

Crawley Borough Council's Local Development Scheme 2020 – 2023



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Executive Summary

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

It provides a structure for the review of the adopted Crawley Borough Local Plan and the committed North Crawley Area Action 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;
- sets the timetable for the North Crawley Area Action Plan, committed within Policy SD3 of the Submission draft Crawley Local Plan 2020 – 2035;
- 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 2019-2021, which was adopted by the council in October 2019.

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.

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 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.

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).

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

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 prepare 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.
- 2.11 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 taking place. This shows that the review can ensure there is an up-

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)
http://www.crawley.gov.uk/pw/Planning_and_Development/Planning_Policy/GatwickDiamondLocalStrategicStatement/index.htm

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 early 2020, 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.

- to-date Plan in place five years from the adoption of the Crawley Borough Local Plan 2015 – 2030 (December 2015).
- 2.14 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.
- 2.15 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.
- 2.16 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.
- 2.17 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’.
- 2.18 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 for proposing a new approach and new policies were proposed.
- 2.19 The Submission draft Local Plan was subsequently approved by Full Council, in December 2019, as the Local Plan the council considers to be legally compliant and ‘sound’, for publication consultation (Regulation 19) and submission to the Secretary of State for its independent examination.
- 2.20 The formal stage of public consultation commenced on 20 January 2020, in accordance with the timetable established in the previous LDS, for a six week period until 2 March 2020.

Technical Evidence Documents:

- 2.21 A substantial evidence base was prepared to inform the adopted 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 adopted Plan.

Joint Working:

- 2.22 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.

Updates to the Evidence Base:

- 2.23 Updates to the technical evidence base will continue to be undertaken to support the Local Plan Review, particularly in relation to housing numbers in light of the government’s standard methodology; economic growth; and land availability.
- 2.24 The following evidence documents are those which have initially been identified as needed to support the review of the Local Plan.

Evidence	Current Status	Update
Wellbeing & Communities		
Landscape	Built Up Area Boundary Review (2015) Crawley Landscape Character Assessment (2012) High Weald AONB Management Plan – revised draft	Area Character Assessments to be prepared.
Character	Crawley Extensive Urban Survey (2008) Crawley Baseline Character Assessment (2009)	
Open Space, Sport and Recreation Study	Consultant Report (2013)	Study commissioned. Final Report: Spring 2020
Heritage Update	Consultant Report (2010) Sussex Gardens Trust Report (2013) Conservation Area Statements (various)	To be commissioned.
Economic Growth & Social Mobility		
Economic Growth Assessment and Employment Land Review:	Consultant Report (2015)	Review Undertaken – jointly commissioned CBC/HDC/MSDC: Final Report – January 2020
Employment Land Trajectory	Employment Land Trajectory (31 December 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, Commercial Leisure and Town Centre Neighbourhood Needs Study: Final Report – January 2020	
Retail and Leisure		
Town Centre Facilities		
Housing Delivery		
Updated Housing Need: Crawley's Objectively Assessed Housing Need	Standardised Methodology – In-House. Implications across the HMA to be addressed through SHMA review: November 2019	
Strategic Housing Market Assessment	Review Undertaken – jointly commissioned CBC/HDC: Final Report – November 2019	

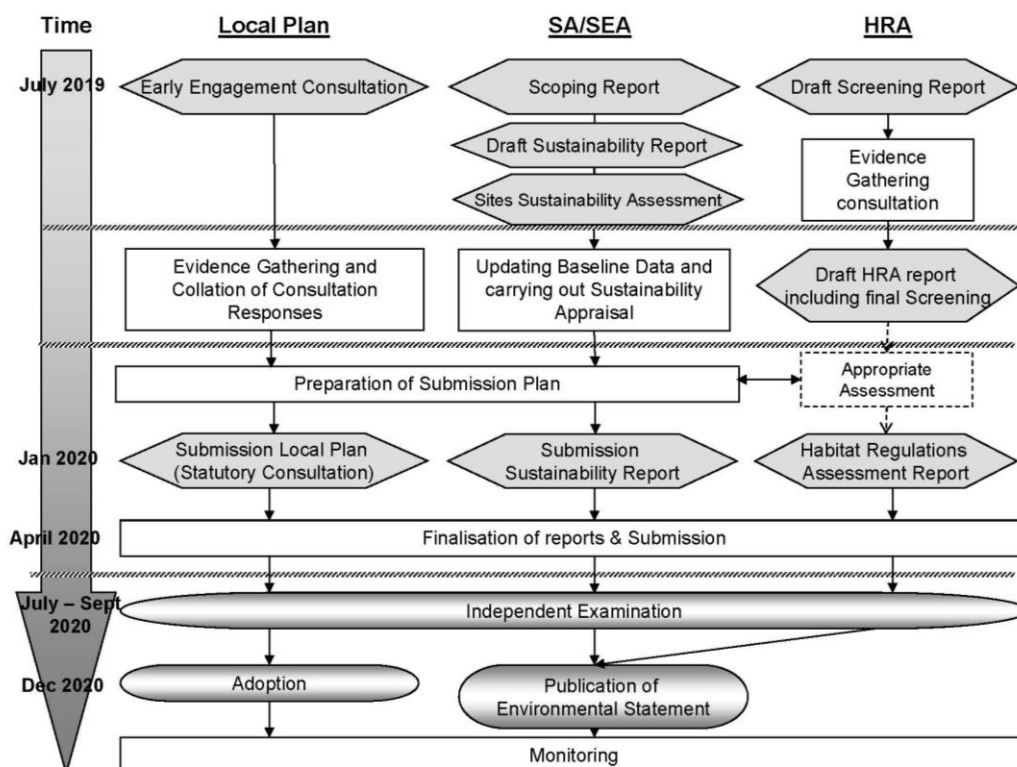
Evidence	Current Status	Update
Strategic Housing Land Availability Assessment & Call for Sites	SHLAA (January 2020) Housing Trajectory (31 December 2019)	
Strategic Housing Market Area Housing and Infrastructure Study	At Crawley Study (2009) New Market Town Study (2010) SHLAA Appendix K (2015)	Joint Working
Brownfield Land Register	December 2019	
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	To involve joint working with WSCC.
Starter Homes Needs Assessment	SHMA November 2019	
Housing Mix Study	SHMA 2019	
Gypsy, Travellers and Travelling Showpeople	Accommodation Needs Assessment (2014)	Update likely to be undertaken In House
Houses in Multiple Occupation	Analysis of Article 4 (2018)	Consideration of Article 4 (February 2020)
Environmental Sustainability		
Habitats Regulations Assessment	Local Plan Habitat Regulations Screening Report (January 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	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)	Updating Water Cycle Study jointly with CBC/MSDC/HDC/RBBC Updating SFRA jointly with HDC. ProPG

Evidence	Current Status	Update
	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)	
Transport Assessment	Consultant Report (2014)	To be commissioned: February 2020
Parking Standards	WSCC Parking Standards Review	
Viability		
Viability Assessment	Consultant Report (2015)	To be commissioned: January 2020

The Sustainability Appraisal:

2.25 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.

2.26 For the early engagement consultation, a Sustainability Appraisal Scoping and Draft Report was published alongside the draft Local Plan. This was updated following the close of consultation, alongside the amendments to the Local Plan, and the updated version was published for comments as a final draft SA/SEA Report as part of the Publication (Regulation 19) Consultation.



- 2.27 The SA/SEA assessed the whole Plan review against any implications caused by the overall Plan strategy and assessed the options and impacts of each Local Plan policy as well as the sites allocated for development.
- 2.28 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.

The Local Plan Map:

- 2.29 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 to which specific planning policies apply.
- 2.30 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.
- 2.31 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 adopted¹⁰), but may also be caused by new environmental data such as the SSSIs, Local Wildlife Sites and Ancient Woodland.
- 2.32 The Local Plan Map will need to be updated in light of the Crawley Borough Local Plan Review and, in due course, the North Crawley Area Action Plan, to reflect any new site allocations or designations created as a consequence of updated evidence.

The Authority's Monitoring Report:

- 2.33 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. Annual assessments against the indicators established by the Monitoring Framework led to the establishment of the adopted Supplementary Planning Documents and advised the approach being taken forward through the Local Plan Review.
- 2.34 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:
- 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;

¹⁰ West Sussex Waste Local Plan (2014) WSCC & SDNP; Minerals Local Plan (2018) WSCC & SDNP

- 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 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> <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.
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: July – September 2019
Date for proposed submission period for representations (Regulation 19):	January – March 2020
Date for Submission:	April 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	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"> • the Town and Country Planning (Local Planning) (England) Regulations 2012; • Crawley Borough Council's Statement of Community Involvement (November 2019).
Sustainability Appraisal / Strategic Environmental Assessment SA/SEA	
SA scoping report consultation:	July – September 2019
Draft Final SA Report consultation:	January – March 2020
Submission of Final SA Report:	April 2020
Publication of Environmental Statement:	December 2020
Monitoring and Review	
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.

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 Review.

Future Development Plan Documents:

- 2.35 In terms of DPD production, through Policy SD3 in the Local Plan Review, the council is committed to the preparation of an additional DPD in the form of an Area Action Plan (AAP) for the area currently safeguarded by the adopted Local Plan for the purposes of a potential additional runway at Gatwick Airport. The document is to be the North Crawley AAP. Policy SD3 commits the council to commencing work on the preparation of the AAP within three months of the adoption of the revised Local Plan.

DOCUMENT DETAILS	
Title:	North Crawley Area Action Plan
Role/Subject:	An Area Action Plan is proposed by the draft Local Plan in order to properly plan for the land to the north of Crawley, between the town and Gatwick Airport, previously safeguarded for the purposes of an additional wide-spaced runway at Gatwick Airport.
Justification:	<p>The removal of a long-established policy constraint frees up a significant area of land. However, not all of the land is needed or suitable for development. Detailed assessment of the needs for the future growth and operational requirements of the airport alongside other development and infrastructure needs is necessary, as well as identification of heritage, environmental and landscape assets which merit protection.</p> <p>Detailed policies will need to be prepared and site allocations considered for a range of uses. The submission draft Local Plan commits the council to producing a dedicated Area Action Plan to direct sustainable development and protection of this area.</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 and the Crawley Borough Local Plan Review.

PLANNED TIMETABLE	
Total Production Period:	March 2021 – March 2023
Date for Non Statutory Consultation (Regulation 18):	Early engagement consultation on Issues, Options and preferred policies: Summer/Autumn 2021
Date for proposed submission period for representations (Regulation 19):	Spring 2022
Date for Submission:	Summer 2022
Date for start of hearing sessions:	Autumn 2022
Date of receipt of Inspector's Report:	Early 2023
Target Date for Adoption and Publication:	<ul style="list-style-type: none"> • Spring 2023 (Full Council Adoption) • Spring/Summer 2023 (six week Judicial Review period)
PRODUCTION ARRANGEMENTS	
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"> • the Town and Country Planning (Local Planning) (England) Regulations 2012; • Crawley Borough Council's Statement of Community Involvement (November 2019).
Sustainability Appraisal / Strategic Environmental Assessment SA/SEA	
SA scoping report consultation:	Summer/Autumn 2021
Draft Final SA Report consultation:	Spring 2022
Submission of Final SA Report:	Summer 2022
Publication of Environmental Statement:	Spring 2023

Monitoring and Review
<p>The Area Action Plan will be continually monitored; a report published annually as part of the Authority's Monitoring Report to ensure the policy objectives are being implemented. If monitoring indicates that the Area Action Plan is not being implemented; or circumstances change or new planning policy guidance emerges, the Area Action Plan, or elements of it, may be reviewed.</p> <p>Any significantly different government decisions which impact more on planning for the future of this area of Crawley may require a review of this LDS.</p>
Local Plan Map
<p>The Local Plan Map will require updating as part of the Area Action Plan.</p>

- 2.36 In addition to this AAP DPD, 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 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 Documents¹¹ 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 Briefs¹² and five Conservation Area Statements¹³ 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.

¹¹ 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)

¹² Tinsley Lane Development Brief (April 2017) & Breezehurst Drive Playing Fields Development Brief (June 2018)

¹³ 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)

- 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 Regulations¹⁴ 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:
- Review of existing Supplementary Planning Documents;
 - Development Briefs to support specific site allocations, where considered helpful and necessary;
 - Development Principles Statements;
 - Technical Guidance Notes;
 - Conservation Area Statements for the remaining more recently designated Conservation Areas;
 - Refresh of existing Conservation Area Statements.
- 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.

Conservation Area Statements:

- 3.7 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.
- 3.8 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:

- 3.9 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 established to enable development to go ahead, without having a lengthy or contentious application process.
- 3.10 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.
- 3.11 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.

¹⁴ The Town and Country Planning (Local Planning) (England) Regulations 2012

- 3.12 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:	Affordable Housing Review
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
Early Engagement:	Early 2021
Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption and Publication:	Autumn 2021
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 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 (November 2019).
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 DETAILS	
Title:	Climate Change Review
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
Early Engagement:	Early 2021
Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption and Publication:	Autumn 2021
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 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 (November 2019).
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:	Green Infrastructure Review
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
Early Engagement:	Early 2021
Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption and Publication:	Autumn 2021
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 (November 2019).
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:	Town Centre Review
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)
PLANNED TIMETABLE	
Total Production Period:	2021
Early Engagement:	Early 2021

Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption and Publication:	Autumn 2021
PRODUCTION ARRANGEMENTS	
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 (November 2019).
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:	Urban Design Review
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)
PLANNED TIMETABLE	
Total Production Period:	2021
Early Engagement:	Early 2021
Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption and Publication:	Autumn 2021
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 (November 2019).
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:	Planning Obligations Review
Role/Subject:	To review the role of Planning Obligations Guidance in light of changes to Community Infrastructure Levy legislation and Planning Obligations Annex to the Local Plan and reflect the whole Plan/CIL Viability Assessment.
Justification:	To update the existing guidance as part of the Local Plan Review.
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 Community Infrastructure Levy legislation and regulations, the NPPF and Planning Practice Guidance. To be supported by the Local List.
Replaces:	Planning Obligations Guidance Notes

PLANNED TIMETABLE

Total Production Period:	2019 – 2021
Early Engagement:	July 2019 – September 2019
Target Date for consultation:	January – March 2020
Target Date for Adoption and Publication:	December 2020

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 (November 2019).
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 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 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. 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)
PLANNED TIMETABLE	
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 current work on a DCO. The dates below are indicative and will be kept under review through future updates to the LDS.
Early Engagement:	Early 2021/Uncertain – to be updated in subsequent LDS.
Target Date for consultation:	Spring/Summer 2021
Target Date for Adoption and Publication:	Autumn 2021
PRODUCTION ARRANGEMENTS	
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 (November 2019).
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 – 2022
Target Date for consultation:	Varied
Target Date for Adoption and Publication:	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 (November 2019).
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.
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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 – 2020
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 2020

PRODUCTION ARRANGEMENTS

Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Cabinet Member
Resources for Production:	Strategic Planning
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 (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 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.

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:	
Target Date for Adoption and Publication:	Annual Update: December 2020 (and subsequent 12 month intervals)
PRODUCTION ARRANGEMENTS	
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

- 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 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 years¹⁵. However, 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. 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 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
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
Target Date for consultation:	Spring 2021
Target Date for Adoption and Publication:	Autumn 2021
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.

¹⁵ National Planning Policy Framework, para. 44 (2018) MHCLG

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.
- 7.3 A minor update of the SCI was subsequently undertaken (November 2019) to ensure it is fit for purpose in preparing the Local Plan Review and future Supplementary Planning Documents.
- 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 policy with implications of a significant and fundamental scale to adopted local Policy.
 - Staffing levels in the Strategic 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 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.

Crawley Borough Council's Local Development Scheme Programme 2018 – 2021																																																		
	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		
Development Plan Documents																																																		
Local Plan Review																																																		
Local Plan Map																																																		
Area Action Plan																																																		
Supplementary Planning Documents																																																		
Affordable Housing Review SPD																																																		
Climate Change Review SPD																																																		
Green Infrastructure Review SPD																																																		
Town Centre Review SPD																																																		
Urban Design Review SPD																																																		
Planning Obligations Annex																																																		
Development of Gatwick Review SPD																																																		
Conservation Area Statements*																																																		
Land East Balcombe Road/Street Hill Dev Brief																																																		
Other Planning Documents																																																		
Brownfield Land Register Part 1																																																		
Local List																																																		
* each document will be subject to its own individual timetable, to be confirmed																																																		

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

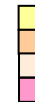
Non Statutory Consultation (Reg. 18)
Proposed Submission (Reg. 19)
Consultation
Submission



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	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	By the Local Plan Review 2020 – 2035, once adopted.

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 – to be considered as part of the Local Plan Review and Area Action Plan.

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	To be reviewed following the Local Plan Review.

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	To be reviewed following the Local Plan Review.

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	To be reviewed following the Local Plan Review.

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	To be reviewed following the Local Plan Review.

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	To be reviewed following the Local Plan Review.

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 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.

CONSERVATION AREA STATEMENTS:

Title	Hazelwick Road Conservation Area Statement
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
Completion/Adoption/Approval	June 2019
To be replaced	Not currently planned: subject to any changes following the Heritage Study.

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 Adoption¹⁶;
- Joint Development Plan Documents for Submission Consultation and Adoption;
- Community Infrastructure Levy Charging Schedule¹⁷.

Cabinet Member Portfolio Responsibilities¹⁸:

- 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 Decision¹⁹:

- 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/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)

¹⁶ Set by The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (Schedule 3)

¹⁷ Set by the Planning Act 2008 s214(5)

¹⁸ Set by the council's Constitution Scheme of Delegation Part 4: Leader and Cabinet Procedure Rules – Cabinet Member Portfolio Holder Responsibilities

¹⁹ 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 or 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.