against which planning applications are validated. This was recently updated to incorporate the newly 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 Its production alongside the Supplementary Planning Documents will ensure all requirements for the submission of valid planning applications are reasonable, proportionate, clear and consistent.
- 6.3 The NPPF requires the Local List to be reviewed at least every two years¹⁹. An earlier review may be considered following the implementation of the recently adopted Local List should matters arise. Conversely, consideration may also be given to the timing of the Local List review in line with the Local Plan Review adoption, if this creates new requirements and expectations for planning applications through new and revised policies.

DOCUMENT DETAILS	
Title:	Local List
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

¹⁹ National Planning Policy Framework, para. 44 (2018) MHCLG

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
Target Date for consultation:	September 2020
Target Date for Adoption and Publication:	November 2020
PRODUCTION ARRANGEMENTS	
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 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. A minor update of the SCI will be undertaken to ensure it is fit for purpose in preparing the Local Plan Review and future Supplementary Planning Documents.
- 7.3 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.
- 7.4 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.

DOCUMENT DETAILS	
Title:	Statement of Community Involvement (SCI)
Role/Subject:	The SCI sets out how the council will involve and engage the local community in its planning processes and decisions, including the production of the Local Plan Review and associated documents.
Justification:	To support CBC continuing to meet the national requirements for the engagement of communities and stakeholders in plan-making and decision-taking.
Area Coverage:	Crawley Borough
Document Status:	Local Development Document
Chain of Conformity:	The SCI will be in conformity with legislation, the Town and Country Planning (Local Planning) (England) Regulations 2012, the NPPF and Planning Practice Guidance.
Replaces:	The adopted Crawley Borough Council Statement of Community Involvement (February 2017).
PLANNED TIMETABLE	
Total Production Period:	2018 – 2019
Target Date for consultation:	Early 2019
Target Date for Adoption and Publication:	March 2019
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Forward Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Cabinet
Resources for Production:	Primarily the Forward Planning Section assisted by other sections, including Community Development and Communications, 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.
Monitoring and Review	The implementation of the SCI will be monitored on an annual basis and if the objectives of the SCI are failing to be achieved, or should legislation or regulations change, the SCI will be reviewed.

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 policy with implications of a significant and fundamental scale to adopted local Policy.
- Staffing levels in the Forward Planning Team.
- 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 Forward 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.

Crawley Borough Council’s Local Development Scheme Programme 2018 – 2021																																																																																																																														
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* each document will be subject to its own individual timetable, to be confirmed



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	Crawley 2030: Crawley Borough Local Plan
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
Completion/Adoption/ Approval	December 2015
To be replaced	Five Year review: <ul style="list-style-type: none"> • assessment of policies in light of government changes and updated evidence; and/or • outcome of government decision on Aviation.

SUPPLEMENTARY PLANNING DOCUMENTS:

Title	Manor Royal Design Guide SPD and Public Realm Strategy
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)
Completion/Adoption/ Approval	July 2013
To be replaced	Not currently planned

Title	Climate Change SPD and Energy Efficiency for Alterations and Extensions to Buildings Guidance Note
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

Title	Green Infrastructure SPD
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Borough
Consultation	May – June 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

Title	Town Centre SPD
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Crawley Town Centre (& borough-wide)
Consultation	June – July 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	Not currently planned

Title	Urban Design SPD
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Completion/Adoption/Approval	October 2016
To be replaced	By the Urban Design Review SPD

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

DEVELOPMENT BRIEFS:

Title	Tinsley Lane Development Brief
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)
Completion/Adoption/Approval	April 2017
To be replaced	Not currently planned

Title	Breezehurst Drive Playing Fields Development Brief
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)
Completion/Adoption/Approval	June 2018
To be replaced	Not currently planned

DEVELOPMENT PRINCIPLES STATEMENTS:

Title	Development Principles Statement for Ifield Community College
Role/Subject	To identify the principles which should apply to proposals to redevelop ICC and to develop any surplus land.
Area Coverage	Ifield Community College campus, Ifield
Consultation	Yes
Completion/Adoption/Approval	December 2002
To be replaced	No – the site has planning permission and is under construction. The brief will be withdrawn once the site has been completed.

Title	Development Principles Statement for Thomas Bennett Community College
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
Completion/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.
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CONSERVATION AREA STATEMENTS:

Title	Brighton Road Conservation Area Statement
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
Completion/Adoption/Approval	April 2018
To be replaced	Not currently planned.

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

Title	Dyers Almshouses Conservation Area Statement
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
Completion/Adoption/Approval	February 2018
To be replaced	Not currently planned.

Title	Ifield Village Conservation Area Statement
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
Completion/Adoption/Approval	February 2018
To be replaced	Not currently planned.

Title	Conservation Area Statement for Sunnymead Flats Conservation Area
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
Completion/Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in due course.

Title	Conservation Area Statement for St Peter's Church Conservation Area
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
Completion/Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in due course.

Title	Conservation Area Statement for Crawley High Street
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
Completion/Adoption/Approval	December 1998
To be replaced	To be reviewed and updated in due course.

Title	Conservation Area Statement for Forestfield and Shrublands Conservation Area
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
Completion/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 control. 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 Adoption²⁰;
- Joint Development Plan Documents for Submission Consultation and Adoption;
- Community Infrastructure Levy Charging Schedule²¹.

Cabinet Member Portfolio Responsibilities²²:

- Local Development Scheme
- Supplementary Planning Documents
- Statement of Community Involvement
- Brownfield Land Register Part 1
- Local List for Validation Requirements
- High Weald AONB Management Plan

Planning Committee:

- Brownfield Land Register Part 2

Head of Service Officer Decision²³:

- Operational Documents:
 - Authority's Monitoring Report
- 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
 - Local List for Validation Requirements
 - CIL Regulation 123 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)

²⁰ Set by The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (Schedule 3)

²¹ Set by the Planning Act 2008 s214(5)

²² Set by the council's Constitution Scheme of Delegation Part 4: Leader and Cabinet Procedure Rules – Cabinet Member Portfolio Holder Responsibilities

²³ 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
- 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.