

**REFERENCE NO: CR/2022/0487/FUL**

**LOCATION:** [TUI TRAVEL HOUSE, CRAWLEY BUSINESS QUARTER, NORTHGATE, CRAWLEY](#)  
**WARD:** Langley Green & Tushmore  
**PROPOSAL:** ALTERATION TO SOME DOORS AND WINDOWS ON ELEVATIONS, NEW ROLLER SHUTTER DOOR ON NORTH ELEVATION AND FIRST FLOOR DOOR ON SOUTH ELEVATION, PROVISION OF EV CHARGING POINTS, INSTALLATION OF PV PANELS TO ROOF (SOUTH AND EAST ELEVATIONS) AND REPLACEMENT OF ROOF PLANT (AMENDED DESCRIPTION).

**TARGET DECISION DATE:** 10 November 2022

**CASE OFFICER:** Mrs J. McPherson

**APPLICANT'S NAME:** Crawley Borough Council  
**AGENT'S NAME:** Miller Bourne Architects

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**PLANS & DRAWINGS CONSIDERED:-**

<b>Drawing Number</b>	<b>Revision</b>	<b>Drawing Title</b>
1015 S4 Rev	P02	Roof Plan
2002 S4 Rev	P07	Existing East West & Entrance Elevations
2003 S4 Rev	P04	Existing North & South Elevations
2012 S4 Rev	P07	East West & Entrance Elevations
2013 S4 Rev	P03	North & South Elevations
1011 S4 Rev	P06	Block Plan Proposed
1001 S4 Rev	P03	Location Plan & Existing Block Plan
1005 S4 Rev	P01	Plant & Roof level existing

**CONSULTEE NOTIFICATIONS & RESPONSES:-**

- |   |  |
|---|--|
| 1. GAL Aerodrome Safeguarding             | Additional information requested. This has been provided by the applicants and awaiting comments from GAL.   |
| 2. National Air Traffic Services (NATS)   | No objection.  |
| 3. UK Power Networks                      | No comments received.  |
| 4. CBC Contaminated Land Officer          | No objection subject to condition.   |
| 5. CBC Environmental Health Officer       | No objection.  |
| 6. CBC Energy Efficiency & Sustainability | No comments received.  |
| 7. Manor Royal Business District          | Supports development – proposals for Innovation Centre align with the aspirational vision of the business district. Welcome inclusion of solar panels to support sustainability. |

**NEIGHBOUR NOTIFICATIONS:-**

Pioneer House, Crawley Business Quarter;  
Instalrite Design Ltd, Unit D, Faraday Road,  
Lexus Gatwick, Fleming House,  
JLC Group Ltd, Unit 5, The Satellite Business Village,  
Premier Inn, Crawley Business Quarter,  
Bramble Energy, Unit 6, The Satellite Business Village,  
Chemigraphic Ltd, Units A1 and A2, The Fleming Centre,  
Motorline Hyundai Gatwick, Fleming House,  
Motorline Peugeot Gatwick, Fleming House.

## **RESPONSES RECEIVED:-**

None.

## **REASON FOR REPORTING TO COMMITTEE:-**

The application has been submitted by Crawley Borough Council.

## **THE APPLICATION SITE:-**

- 1.1 The site is a 3 storey office building finished in buff brick with grey windows and a grey tiled roof situated on the south side of Fleming Way and forms part of Crawley Business Quarter. The building is a broadly 'L' shaped form which has its main entrance centrally located within the inside part of the 'L'. The building takes its access (pedestrian and vehicular) from the estate road to the west that serves the business quarter. The site is well landscaped on all sides. The car park wraps around the site to the north, west and south. None of the trees are protected. The building is currently vacant and the car park grounds are rather overgrown.
- 1.2 The site is located within the Manor Royal Main Employment Area. To the east are 2 storey units (numbers 5 and 6) in the Satellite Business Village. These properties have their rear elevations facing the site and there is a thick intervening tree screen along the boundary. To the north is Fleming Way, and immediately to the north on the highway verge is a telecommunications mast with associated equipment cabinets. To the west is the access road into Crawley Business Quarter beyond which is the Premier Inn. A further 3 storey office building adjoins the site boundary to the south
- 1.3 The site is within the Priority Area of District Energy Networks as set out under policy ENV7 of the Crawley Borough Local Plan 2015-2030 (CBLP), the view splay for Target Hill North East (policy CH8) and an area covered by Article 4 Directions that remove permitted development rights for the conversion of offices and storage and distribution uses to residential. The site is identified as contaminated land.
- 1.4 The application site is supplied with water by Southern Water from its Sussex North Water Resource Zone (SNWRZ).

## **THE PROPOSED DEVELOPMENT:-**

- 2.1 Planning permission is sought for:
  - Alterations to doors and windows at ground floor level on the east, south and north elevations;
  - Insertion of a new roller shutter door (replacing 3 windows on the north elevation);
  - Insertion of first floor door on the south elevation;
  - Installation of PV panels on roofslope on east and south elevations;
  - Replacement roof plant; and
  - Installation of EV charging points.
- 2.2 The extent of the works are limited to the exterior of the building and the parking layout. There are no restrictions on this building in relation to any changes that may be necessary to the interior of the building, these are not therefore subject to any planning control.

## **PLANNING HISTORY:-**

- 3.1 The current building was constructed under planning permission CR/98/0667/FUL (formerly known as site F1) and was part of wider redevelopment known as Crawley Business Quarter. The permission was for 3 storey offices (Use Class B1) and a number of restrictive conditions remain in force including controls over the site layout such as parking and turning areas to be retained and a requirement for planning permission for any external lighting and floodlighting. No permitted development rights have been removed. A legal agreement was also completed to ensure that the parking layouts were controlled and implemented on this site.

3.2 The building remains largely unchanged since its construction, although CR/2001/0716/FUL granted permission for air conditioning condensers to be installed. This appears to be the only alteration..

## **PLANNING POLICY:-**

### National Planning Policy Framework (July 2021)

4.1. The National Planning Policy Framework (NPPF) states that the purpose of the planning system is to contribute to the achievement of sustainable development, the relevant sections are.

- Section 6 – Building a strong, competitive economy. Planning policies and decisions should help create the conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development. The approach taken should allow each area to build on its strengths, counter any weaknesses and address the challenges of the future.
- Section 9 – Promoting sustainable transport – this section states that opportunities to promote walking, cycling and public transport use should be pursued including designing into development provision for plug-in and low emission vehicles and the requirement for travel plans for developments generating significant amounts of movement.
- Section 12 – Achieving well-designed places. The creation of high quality buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.

### Crawley Borough Local Plan (2015-2030) (adopted December 2015)

4.2. The following policies from the Crawley Borough Local Plan are most relevant to the proposal:

- Policy SD1: (Presumption in Favour of Sustainable Development) The Council will take a positive approach, in line with the planned approach to Crawley new town, to approving development which is sustainable and work proactively with applicants, stakeholders and other partners to find solutions. Development will be supported where it meets strategic objectives including becoming carbon neutral and addressing climate change; complementing the town's compact character and neighbourhood principles; respecting heritage; protecting and enhancing Green Infrastructure; creating a safe environment; providing for social and economic needs; and according with the Plan's policies and objectives.
- Policy CH3: (Normal Requirements of all New Development) Development should be based on a thorough understanding of the significance and distinctiveness of the site and its wider context and demonstrate how attractive or important features of the site will be retained.
- Policy CH6: (Tree Planting and Replacement Standards) Sets out that where development would result in the loss of trees, these should be identified and replaced to mitigate the visual impact from the loss of canopies. The requirement for replacement trees is based on the size of the trees to be lost and this is expected to take place on site or be subject to commuted payments for planting elsewhere. The Manor Royal Design Guide sets out tree planting requirements for that area.
- Policy EC3 (Manor Royal) Manor Royal is the principal business location for Crawley, and instrumental to the success of the wider Gatwick Diamond. Development that is compatible with the area's economic function and role in the wider sub-region will be permitted where it falls within the B Use Class and would result in the reuse, intensification, or change of use of the land or buildings. All development at Manor Royal should contribute positively to the overall setting and environment of the Main Employment Area as a business district through high quality design and landscaping that is in accordance with the Manor Royal Design Guide Supplementary Planning Document.
- Policy ENV2 (Biodiversity) All development will be expected to incorporate biodiversity features where appropriate and enhance existing features of nature conservation value around the development.
- Policy ENV6 (Sustainable Design and Construction) All development must consider how it can address sustainability through reducing energy consumption, using renewable and low carbon energy, improving existing buildings when adding extensions, minimising carbon emissions

during development and ensuring embedded carbon is retained and considering District Heat Networks, water stress and temperature extremes.

- Policy ENV10 (Pollution Management and Land Contamination) ensures that new development does not increase levels of pollution or hazards and is appropriate to its location. Where a site may be at risk from contaminants or hazardous materials, information must be provided on how the risk will be addressed and pollution treated or removed.
- Policy IN3 (Development and Requirements for Sustainable Transport) Development should be focussed to achieve sustainable transport through use of public transport, walking and cycling. Development should meet the access needs generated and not have unacceptable impact on congestion or highway safety.

#### Emerging Crawley Borough Local Plan 2021 – 2037 (January 2021)

4.3 The Crawley Borough Local Plan is in the process of review. The Council published its Submission Draft Local Plan for Regulation 19 for consultation from early January 2021 to 30<sup>th</sup> June 2021 and therefore limited weight should be given to the following applicable policies:

- Policy SD1: Presumption in Favour of Sustainable Development
- Policy SD2: Enabling Healthy Lifestyles and Wellbeing
- Policy CL2: Making Successful Places: Principles of Good Urban Design
- Policy DD1: Normal Requirements of All New Development
- Policy DD2: Inclusive Design
- Policy DD4: Tree Replacement Standards
- Policy DD5: Aerodrome Safeguarding
- Policy EC2: Economic Growth in Main Employment Areas
- Policy EC3: Manor Royal
- Policy GI1: Green Infrastructure
- Policy GI3: Biodiversity and Net Gain
- Policy SDC1: Sustainable Design and Construction
- Policy EP6: External Lighting
- Policy ST1: Development and Requirements for Sustainable Transport

#### Supplementary Planning Documents

4.4 The following supplementary planning documents are applicable to this application:

#### Manor Royal Design Guide SPD and Public Realm Strategy – Adopted July 2013

4.5 This document aims to support economic growth in Manor Royal, providing guidance to ensure that new development makes a significant contribution to the uplift of the area and secures delivery of high-quality development which supports the key business function. It requires all development to demonstrate the following:

- New buildings to be of high-quality urban design
- Proposals seek to provide active frontages to routes
- Materials and finishes of good quality and support the principles of identity and sustainability
- Proposals to achieve a high level of security
- Surface water drainage considered
- Water efficiency measures considered
- The development must positively contribute to the landscape and identity of Manor Royal

The document emphasises the importance of landscaping as a key consideration in creating a sense of place for Manor Royal and improving the quality of the public realm.

#### Planning and Climate Change SPD – Adopted October 2016

4.6 This provides further guidance on addressing the sustainability policies within the Local Plan, with examples of best practice and how to demonstrate compliance with the policies.

## Green Infrastructure SPD – Adopted October 2016

- 4.7 This SPD provides further guidance on new and replacement tree planting, the protection of existing trees, biodiversity and wider landscaping issues.

## Urban Design SPD – Adopted October 2016

- 4.8 This document provides further advice on the principles of good urban design in the Crawley context, highlighting in particular the importance of massing and materials, public realm, street design, parking and sustainable design. For industrial and commercial development consideration should be made of appropriate materials, colours and massing to improve the architectural language (as buildings are often designed functionally with little architectural merit). Greater consideration of the layout of the buildings relative to the street is encouraged along with opportunities to improve the urban environment and the use of landscaping.

## **PLANNING CONSIDERATIONS:-**

- 5.1 The works proposed comprise alterations to some of the building openings to accommodate the requirements of the incoming tenant along with other improvements to improve the sustainability of the building and to accommodate electric vehicles. The principle of reusing the building for employment use within the main employment area is supported by policy EC3. The main planning issues are therefore considered to be:

- The design and appearance proposed alterations on the building/visual amenity
- Impact on operational requirements of the site and impact on impact on trees / landscaping
- Sustainability
- Contamination and noise
- Aerodrome Safeguarding
- Water Neutrality.

### Design and appearance of the buildings/visual amenity

- 5.2 Alterations are proposed to windows and doors on the office building. On the ground floor east elevation 3 windows are to be replaced by doors. These new doors would be the same width as the windows they therefore the proposed alterations would appear visually consistent with the existing glazing pattern for the building and are considered acceptable.
- 5.3 In the south elevation a ground floor window is proposed to be replaced by a new door of the same width and a 1<sup>st</sup> floor door is proposed to be inserted replacing a small window. This first floor alteration would create a wider aperture with a Juliet balcony feature which would look different from the current regular pattern of glazing. It is considered however that the door design would respect the symmetry and detailing of the wall on which it would be sited and, subject to this being installed in materials to match the existing windows and doors, it would be visually acceptable. The south elevation is not visually prominent from the streetscene.
- 5.4 On the north elevation a single ground floor window is proposed to be replaced with a set of double doors which would visually change the fenestration pattern on this section of the building. However, this is not considered to be harmful to the overall appearance of the building. In addition and also on the north elevation, 3 windows are to be replaced by a roller shutter door. While this door would alter the original elevation of the building, it is considered that its siting is appropriately designed in terms of the overall width and height, and it would match the glazing pattern around it. It is considered that subject to further details on the finish and appearance of the door, that this alteration would be visually acceptable.
- 5.5 The proposed aluminium PV solar panels would be visible on the east and south roof of the building fixed to the roof on brackets and mounted at a 35 degree angle. These would appear as functional additions to the roof slope and while they are not particularly attractive aesthetically, the visual impact does need to be weighed against the sustainability benefits to the building and its future occupiers. The east and south elevations are less visible in the street scene as there is a belt of mature trees

along the eastern boundary screening the building from public views and semi mature landscaping along the southern boundary which also provides a softer landscaped setting for the office. It is not considered the panels have a harmful impact on visual amenity.

- 5.6 The proposal also involves the renewal/replacement of external roof plant located in an existing enclosure on the east elevation of the roof slope. This plant is not readily visible from the street and the replacement equipment would be slightly lower than the existing. It is not considered that there is an adverse visual impact from this alteration.

#### Impact on operational requirements of the site and impact on trees /landscaping

- 5.7 There are no changes proposed to the existing car parking layout in relation to the number of spaces. Alterations are proposed to provide 10 active EV charging spaces and 20 passive EV charging spaces.
- 5.8 There is a query as to how access to the new roller shutter door is to be achieved given it is currently obstructed by parking spaces, a flower bed containing 2 trees and an access path to the building which incorporates a metal entrance pergola. The applicant has stated that the access to these doors (which are to accommodate larger deliveries for a future anchor tenant), would be planned and on those days the parking bays adjacent to the doors would be suspended while the delivery is unloaded. The applicant has further stated that the entrance pergola would be removed and that landscaping which is overgrown would be maintained and whilst it may be necessary to widen the path adjacent to the doors, it is hoped to retain the two trees. There is therefore concern that the proposed arrangements shown on the approved plan may not be practical and would result in the loss of a tree/trees due to works taking place within the root protection areas. It is therefore proposed that a condition be imposed to agree precise details of the hard and soft landscaping works in the vicinity of the roller shutter doors in order to ensure trees are replaced and hard and soft landscaping around the entrance area to the building is a good quality finish and standard.
- 5.9 The applicant has also explained that the 1<sup>st</sup> floor level doors in the south elevation of the building are only needed for the loading of occasional pieces of equipment so the parking bays in front of it would be in use most of the time.
- 5.10 With regard to cycle parking there is an existing shelter at the site which is proposed to be replaced on a like for like basis.
- 5.11 In conclusion, it is considered that adequate parking arrangements are retained on the site which would be enhanced with the addition of EV charging points. The car park operations should not be unduly impacted by the creation of the two new loading doors and the details of the access arrangements for the roller shutter door can be addressed through a condition.

#### Sustainability

- 5.12 The introduction of solar panels is supported by policy ENV6 as this could potentially reduce the developments reliance on non-renewable fuels. The EV charging points are also considered a positive addition for use of electric vehicles.

#### Contamination and noise

- 5.13 The site has been identified as potentially contaminated due to its past use as an unspecified engineering works (prior to its development as the Fleming Centre). The CBC Contaminated Land Officer has commented that as the proposal is primarily a refurbishment rather than demolition any risks from contaminated land are low unless there are intrusive ground works. In this case, the ground works would appear to be very limited to shallow excavations for the EV charging points. A condition is therefore recommended that will address any contamination issues encountered during these limited excavations.
- 5.14 The new roof plant would replace the existing roof plant in same the location on the east elevation of the building. This elevation faces onto commercial buildings in the Satellite Business Village. There

are no noise sensitive uses in the surrounding area. The Environmental Health Team has raised no objection to the proposal in respect of noise impacts.

#### Aerodrome Safeguarding

5.15 During the course of the application the applicants have provided further information on the design and appearance of the PV panels at the request of Gatwick Airport Limited (GAL). At the time of preparing this report the final comments from GAL have not been received but given other recent cases for such proposals in Manor Royal it is considered highly likely that this matter can be resolved through condition. An update will be provided at the Planning Committee meeting.

#### Water neutrality

5.16 The Local Planning Authority received a Position Statement from Natural England on 14 September 2021. It raised significant concerns about the impact of water abstraction in the Sussex North Water Resource Zone upon the Arun Valley's protected SAC, SPA and Ramsar sites. The proposal would involve no new connection to the water supply. A screening assessment has been undertaken which concludes that the proposal would be water neutral as a result. The Local Planning Authority has therefore concluded that the proposal would not adversely affect the integrity of the protected sites and would not conflict with the obligations under the Conservation of Habitats and Species Regulations 2017.

#### **CONCLUSIONS:-**

6.1 It is considered the works that are the subject of this application would enable an existing office to be reoccupied and this is supported in terms of bringing employment back to the site in the main employment area. The external works to the building are considered to be visually acceptable and would also improve the sustainability of the building. The alterations would not have any adverse impact upon the operational requirements of the site or on nearby neighbours. It is therefore considered that the development would comply with the relevant policies in the Development Plan and it is recommended that planning permission be granted.

#### **RECOMMENDATION RE: CR/2022/0487/FUL:-**

PERMIT, subject to the following conditions:

1. The development hereby permitted shall be begun before the expiration of 3 years from the date of this permission.  
REASON: To comply with Section 91 of the Town & Country Planning Act 1990.
2. The development hereby permitted shall not be carried out other than in accordance with the approved plans as listed below save as varied by the conditions hereafter:  
(Drawing numbers to be added)  
REASON: For the avoidance of doubt and in the interests of proper planning.
3. No exterior works to the openings of the building shall be carried out unless and until a schedule of materials and finishes to be used for external walls, doors and windows have been submitted to and approved by the Local Planning Authority. The works shall thereafter be carried out in accordance with the approved details.  
REASON: To enable the Local Planning Authority to control the development in detail in the interests of amenity by endeavouring to achieve a building of visual quality in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.
4. The roller shutter door and first floor door shall not be installed until precise details showing the door and window profiles for the apertures including the brick detail surrounds (including a 1:20 section of the glazing details) have been submitted to and approved in writing by the Local Planning Authority. The development shall thereafter be implemented in accordance with the agreed details.  
REASON: To control the development in detail and to ensure a high-quality development in accordance with policies CH2 and CH3 of the Crawley Borough Local Plan 2015-2030

5. This site has been identified as potentially contaminated due to its past land use (Engineering Works). The proposed refurbishment is likely to be a low risk of significant harm to the end users. However, if during any works contamination is encountered which has not been previously identified it should be reported immediately to the Local Planning Authority. The additional contamination shall be fully assessed and an appropriate remediation scheme undertaken in accordance with details that have first been submitted to and been agreed in writing with the Local Planning Authority.  
REASON: To safeguard the health of future occupiers of the site in accordance with Policy ENV10 of the Crawley Borough Council Local Plan 2015 - 2030.
6. The revised parking layout shall not thereafter be used for any purpose other than the parking /turning of vehicles in connection with the occupation of the units and those areas shall not be used for any outside storage of any goods or refuse associated with the business units.  
REASON: To ensure that adequate and satisfactory provision is retained for the accommodation of vehicles clear of the highways in accordance with Policy CH3 of the Crawley Borough Local Plan 2015-2030.
7. Notwithstanding the details shown on the block plan, the roller shutter doors shall not be installed until a landscape plan showing hard and soft landscaping details and means of access to the roller shutter doors has been submitted to and approved in writing by the Local Planning Authority. The landscaping details shall have been implemented prior to the roller shutter doors being brought into use.  
REASON: To control the development in detail, to ensure the operational and parking requirements for the site are met and any trees / landscaping lost is appropriately mitigated in accordance with policies CH3 and CH6 of the Crawley Borough Local Plan 2015-2030.

#### 1. NPPF Statement

In determining this planning application, the Local Planning Authority assessed the proposal against all material considerations and has worked with the applicant in a positive and proactive manner based on seeking solutions where possible and required, by:

- Providing advice in a timely and manner through pre-application discussions/correspondence.
- Liaising with consultees/agent and discussing the proposal where considered appropriate and necessary in a timely manner during the course of the determination of the application.
- Seeking amended plans/additional information to address identified issues during the course of the application.

This decision has been taken in accordance with the requirement in the National Planning Policy Framework, as set out in article 35, of the Town and Country Planning (Development Management Procedure) Order 2015.





# ArcGIS Web Map

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