

Crawley Borough Council's Local Development Scheme 2024 – 2027

June 2024



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Executive Summary

Crawley's Local Development Scheme (LDS) establishes the timetable for the production of Local Plan documents for the borough of Crawley between June 2024 and December 2027, as required by the Planning and Compulsory Purchase Act 2004.

It provides a structure for the adoption of the Crawley Borough Local Plan 2023-2040, 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 fifteen-year Plan period 2015 – 2030 and provides the borough's full planning policies for the purpose of development management decisions. It was reviewed by Full Council on 16 December 2020 and found to be up-to-date for Development Management decisions.

In order to maintain an up-to-date Local Plan, a review of the adopted Crawley Borough Local Plan commenced in 2018. This has now progressed through its independent Examination and is in the latter stages of plan-making preparation.

The LDS also:

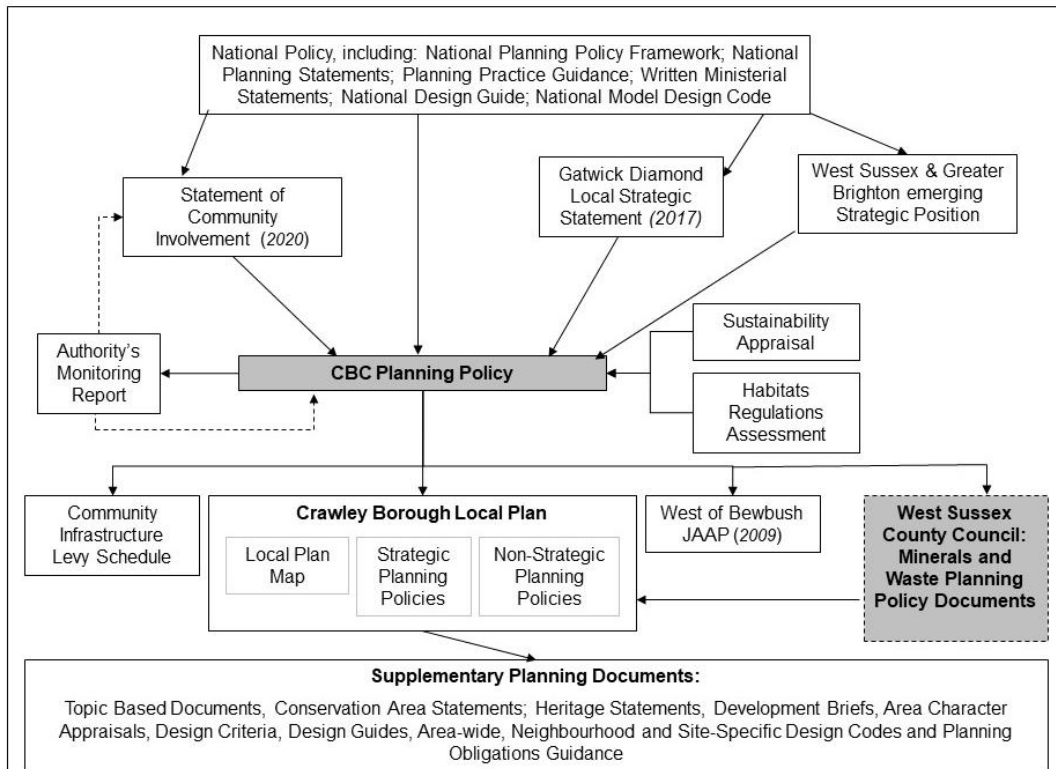
- identifies the supporting evidence required to support the adoption and implementation of the Local Plan;
- details the Supplementary Planning Documents to be prepared by the council during the LDS period;
- establishes the accompanying planning documents required to be published and maintained by 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 2023-2025, which was adopted by the council in January 2023.

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. This is required by the Planning and Compulsory Purchase Act 2004. Progress on the Local Plan and Supplementary Planning Documents against the intentions and timetable established by the LDS is required to be published in the council’s Authority’s Monitoring Report by the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.2 Document profiles for each of the planning policy documents are included in this LDS and outline a brief description of the document, its status, the matters it will address, the production arrangements, and the milestones that the document will be produced against.
- 1.3 The council’s current adopted local planning policy documents used for the purposes of development management are set out in Appendix 1.
- 1.4 The council’s Statement of Community Involvement¹ establishes the approach the council will undertake in public consultation and engagement in the preparation of its local planning documents. Appendix 2 summarises the council’s formal internal approval processes for the consultation and adoption of planning documents.

Figure 1.1: Planning Policy in Crawley



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

2. The Local Plan

National Planning Context

- 2.1 The Neighbourhood Planning Act 2017² clarifies that each local planning authority must identify the strategic priorities for the development and use of land in the authority's area. Policies to address these priorities must be set out in the authority's development plan documents.
- 2.2 For Crawley, this could be in the form of a single Local Plan or Joint Plan with neighbouring authorities, or a suite of documents which together, taken as a whole, cover the policies to address the strategic priorities. This should include the planning policies needed to contribute to the achievement of sustainable development and the allocation of land to deliver the area's housing requirement along with other types of development and/or land uses.
- 2.3 Non-strategic policies (such as Development Management and site allocation policies) to guide the determination of applications for planning permission can be included within the same Plan or within a separate focused development plan document.

Local Plan Review

- 2.4 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 established a requirement for local planning authorities to review their local development documents at least every five years³. The updated National Planning Policy Framework (NPPF) introduced the need for the council to consider whether to update the document following each review⁴. Where it is determined not to revise the document, the reasons for considering that no revisions are necessary must be published⁵.

Planning Reform

- 2.5 The Levelling Up and Regeneration Act became law in October 2023. This Act introduces changes to the Planning System including to the Plan-Making process. The government undertook a 12-week public consultation between July and October 2023 to seek views on its proposals to implement the parts of the Levelling Up and Regeneration Act which relate to plan-making. The intention is to make plans simpler, faster to prepare and more accessible. The outcomes of this consultation, following its conclusion, are currently still awaited.
- 2.6 The 2023 consultation confirmed that "plan makers will have until 30 June 2025 to submit their local plans, neighbourhood plans, minerals and waste plans, and spatial development strategies for independent examination under the existing legal framework...[and]...all independent examinations of local plans, minerals and waste plans and spatial development strategies must be concluded, with plans adopted, by 31 December 2026. These plans will be examined under the current legislation". This applies to the current emerging Crawley Borough Local

² 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).

³ Regulation 10A, Town and Country Planning (Local Planning) (England) Regulations 2012

⁴ National Planning Policy Framework, para 33 (2023) DLUHC

⁵ Planning Practice Guidance: Plan-Making "What is the process for publishing reasons not to update a plan?" Paragraph 070 Reference ID: 61-070-20190315 (Revision Date 15/03/2019) DLUHC

Plan 2023-2040, which was submitted in July 2023 and is anticipated to be adopted in October 2024 (as set out in this LDS).

- 2.7 The consultation went on to confirm that the previous government consultation in 2022 suggested that “Authorities that have prepared a local plan, spatial development strategy or minerals and waste plan which is less than 5 years old when the new system goes live will not be required to begin preparing a new-style plan until their existing plan is 5 years old. So, for example, if an authority last adopted a local plan on 31 March 2022, the preparation of a new plan must start by 1 April 2027. For a plan adopted in mid-December 2026, the preparation of a new plan must start by mid-December 2031. The period of 5 years applies from the date of adoption. Authorities can begin preparing a new plan sooner if they wish”. This would apply to Crawley and would require the council to commence the preparation of a new style Local Plan by October 2029.
- 2.8 However, the 2023 consultation highlighted the issues with large groups of local authorities undertaking reviews at the same time. This led to a suggested phased roll-out of reviews under the new planning system. Local authorities would be:
- ranked chronologically by the date that they have most recently adopted a plan containing strategic priorities;
 - grouped together sequentially into groups of up to 25 authorities;
 - each group to be allocated a 6 month plan-making commencement window (a “wave”), within which plan making should start. Whether this changes the timing suggested in paragraph 2.7 above is currently unknown.
- 2.9 Currently, the government has confirmed that when the new plan-making system comes into force, existing Development Plan Documents and saved policies will remain in force until the local planning authority adopt a new-style local plan. When that new-style plan is adopted, in line with the current arrangements, those existing Development Plan Documents and saved policies will automatically cease to have effect. Similarly, Statements of Community Involvement and Local Development Schemes should also remain in force where they relate to emerging “old-style” plans, until those plans are adopted or the deadline for their adoption passes.
- 2.10 The government has confirmed its continued intention to require the new Local Plans to be prepared within a 30month time period.
- 2.11 The new system includes a period of scoping and early participation. This takes place before the 30 month timeframe starts and there is not a time-limit proposed for this stage. During this stage, planning authorities should define what will be included in the local plan and what is not within scope. The government intend to set out, in guidance, the key activities that the planning authority will need to complete during this phase, prior to the commencement of the 30 month plan-making process.
- 2.12 Some of this scoping and early participation work may fall within the latter part of this LDS period. However, the commencement of work on a new Local Plan for Crawley under the emerging system will be set out in a future Local Plan Timetable.

Future Local Plan Timetable

- 2.13 The 2023 Act will replace the existing requirement to adopt an LDS with a new requirement to prepare and maintain a local plan timetable. Regulations will be set to establish a requirement to make the relevant data publicly available in a

prescribed digital format to replace the current document-based requirement. This does not apply to CBC currently as the Crawley Borough Local Plan is being prepared under the existing Statutory requirements to maintain an up-to-date LDS in its current format.

- 2.14 Planning authorities will be required to make available key information about the future shape of local plans, supplementary plans and the timeline for their preparation in a simple, consistent format and structure, and keep this up to date. This will ensure that key information is available consistently and streamline the preparation and update process for authorities.
- 2.15 Regulations are anticipated to set out a requirement for planning authorities to revise their timetable at least once every six months, or earlier upon reaching a key milestone in the preparation of the plan, or if deemed appropriate, in order to ensure they are updated more regularly and the information they contain is more reliable. National guidance will establish an expectation that planning authorities should put in place the governance and delegation arrangements needed to enable this to happen. This may include seeking appropriate delegated powers for officers to update timetables or putting in place arrangements for accelerated sign-off of changes by members.

Engagement and Consultation

- 2.16 The Levelling Up and Regeneration Act 2023 will remove the requirement to prepare a Statement of Community Involvement (SCI), see section 7 of this LDS, for local plans made under the new plan-making system. The alternative approach towards engagement will be established through new regulations and guidance.

New-Style Local Plan and supporting requirements

- 2.17 The preparation of the new-style Crawley Borough Local Plan will be set out in accordance with the finalised future Local Plan Timetable digital format.
- 2.18 The timing for preparing the timetable and any initial documents establishing the framework for the new Local Plan preparation is likely to be in advance of the start of the five year Local Plan review period (i.e. 2027 – year three of the Local Plan since adoption) in order to ensure the procedures are all in place ahead of the start of the review 30month timetable clock. However, as much of this process is yet unknown, this LDS does not specifically set a timetable for these. Instead, officer time will be spent preparing for the new system, through understanding the reform requirements, carrying out Member training and considering the appropriate engagement mechanisms needed to support the Local Plan Review.
- 2.19 This will be kept under review as the guidance and understanding of the requirements and approaches to the new plan-making system become more established.

Local Planning Context

- 2.20 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'.
- 2.21 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.

2.22 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 retain full weight. The Crawley Borough Local Plan 2015-2030 was formally reviewed at Full Council on 16 December 2020⁶, which approved the Local Plan Five Year Policy Assessment⁷ to confirm that each adopted Local Plan Policy retains full weight for Development Management decisions. On this basis, the adopted Local Plan remains up-to-date and the Review of the Policies has been through Cabinet and Full Council processes to maintain that position⁸.

Joint Plan

2.23 Joint working is a known priority. The council has set out all of the joint working it is involved in, in relation to the preparation of the Local Plan (both adopted and emerging), in the Crawley Duty to Cooperate Statement.

2.24 Two Strategic Statements are relevant to Crawley borough:

- The Gatwick Diamond Local Strategic Statement was refreshed in 2017⁹.
- 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. There is ongoing work on a third update.

2.25 Statements of Common Ground have been secured with the relevant authorities on all strategic, cross boundary matters. These include:

- Northern West Sussex Statement of Common Ground (July 2023)
- Northern West Sussex Housing Needs Statement of Common Ground (July 2023)¹⁰
- Water Neutrality Statement of Common Ground (July 2023)
- West Sussex Statement of Common Ground (April 2020)
- Ashdown Forest Statement of Common Ground (April 2018)
- Crawley Borough Council and Mid Sussex District Council Statement of Common Ground (July 2023)
- Crawley Borough Council and Horsham District Council Statement of Common Ground (July 2023)¹¹

⁶ The Cabinet Report which went through Full Council on 16 December 2020 can be accessed from this link: <https://democracy.crawley.gov.uk/ieListDocuments.aspx?CId=162&Mid=3036&Ver=4> (Item 6; Recommendation 2.3d)

⁷ Crawley 2015 – 2030 Adopted Local Plan Five Year Policy Assessment⁷):

https://crawley.gov.uk/sites/default/files/2021-01/Crawley_2015_2030_Adopted_Local_Plan_five_year_policy_assessment.pdf

⁸ Minutes from Full Council:

<https://democracy.crawley.gov.uk/documents/g3041/Public%20minutes%2016th-Dec-2020%2019.30%20Full%20Council.pdf?T=11>

⁹ 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

¹⁰ The two Northern West Sussex Statements of Common Ground are in the process of being updated to align with the Publication and Submission of the Horsham District Local Plan and the Mid Sussex District Plan.

¹¹ The Crawley Borough Council and Horsham District Council Statement of Common Ground is in the process of being updated to align with the Publication and Submission of the Horsham District Local Plan.

- Adur District Council, Crawley Borough Council and Worthing Borough Council Statement of Common Ground (May 2023)
- Northern West Sussex Statement of Common Ground (May 2020)
- Crawley Borough Council and Mole Valley District Council Statement of Common Ground (January 2021)
- Crawley Borough Council and Reigate and Banstead Borough Council Statement of Common Ground (February 2021)
- Arun District Council and Crawley Borough Council Statement of Common Ground (July 2021)
- Worthing Borough Council and Crawley Borough Council Statement of Common Ground (May 2021)
- Crawley Borough Council and Tandridge District Council Statement of Common Ground (December 2018)
- Crawley Borough Council and National Highways Statement of Common Ground (July 2023)
- Crawley Borough Council and West Sussex County Council Statement of Common Ground (August 2023)
- Crawley Borough Council and Gatwick Green Limited Statement of Common Ground (November 2023)
- Crawley Borough Council and West Sussex County Council Statement of Common Ground (December 2023)
- Crawley Borough Council and National Highways Statement of Common Ground (December 2023)
- Crawley Borough Council and Gatwick Green Limited Statement of Common Ground Update (January 2024).

2.26 Since 2020, joint working has been ongoing with the affected authorities across the Sussex North Water Resource Zone specifically in relation to addressing water supply constraints and securing water neutrality through the local plan reviews, in order to meet the Habitats Regulations requirements (see paragraph 2.36 below). This is an issue which has been identified can only be addressed at the strategic level and a significant amount of joint working has been undertaken, and continues.

2.27 Neighbouring authorities (Horsham District; Mid Sussex District; Mole Valley District; and Reigate and Banstead Borough Councils) are each progressing proposals for significant new developments on or close to Crawley's administrative boundaries, either through adopted or draft Local Plans. Crawley Borough Council is a statutory consultee in relation to these proposals at specific stages of their progression, as well as seeking to be positively involved on an ongoing basis through the Duty to Cooperate to ensure Crawley's interests are taken into account and the impacts of such development on the borough are adequately managed and mitigated.

2.28 Where the government believes a Joint Plan would facilitate the more effective planning of development and use of land in the area of one or more local authority, the Secretary of State can direct two or more local planning authorities to prepare a joint development plan document.

2.29 A Joint Plan is not currently being considered but ongoing joint working continues and this remains a future option with the adjoining authorities, particularly those within the Northern West Sussex Housing Market Area; West Sussex county; and/or the Gatwick Diamond. In the future, options beyond this may include: a

non-statutory, overarching strategic statement; Joint Area Action Plans; or a Strategic Development Plan Document.

Local Plan Review

2.30 This LDS sets the timetable for the final stages of the full Local Plan Review for Crawley borough.

2.31 The Local Plan Review can be broken into three distinct parts:

1. Monitoring; scoping and evidence gathering;
2. Issues, options, and preferred approach (Early Engagement);
3. Submission, examination and adoption (Publication and Submission).

2.32 The council is currently in the final stages of part 3. The Local Plan was submitted to the Secretary of State for its independent Examination on 31 July 2023. Hearing sessions were held in public during November 2023 and January 2024. The council received the Inspectors’ post-hearing letter on 31 January 2024. A formal six-week stage of public consultation on Main Modifications was carried out between 12 February and 25 March 2024. The Inspectors’ issued a Post-Main Modifications letter on 7 May 2024. This required a response from the council on a focused number of matters. The council responded by letter on 16 May 2024 and received further correspondence from the Inspectors on 24 May 2024.

2.33 The latest Inspectors’ letter confirmed they would not be in a position to issue their report during the Pre-Election Period for the General Election in July 2024. This, along with the restrictions on the council for undertaking politically sensitive matters during the national pre-election period, has meant it is no longer possible for the Local Plan to be adopted at the July Full Council as had been envisaged by the previous LDS. Therefore, the timetable for the adoption of the Local Plan set out in this LDS has been amended from the earlier version to reflect this delay.

2.34 The Local Plan programme carried out to date is set out below in Table 2.1 and in Figure 2.1.

Table 2.1: Local Plan Review

Stage	Date
Early Engagement consultation	15 July 2019 – 16 September 2019
Publication (Submission) consultation	20 January – 2 March 2020
Additional Publication (Submission) consultation	6 January – 30 June 2021
Further Publication (Submission) consultation	9 May – 20 June 2023
Submission	31 July 2023
Examination in Public	November 2023 – January 2024

Stage	Date
Modifications Consultation	12 February 2024 – 25 March 2024

Technical Evidence Documents

2.35 A substantial evidence base has been prepared to inform the Local Plan. The Key Documents and Evidence Base library forms the most up-to-date technical position to support the Local Plan Review and its implementation. The full [Crawley Borough Local Plan Examination Library List](#) is available on the council’s Local Plan Evidence Base webpages.

Joint Working

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

2.37 Critically, the Water Neutrality Study was commissioned by the three main authorities affected by the Sussex North Water Resource Zone (Chichester District, Crawley Borough and Horsham District Councils), with input from South Downs National Park Authority and West Sussex County Council, along with Natural England, the Environment Agency and Southern Water throughout.

Updates to the Evidence Base

2.38 Whilst much of the evidence base is established for the preparation and examination of the Local Plan, updates to the technical evidence base will continue to be undertaken to support the implementation of the Local Plan once adopted and to ensure the Local Plan remains up-to-date. Where appropriate, joint working will be considered and continued, particularly within the Northern West Sussex Housing Market Area, the Sussex North Water Resource Zone, the Ashdown Forest Local Authorities and Gatwick Authorities, in addition to others which may arise across geographic areas and/or strategic issues.

2.39 The existing and potential future evidence base documents are provided in Appendix 3.

Local Plan Map

2.40 The council’s Local Plan Map is a Local Development Document. It indicates spatially:

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

2.41 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.

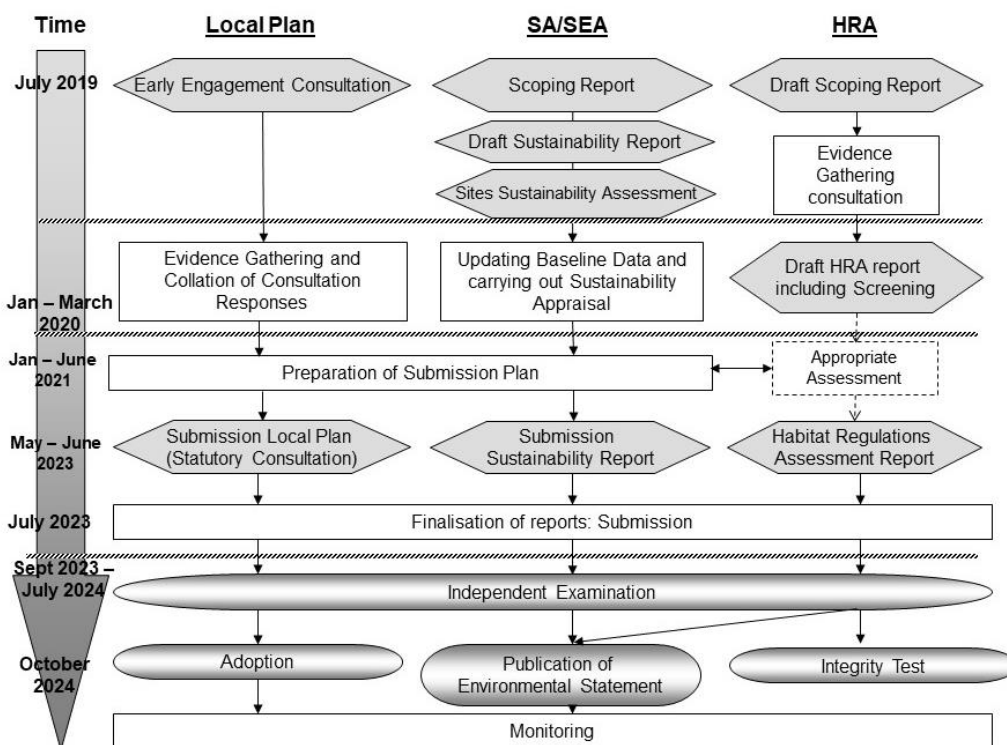
2.42 The Local Plan Map will be updated to reflect new site allocations, designation and boundary changes. This will primarily be created by the adoption of new Local Plan Documents, including in light of the Crawley Borough Local Plan Review to reflect any new site allocations or designations created as a consequence of updated evidence; as well as updates to the West Sussex Minerals and Waste

Plans¹². Changes to the Local Plan Map may also be caused by new environmental data (such as the SSSIs, Local Wildlife Sites and Ancient Woodland), and heritage designations made outside of the Local Plan process (including Listed Buildings, Conservation Areas, Scheduled Monuments and Archaeological Sensitive Areas).

Sustainability Appraisal

- 2.43 An integral part of producing a Local Plan is the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). The Crawley Borough Local Plan SA/SEA also incorporates the Local Plan Equalities Impact Assessment and Health Impact Assessment. 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 been assessed against all other realistic options and alternatives.
- 2.44 The draft SA/SEA assesses the whole Plan review against any implications caused by the overall Plan strategy and assesses the options and impacts of each Local Plan policy as well as the sites allocated for development.

Figure 2.1: Local Plan Key Documents



- 2.45 For the early engagement consultation, a Sustainability Appraisal Scoping and Draft Report was published alongside the draft Local Plan in 2019.
- 2.46 This was updated following the close of the early engagement consultation, alongside the amendments to the Local Plan, and the updated version was published for comments as a draft SA/SEA Report as part of the initial Publication (Regulation 19) Consultation undertaken in January 2020.
- 2.47 Amended draft SA/SEAs were published alongside the amended Local Plan during its second, additional, and third, further, Publication Consultations, in 2021 and 2023, reflecting the changes made to the Plan’s policies and allocations and

¹² West Sussex Waste Local Plan (2014) WSCC & SDNP; Minerals Local Plan (2018) WSCC & SDNP

responding to representations received directly on the SA/SEA as part of the previous stages of public consultation. The latter SA highlighted concerns with the Habitats Regulations and included the assessment of the Water Neutrality Policy, undertaken in parallel with the other authorities within the Sussex North Water Resource Zone.

- 2.48 The draft SA/SEA, May 2023, was submitted and examined alongside the Local Plan. A Main Modifications consultation version, February 2024, was published as part of the Main Modifications Consultation. Following receipt of the Inspectors’ Final Report a final Environmental Report will be prepared and considered as part of the Local Plan adoption.
- 2.49 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.

Authority’s Monitoring Report

- 2.50 The Authority’s Monitoring Report (AMR) is published at least annually, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, with updates provided where further information is available sooner. These reports contain the following information:
- Progress on the preparation of Local Plans or Supplementary Planning Documents (SPD) specified in the council’s Local Development Scheme (LDS);
 - Details of any policies in the Local Plan which are not being implemented;
 - The delivery of net housing against the annualised average housing number and the total since the adoption of the Policy and including the council’s on-going performance in terms of the government’s Housing Delivery Test;
 - The calculation of the borough’s Housing Land Supply against the five year housing land supply requirement;
 - The delivery of net affordable housing against the annualised average affordable housing requirement and the total since the adoption of the Policy;
 - The employment land supply established within the updated Employment Land Trajectory;
 - Details of any Neighbourhood Plans being progressed within the area;
 - Details of the borough’s performance against the council’s self-build and custom housebuilding register.
 - Reporting on the implementation of the Community Infrastructure Levy, where the Charging Schedule is in place;
 - Actions undertaken to meet the Duty to Cooperate.

Document Profile 1: Crawley Borough Local Plan Review

DOCUMENT DETAILS	
Title:	Crawley Borough Local Plan Review
Role/Subject:	The review of the Local Plan confirms the extent to which the Local Plan policies remain up-to-date in light of new

	<p>evidence (including the standard methodology for establishing objectively assessed housing need) and changing government legislation and policy.</p> <p>The Local Plan Review updates the adopted Local Plan as considered by the council to be necessary and/or appropriate. The Local Plan Review covers all aspects of the Plan.</p>
Justification:	<p>The planning system is plan-led; and planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise. As a minimum, each local planning authority must ensure that there is a plan which addresses the strategic priorities for their area.</p> <p>Crawley Borough Council adopted the Local Plan in December 2015. This forms the council’s up-to-date, ‘sound’ Local Plan for the purposes of Development Management decisions.</p> <p>Local Plans are required by legislation, set out in the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, 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 – August 2024
Date for Non Statutory Consultation (Regulation 18):	<p>Early engagement consultation on Issues, Options and preferred policies:</p> <ul style="list-style-type: none"> • July – September 2019
Date for proposed submission period for representations (Regulation 19):	<ul style="list-style-type: none"> • January – March 2020 • January – June 2021 • May – June 2023
Date for Submission:	<ul style="list-style-type: none"> • July 2023
Date for hearing sessions:	<ul style="list-style-type: none"> • November 2023 – January 2024
Date for Main Modifications Consultation	<ul style="list-style-type: none"> • February – March 2024

Anticipated Date of receipt of Inspector's Report:	<ul style="list-style-type: none"> July 2024
Target Date for Adoption and Publication:	<ul style="list-style-type: none"> October 2024 (Full Council Adoption) November 2024 (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 Overview and Scrutiny Committee 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 (June 2020).
Sustainability Appraisal / Strategic Environmental Assessment SA/SEA	
SA scoping report consultation:	<ul style="list-style-type: none"> July – September 2019
Draft Final SA Report consultation:	<ul style="list-style-type: none"> January – March 2020 January – June 2021 May – June 2023
Submission of Final SA Report:	<ul style="list-style-type: none"> July 2023
Main Modifications SA Report consultation:	<ul style="list-style-type: none"> February – March 2024
Publication of Environmental Statement:	<ul style="list-style-type: none"> October 2024
Monitoring and Review	
<p>In addition to the government's overarching expectation for an 'at least' five year review of the Plan, the Local Plan will be continually monitored; a report published annually to ensure the policy objectives are being implemented. If monitoring indicates that the Local Plan is not being implemented; or circumstances change or new planning policy guidance emerges, the Local Plan, or elements of it, may be reviewed.</p>	

Any significantly different government decisions which impact more on planning for the future of Crawley may require a review of this LDS. This includes any significant changes to the planning system which would affect this Plan and changes to government aviation policy.

Local Plan Map

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

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

Future Development Plan Documents

- 2.51 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.
- 2.52 In addition, the council will continue to monitor on an annual basis, as part of the LDS reviews, the requirement for new DPDs and will include them in a future LDS as appropriate.

3. Supplementary Planning Documents

- 3.1 Supplementary Planning Documents (SPD) are produced to supplement policies in the Local Plan (or other DPD) in order to assist applicants bringing forward successful development proposals. They provide greater detail on the policy topic, the delivery of the policy, or detailed design, layout and masterplanning of a site allocated in the Local Plan, aligning with the “10 characteristics of well designed places” set out in the National Model Design Code. SPDs may amplify guidance through providing examples of good practice, setting out technical information or locally supported design code requirements or may provide more detailed information in relation to a smaller geographical area. This could include the identification and setting out of specific existing area-based parameters and opportunities in the form of Area-wide and Site-Specific Design Codes (for example, concerning matters of existing character, movement and efficient use of land).
- 3.2 Since the adoption of the Crawley Borough Local Plan 2015 – 2030, five topic-based Supplementary Planning Documents¹³ were adopted to support the policies within the Local Plan (along with the already adopted Manor Royal Design Guide and Development at Gatwick Airport SPDs). In addition, two Development Briefs¹⁴ and five Conservation Area Statements¹⁵ 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, although consideration is to be given to the appropriate approach to the Gatwick Airport SPD in light of any decision on the current Development Consent Order application for the Northern Runway Project.
- 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 Regulations¹⁶ and the council’s Statement of Community Involvement. They will be adopted by the council through its formal processes as established by the council’s Constitution. They will all be publicly available following adoption on the council website and, by request to the council, in paper format. A Consultation Statement will be published alongside draft documents for consultation purposes and for consideration as part of adoption.
- 3.5 New supporting planning documents anticipated to be prepared over the life of this current Local Development Scheme include:
- Local Heritage List;
 - Review of existing Supplementary Planning Documents;
 - New Supplementary Planning Documents committed to or identified as needed to support the implementation of the new Local Plan;

¹³ 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)

¹⁴ Tinsley Lane Development Brief (April 2017) & Breezehurst Drive Playing Fields Development Brief (June 2018)

¹⁵ 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)

¹⁶ The Town and Country Planning (Local Planning) (England) Regulations 2012

- Area-Based Character Assessment Appraisals;
 - Area-Based ‘Vision Defining’ and Neighbourhood Design Codes, which set out area-specific development parameters and opportunities;
 - Design Guides and Design Statements;
 - Development Briefs, Development Principles Statements and ‘Vision Delivering’ Site-Specific Design Codes to support specific site allocations, where considered helpful and necessary;
 - Technical Guidance Notes;
 - Conservation Area Statements for 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. Updates will be provided in council’s AMR.

Revised and New Topic-Based Supplementary Planning Documents

- 3.7 A series of topic-based Supplementary Planning Documents (SPDs) were prepared and formally approved by the council during 2016 and 2017, following the adoption of the 2015 Crawley Borough Local Plan. They are based on the policies in the currently adopted Local Plan.
- 3.8 Following the adoption of the new Crawley Borough Local Plan 2023-2040, it will be necessary to review each of these to update the content to reflect the new associated Local Plan policies and any new requirements which have come forward during the period between the adoption of the two Local Plans.
- 3.9 For some of these, the review may conclude that a simple update is necessary; for others it could require a new document being produced; and for some (particularly the Town Centre and Urban Design SPDs), it may be that elements will be subsumed into the new Area-Based Character Assessments, Design Codes and/or that the remaining elements are covered within the content of the new Local Plan policies and supporting text.
- 3.10 Some new policies within the Local Plan commit the council to preparing new topic-based SPDs and/or guidance, including in relation to Houses in Multiple Occupation and Air Quality. The need for, and scope of, these will be assessed through discussions with the Development Management team.
- 3.11 The timetable for the review and preparation of the new and updated topic-based SPDs will seek to ensure comprehensive SPDs are in place as early as reasonably possible following the adoption of the Local Plan.
- 3.12 On this basis, the LDS sets the timetable for these to come forward during 2024/25 – 2026/27. To support the early implementation of new policies and new policy requirements, it is intended to initially prepare a series of focused technical advice notes on identified priority policies. This will form the early engagement stage for the updated and new SPDs.

Area-Based Character Assessments and Design Codes

- 3.13 Character Assessments bring together as many existing aspects of a place as possible in order to appreciate and understand it better, help ensure that land is used efficiently while also creating beautiful and sustainable places which also

take into account the desirability of maintaining an area's prevailing character and setting, as set out by paragraphs 128, 129 and 130 of the National Planning Policy Framework (NPPF). They need to be consistent with the principles set out in the National Design Guidance and National Model Design Code, as required by the NPPF (paragraphs 133 and 134). In line with paragraph 134 of the NPPF, these national documents will be used to guide decisions on applications in the absence of locally-produced Design Guides or Design Codes.

- 3.14 The National Model Design Code requires that an existing character/context study of areas surrounding new development sites and the wider area is undertaken for a full understanding of a place in order to respond positively to its distinctive features. New development may be inappropriate if the resulting built form would be wholly out of character with the existing area. In such circumstances, Character Assessment can provide evidence that can then be incorporated into an Authority-wide Design Code which is adopted by the council. Detailed guidance in relation to scope, methodology and examples of best practice on particular topics is set out by the government in the National Design Guide's list of key references.
- 3.15 Assessments are to be prepared at a range of scales across the whole borough in order to highlight the existing character of areas to form an evidenced baseline. They will provide an understanding of the local context and an analysis of local character and identity to guide and dictate the form of new development. As required by the NPPF, their geographic coverage, level of detail and degree of prescription should be tailored to the circumstances and scale of change in each place. Government guidance notes that character can be understood at three levels: the area type in which the site sits; its surroundings; and the features of specific sites.
- 3.16 Preparing the Character Assessments to cover the whole borough will take time. Therefore, their production will be phased. Justification for prioritisation may be due to:
- the speed and amount of change anticipated in an area, including areas where opportunities for significant new compact development are identified in the Crawley Borough Local Plan, especially locations where higher density development is proposed (such as Crawley Town Centre);
 - known pressures for significant development within or close to an area (such as Ifield); or
 - the importance of considering the protection of assets within an area (such as Three Bridges and Barnwood, Pound Hill).
- 3.17 The need to amplify the priority of other areas is likely to arise and resources may need to be diverted to address urgent issues as they come forward. In some cases, these may be fully or partly funded by a developer, or developers may initially choose to prepare their own character assessments. However, to carry weight in decision-making, this work will need to be produced either as part of a future Local Plan or as Supplementary Planning Documents. As such, council-supported Character Assessments and Design Codes will need to be jointly developed, populated and agreed by the Local Planning Authority and then finalised by the council. These must be based on effective community engagement and reflect local identification of positive character attributes.

- 3.18 In order to maximise flexibility, whilst ensuring delivery of these documents, a detailed programme for delivering the Character Assessments will be prepared separately and kept under review.

Conservation Area Statements

- 3.19 There are currently 13 designated Conservation Areas in Crawley. These have recently been reviewed through the Local Plan heritage evidence base studies. This resulted in the designation of two new Conservation Areas and some boundary changes to another two. Further consideration is currently being given to further potential boundary changes.
- 3.20 Every Conservation Area is to 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, as required by the Planning (Listed Buildings and Conservation Areas) Act 1990. The council has been working alongside independent Conservation Area Advisory Committees (CAACs) to update Conservation Area Statements where these have become outdated, and to produce new statements where Conservation Areas have been recently designated. Table 3.1 below sets out the current status of each Conservation Area Statement.
- 3.21 Since Covid, engagement in some of the CAACs has reduced and the production of new and updated Conservation Area Statements has stalled. This opens questions in relation to the best way in which to ensure the comprehensive coverage of up-to-date guidance for the Conservation Areas and securing genuine local community engagement throughout their production and implementation.
- 3.22 The timeframe for the revision of the oldest Conservation Area Statements and the preparation of Statements for the newly designated Conservation Areas is identified to fall within this LDS period (2025 to 2028). Table 3.1 below identifies the anticipated review and preparation periods for the Conservation Area Statements. However, there may be reasons why some Statements are progressed quicker than suggested in this table, and detailed individual timetables will be prepared for each Conservation Area.
- 3.23 The review of the more recently adopted Conservation Area Statements (those adopted in 2018 and 2019) will be carried out following the completion of securing up-to-date Conservation Area Statement coverage across all of the Conservation Areas. These reviews will commence at the point they reach 10 years since adoption (i.e. 2027 and 2028). This will be to ensure they are still fit-for-purpose and adequately reflect the importance and the key features of the Conservation Area. Where these Conservation Areas fall within wider Character Areas, or lie adjacent to these, part of the Character Area Assessments process will be to review the information within the Conservation Area Statement.
- 3.24 Currently none of the Conservation Areas within Crawley are covered by Article 4 Directions. The council may consider Directions appropriate for some of the Conservation Areas where it is believed they would be necessary to protect the character and features of importance to the Conservation Area.

Table 3.1: Conservation Area Statements

Conservation Area	Date of Designation	Adopted CA Statement	Date of Adoption	Date of Review/ Preparation of New CA Statement
Brighton Road	2009 Expanded 2013	Y	2018	n/a
Dyers Almshouses	1996	Y	2018	n/a
Forestfields and Shrublands	1996	Y	1998	2026-2028
Gossops Green Neighbourhood Centre	2022	N	-	2025-2027
Hazelwick Road	2013	Y	2019	n/a
High Street	1986 Expanded 2022	Y	1998	2025-2027
Ifield Village	1981 Expanded 1992 Expanded 2013	Y	2018	n/a
Malthouse Road	2013	N	-	2025-2027
Queens Square and The Broadway	2022	N	-	2025-2027
St Peter's and St Johns	1996 Expanded 2022	Y	2005	2026-2028
Southgate Neighbourhood Centre	2013	N	-	2025-2028
Sunnymead Flats	1997 Expanded 2004	Y	2004	2026-2028
Worth	1987	Y	2018	n/a

Development Briefs and Site-Specific Design Codes

- 3.25 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.
- 3.26 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.
- 3.27 The principle of housing development has been established on each of these sites already. However, other land use considerations remain, including open space, noise, traffic and transport, biodiversity and heritage.
- 3.28 Additional Development Briefs, or Site-Specific Design Codes, for other sites may be considered justified during the LDS period and the council are not restricted to only producing the ones already indicated.
- 3.29 Development Briefs and Site-Specific Design Codes will particularly benefit from the parameters and opportunities identified by Area-Based Character Assessments which, to carry weight, will have involved community engagement.

Document Profile 2: Local Heritage Assets List

DOCUMENT DETAILS	
Title:	Local Heritage Assets List
Role/Subject:	To set out the list of locally designated (non-designated) heritage assets, including Areas of Special Local Character, Historic Parks and Gardens, Locally Listed Buildings and non-designated archaeological assets.
Justification:	To meet the legal and national guidance requirements for protection of the historic environment and heritage assets.
Area Coverage:	Borough-Wide
Document Status:	Supplementary Planning Documents
Chain of Conformity:	The Statements will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	Crawley Local Building List (2010)
PLANNED TIMETABLE	
Total Production Period:	2020 – 2025
Early Engagement:	February – March 2021
Target Date for consultation:	Spring 2025
Target Date for Adoption:	Autumn 2025
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Ward Councillors Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review	The Local Heritage List will be maintained as a ‘live’ document, open to receiving further suggestions for assets to be considered for inclusion. Following independent review and public consultation, should new assets be agreed as appropriate to include, the List will be revised.

	Following the examination and adoption of the Local Plan, the Heritage List will be updated to reflect any changes to those heritage assets designated through the Local Plan (in particular the Areas of Special Local Character and the Historic Parks and Gardens).
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Document Profile 3: Affordable Housing Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Affordable Housing
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:	2024 – 2025
Early Engagement:	Autumn/Winter 2024
Target Date for consultation:	Spring/Summer 2025
Target Date for Adoption:	Autumn/Winter 2025
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section and the Housing and Development Enabling Manager assisted by other sections and other key stakeholders.
Involvement of Stakeholders and	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and

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

Document Profile 4: Climate Change Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Climate Change
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:	2024 – 2025
Early Engagement:	Autumn/Winter 2024
Target Date for consultation:	Spring/Summer 2025
Target Date for Adoption:	Autumn/Winter 2025
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 (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

Document Profile 5: Green Infrastructure Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Green Infrastructure
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, including the introduction of the mandatory Biodiversity Net Gain requirements, 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:	2024 – 2025
Early Engagement:	Autumn/Winter 2024
Target Date for consultation:	Spring/Summer 2025
Target Date for Adoption:	Autumn/Winter 2025
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member

Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

Document Profile 6: Town Centre Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Town Centre
Role/Subject:	<p>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.</p> <p>This work may be combined with the Area-Based Character Assessments and a Town Centre Area-wide, Vision Defining Design Code and Masterplan, potentially sitting alongside or instead of the SPD. The timetable for this update will be linked to the Area-Based Character Assessment and opportunity scoping.</p>
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:	2024 – 2026
Early Engagement:	Spring/Summer 2025
Target Date for consultation:	Autumn 2025

Target Date for Adoption:	Spring/Summer 2026
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 (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

Document Profile 7: Urban Design Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Urban Design
Role/Subject:	<p>The review of the Urban Design SPD will update the existing SPD following the Local Plan Review.</p> <p>This work may be combined with the Area-Based Character Assessments and, over time, Area-Based and Neighbourhood-Specific Urban Design Guidance will be replaced by both vision-defining and vision-delivering Design Coding, in line with paragraph 132 and 133 of the NPPF. The timetable for these updates will be linked to the Area-Based Character Assessment scoping.</p> <p>Wider Borough-wide Urban Design Guidance will also be adapted to better reflect the emerging Local Plan policies, the National Design Guide and the National Model Design Code in light of the Crawley borough context.</p>
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:	2024 – 2026
Early Engagement:	Spring/Summer 2025
Target Date for consultation:	Autumn 2025
Target Date for Adoption:	Summer/Autumn 2026
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements:	Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

Document Profile 8: Houses in Multiple Occupation Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Houses in Multiple Occupation
Role/Subject:	To support Policy H9: Houses in Multiple Occupation
Justification:	Paragraph 13.66 of the Crawley Borough Local Plan 2023-2040 commits the council to preparing supplementary guidance on the application of the Policy in relation to houses in multiple occupation.
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:	n/a
PLANNED TIMETABLE	
Total Production Period:	2025 – 2026
Early Engagement:	Autumn 2025
Target Date for consultation:	Spring/Summer 2026
Target Date for Adoption:	Autumn 2026
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 (particularly Strategic Housing and Development Management) and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

Document Profile 9: Air Quality Supplementary Planning Document

DOCUMENT DETAILS	
Title:	Air Quality
Role/Subject:	To support Policy EP5: Air Quality
Justification:	Paragraph 16.42 of the Crawley Borough Local Plan 2023-2040 indicates that the council may prepare supplementary guidance on the application of the Policy in relation air quality.
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:	n/a
PLANNED TIMETABLE	
Total Production Period:	2025 – 2026
Early Engagement:	Autumn 2025
Target Date for consultation:	Spring/Summer 2026
Target Date for Adoption:	Autumn 2026
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 (particularly Strategic Housing and Development Management) and other key stakeholders.
Involvement of Stakeholders and Community Consultation:	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review:	The SPD will be monitored annually to ensure the policy objectives are being implemented. If monitoring indicates that the SPD is not being implemented, or new planning policy guidance, or new circumstances emerge the SPD will be reviewed, or withdrawn accordingly.

Document Profile 10: Area-Based Character Assessments

DOCUMENT DETAILS	
Title:	Area-Based Character Assessments
Role/Subject:	Area-Based Character Assessments to be prepared for the borough to understand, identify and determine existing character attributes, related parameters and opportunities.
Justification:	To meet national policy and national guidance requirements for design and support the implementation of draft Local Plan Policy CL2.
Area Coverage:	Borough-Wide: with a focus on various scales of assessment including: individual areas; whole neighbourhoods; and

	macro borough-wide scale assessments. The latter to provide an overview of particular strategic character attributes.
Document Status:	Supplementary Planning Documents
Chain of Conformity:	The Statements will be in conformity with the Crawley Borough Local Plan, the NPPF and Planning Practice Guidance.
Replaces:	New Guidance
PLANNED TIMETABLE	
Total Production Period:	Varied: 2025 – 2028
Target Date for consultation:	Varied
Target Date for Adoption:	Varied
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Ward Councillors Cabinet Member
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections and other key stakeholders (potentially including developers/landowners where appropriate).
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review	The Character Assessments will be monitored to ensure the policy objectives are being implemented. If monitoring indicates that the objectives are not being implemented, or new planning policy guidance, or new circumstances emerge the Assessments will be reviewed.

Document Profile 11: Conservation Area Statements

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: 2025 – 2028
Target Date for consultation:	Varied
Target Date for Adoption:	Varied
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements including Joint Committees	Conservation Area Committees Cabinet Member
Resources for Production:	The Strategic Planning Section working with the Conservation Area Committees.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (June 2020).
Monitoring and Review	The Conservation Area Statements will be monitored by the Conservation Area Committees to ensure the policy objectives are being implemented. If monitoring indicates that the objectives are not being implemented, or new planning policy guidance, or new circumstances emerge the Statements will be reviewed, or withdrawn accordingly.

Document Profile 12: Land East Balcombe Road/Street Hill Development Brief

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 – 2025
Early Engagement	December 2015 – October 2016 Draft Document Consultation: July – September 2017
Target Date for consultation:	November – December 2018 Summer 2025
Target Date for Adoption:	Autumn/Winter 2025
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Cabinet Member

Resources for Production:	Strategic Planning
Involvement of Stakeholders and Community Consultation	<p>Consultation was undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012; and Crawley Borough Council’s Statement of Community Involvement (February 2017).</p> <p>Direct liaison took place with the Sussex Wildlife Trust, Sussex Gardens Trust, Historic England and WSCC Ecologist and Archaeologist.</p>
Monitoring and Review	<p>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.</p>

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 published on the council's website.

Review

- 4.5 As part of the Local Plan Review, an Annex has been prepared to establish the planning obligation requirements associated with the Planning Policies.
- 4.6 Infrastructure Funding Statement were published by the council in December 2022 and 2023 and will continue to be published annually. This will include the council's Infrastructure List.
- 4.7 The Viability Evidence (2020) supporting the Local Plan Review indicated that the currently charged CIL rate (as indexed) continues to be appropriate alongside the emerging Local Plan policies. However, whilst the Viability Update (2022) confirms this continues to be the case, there is limited scope at this time to consider higher charging rates (beyond indexing).
- 4.8 Notwithstanding this, consideration will be given to reviewing viability and CIL levels following the adoption of the Local Plan, should wider economic factors indicate this may be necessary. The timetable for this will be set out in a future updated LDS.
- 4.9 The government has consulted on significant proposals for changes to the planning system for consultation. This includes significant reform for infrastructure charging. Any confirmed outcomes of this will be considered as part of the CIL Review process.

5. Brownfield Land Register

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

Document Profile 13: Brownfield Land Register

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:	N/A
Target Date for Publication:	Annual Update: December 2022 (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 of Validation Requirements

- 6.1 The council has an approved Local List of Validation Requirements (the Local List) which supports the National List of Requirements against which planning applications are validated. It incorporates the adopted Policy requirements established by the Crawley Borough Local Plan 2015 and implications of the NPPF. It was adopted on 21 November 2018 and reviewed and republished in March 2021. It has subsequently been updated on 14 May 2024 to incorporate the requirements for the national mandatory Biodiversity Net Gain.
- 6.2 In considering further review of the Local List, this will be carried out in line with the Local Plan Review adoption, as this is anticipated to create new requirements and expectations for planning applications through new and revised policies. This will take place following adoption of the Local Plan.
- 6.3 The Local List 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.
- 6.4 The NPPF requires the Local List to be reviewed at least every two years¹⁷. However, as the new Crawley Borough Local Plan 2023-2040 will have been adopted within that period, a review will be carried out in late 2024/spring 2025. This will fully revise the Local List to ensure the requirements set out reflect the newly adopted Local Plan Policies and to ensure all requirements are up-to-date for validation purposes.

Document Profile 14: Local List of Validation Requirements

DOCUMENT DETAILS	
Title:	Local List of Validation Requirements
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.

¹⁷ National Planning Policy Framework, para. 44 (2018) MHCLG

PLANNED TIMETABLE	
Total Production Period:	Bi-annual updates/Review as part of the adoption of the new Local Plan
Target Date for consultation:	Winter 2024
Target Date for Adoption:	Spring 2025
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Economy and Planning, Crawley Borough Council.
Management Arrangements	Head of Service in consultation with Portfolio Holder/Chair of Development Control Committee
Resources for Production:	The Development Management section working with the Forward Planning section.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning Act 1990 Section 62 (4A) and article 11(3)(c) of the Town and Country Planning (Development Management Procedure) (England) (Order) 2015.
Monitoring and Review	The Local List will be monitored and revised within a two-year period in accordance with the Regulations.

7. Statement of Community Involvement

- 7.1 A Statement of Community Involvement (SCI) sets out the mechanisms a council will employ to consult on their local planning policy documents and identifies who will be consulted and at what stage. The SCI also outlines how representations received on local planning policy documents will be taken into account.
- 7.2 The council has an adopted SCI. This was updated and subject to a period of public consultation during November and December 2016. It was adopted by Crawley Borough Council in February 2017.
- 7.3 A minor update of the SCI was subsequently undertaken (November 2019) to ensure it was fit for purpose in preparing the Local Plan Review and future Supplementary Planning Documents.
- 7.4 This was further updated in June 2020 due to the restrictions placed on the country due to the COVID-19 pandemic and to reflect the government’s COVID-19 guidance and changes to regulations.
- 7.5 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.
- 7.6 Whilst the approach for the Local Plan process set out in the June 2020 SCI continues to reflect the approach necessary to follow for the Regulation 19 Consultation following the removal of the temporary COVID-19 regulations, the SCI will need to be updated in relation to development management processes and for clarity.
- 7.7 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.
- 7.8 The council will follow the new requirements for Local Plan engagement to replace SCIs, once these are known, as part of the next Local Plan review.

Document Profile 15: Statement of Community Involvement (SCI)

DOCUMENT DETAILS	
Title:	Statement of Community Involvement (SCI)
Role/Subject:	The SCI sets out how the council will involve and engage the local community in its planning processes and decisions, including the production of the Local Plan Review and associated documents.
Justification:	To support CBC continuing to meet the national requirements for the engagement of communities and stakeholders in plan-making and decision-taking. Minor Update to reflect factual change of the removal of National temporary Covid Regulations.
Area Coverage:	Crawley Borough
Document Status:	Local Development Document

Chain of Conformity:	The SCI will be in conformity with legislation, the Town and Country Planning (Local Planning) (England) Regulations 2012, the NPPF and Planning Practice Guidance.
Replaces:	The adopted Crawley Borough Council Statement of Community Involvement (June 2020).
PLANNED TIMETABLE	
Total Production Period:	2024 – 2025
Target Date for consultation:	n/a
Target Date for Adoption and Publication:	February 2025
PRODUCTION ARRANGEMENTS	
Preparing Organisations:	Strategic Planning, Economy & Planning, Crawley Borough Council.
Management Arrangements	Head of Service in consultation with Portfolio Holder.
Resources for Production:	Primarily the Strategic Planning Section assisted by other sections, including Development Management, Community Development and Communications, and other key stakeholders.
Involvement of Stakeholders and Community Consultation	To be undertaken in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.
Monitoring and Review	The implementation of the SCI will be monitored on an annual basis and if the objectives of the SCI are failing to be achieved, or should legislation or regulations change, the SCI will be reviewed. The SCI will cease to have effect once the new-style Local Plan commences.

8. Local Development Scheme Risk Assessment

8.1 The risks to the delivery of the LDS programme have been identified as:

- Neighbouring Authorities and the Duty to Cooperate.
- Political climate nationally and locally.
- Economic climate nationally and locally adversely affecting ability to meet Local Plan development delivery targets.
- Further national revisions to planning, aviation and other policies with implications of a significant and fundamental scale to adopted or emerging Local Plan Policy.
- Water Neutrality Implementation and Offsetting Scheme not agreed across the Sussex North Water Resource Zone, and Habitats Regulations Appropriate Assessment certainty not met.
- Staffing levels in the Strategic Planning Team and supporting teams.
- Budget restrictions.
- Legal challenge of the council's Local Plan process and specific policies and allocations.
- Studies/assessments commissioned to inform DPD and SPD production are not delivered on time for reasons outside of the council's control.
- Neighbourhood forums seek support from the Strategic Planning Team to prepare Neighbourhood Plans.

8.2 The risks outlined above are varied in their nature and essentially contingency exists through prioritising budgets, prioritising resources and prioritising elements of the LDS programme. Once a risk has been identified the council will work swiftly to address the risk and prioritise the most critical elements of the LDS programme.

8.3 A number of the above identified risks to delivery on the council's production of local planning documents (including the Local Plan Review) were realised due to the impacts of the global COVID-19 pandemic.


8.4 Also, the Habitats Regulations concerns relating to Water Neutrality was previously unknown, and, therefore, could not have been anticipated. The delays caused to the Local Plan programme have been substantial. These were unavoidable delays as it would not have been legally possible to progress with the Local Plan review without meeting the certainty required by the Habitats Regulations that water neutrality can be achieved by developments, alone and in-combination, across the Sussex North Water Resource Zone.

8.5 The Pre-Election Period for the General Election in July 2024 meant that the Planning Inspectors' Fact Check or Final Report couldn't be issued in time to progress to the previously programmed July 2024 Full Council. This has directly led to the latest revision of the LDS and current anticipated Local Plan adoption timetable.

8.6 The programme within this LDS, set out below, reflects these impacts on the previously anticipated timetable for the key local planning documents.

Crawley Borough Council’s Local Development Scheme Programme 2024 – 2027																																															
2024												2025												2026												2027											
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																																															
Supplementary Planning Documents																																															
Local Heritage Assets List																																															
Affordable Housing																																															
Climate Change																																															
Green Infrastructure																																															
Town Centre																																															
Urban Design																																															
Houses in Multiple Occupation																																															
Air Quality																																															
Character Assessments*																																															
Conservation Area Statements*																																															
Land East Balcombe Road/Street Hill Dev Brief																																															
Other Planning Documents																																															
Brownfield Land Register Part 1																																															
Local List of Validation Requirements																																															
Statement of Community Involvement																																															

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

Pre-New Style Local Plan Review Preparations		Examination		Preliminary Draft Charging Schedule		SPD Early Engagement	
Submission Consultation		Modifications Consultation		Draft Charging Schedule		SPD Consultation	
Submission		Inspector’s Report Adoption		Submission and CIL Proposed		SPD Adoption	
				Modifications Consultation			

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
Adoption/Approval	December 2015 Reviewed: Full Council 16 December 2020
To be replaced	By the Crawley Borough Local Plan 2023-2040, 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)
Adoption/Approval	July 2013
To be replaced	Not currently planned – to be considered as part of the Local Plan Review and Character Assessments.

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)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the adoption of the Crawley Borough Local Plan 2023-2040.

Title	Green Infrastructure SPD
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Borough
Consultation	May – June 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the adoption of the Crawley Borough Local Plan 2023-2040.

Title	Town Centre SPD
Role/Subject	Adopted Supplementary Planning Document
Area Coverage	Crawley Town Centre (& borough-wide)
Consultation	June – July 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the adoption of the Crawley Borough Local Plan 2023-2040. Consideration for possible merge with the Area Character Assessments.

Title	Urban Design SPD
Role/Subject	Adopted Supplementary Planning Document & Companion Document
Area Coverage	Borough
Consultation	March 2016 (4-weeks)
Adoption/Approval	October 2016
To be replaced	To be reviewed following the adoption of the Crawley Borough Local Plan 2023-2040. Consideration for possible merge with the Area Character Assessments.

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)
Adoption/Approval	November 2017
To be replaced	To be reviewed following the adoption of the Crawley Borough Local Plan 2023-2040.

Title	Development at Gatwick Airport SPD
Role/Subject	Guidance on development at Gatwick Airport
Area Coverage	Gatwick Airport
Consultation	
Adoption/Approval	2008
To be replaced	Consideration as to the most appropriate approach to revised guidance for development at Gatwick Airport will be given following the decision on the Gatwick Northern Runway Development Consent Order application, anticipated in Spring 2025. The DCO and its control documents are intended to govern the Works within the Northern Runway Project, but there may still be a need for guidance on future development beyond the Project, and how it relates to the Project Works.

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)
Adoption/Approval	April 2017
To be replaced	To be reviewed as to whether an update is required, following the adoption of the Crawley Borough Local Plan 2023-2040.

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)
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
Adoption/Approval	December 2002
To be replaced	At present, this is not planned to be replaced. The school element of the Development Brief has been constructed - so the Brief only relates to remaining housing site. 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
Adoption/Approval	June 2019
To be replaced	Not currently planned, subject to review should Article IV provisions be progressed.

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
Adoption/Approval	April 2018
To be replaced	Not currently planned, subject to review should Article IV provisions be progressed.

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.
Area Coverage	Worth Conservation Area
Consultation	Yes
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
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
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
Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in 2026/27.

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
Adoption/Approval	Spring 2004
To be replaced	To be reviewed and updated in 2026/27; subject to review should Article IV provisions be progressed.

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
Adoption/Approval	December 1998
To be replaced	To be reviewed and updated in 2026/27.

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
Adoption/Approval	October 1998
To be replaced	To be reviewed and updated in 2026/27.

Appendix 2: Consultation and Adoption Process for Planning Documents

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

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

Full Council via Cabinet:

- Development Plan Documents (includes the Local Plan) for Submission Consultation and Adoption¹⁸;
- Joint Development Plan Documents for Submission Consultation and Adoption;
- Community Infrastructure Levy Charging Schedule Adoption¹⁹.

Cabinet Member Portfolio Responsibilities²⁰:

- Local Development Scheme;
- Community Infrastructure Levy Draft Charging Schedule Consultation;
- Supplementary Planning Documents;
- Statement of Community Involvement;
- Brownfield Land Register Part 1;
- High Weald AONB Management Plan.

Planning Committee:

- Brownfield Land Register Part 2.

Head of Service Officer Decision²¹:

- Operational Documents:
 - Authority's Monitoring Report;
 - Infrastructure Funding Statement (including Infrastructure List);
 - Local List for Validation Requirements.
- Factual Updates and Minor Amendments to the following documents:
 - Local Development Scheme;
 - Supplementary Planning Documents (in consultation with Portfolio Holder);
 - Statement of Community Involvement (in consultation with Portfolio Holder);
 - Brownfield Land Register Part 1;

¹⁸ Set by The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (Schedule 3)

¹⁹ Set by the Planning Act 2008 s214(5)

²⁰ Set by the council's Constitution Scheme of Delegation Part 4: Leader and Cabinet Procedure Rules – Cabinet Member Portfolio Holder Responsibilities

²¹ Set by the council's Constitution Scheme of Delegation Schemes of Management (Executive Scheme of Management for Officers)

- 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).

Definition of Planning Documents

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

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

Supplementary Planning Documents

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

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

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

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

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

Regulation 2:

(1) In these Regulations–

[...]

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

[...]

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

Regulation 5 concerns ‘Local Development Documents’ and provides:

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

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

(i) the development and use of land which the local planning authority wish to encourage during any specified period;

(ii) the allocation of sites for a particular type of development of use;

(iii) any environmental, social, design and economic objectives which are relevant to the attainment of the development and use of land mentioned in paragraph (i); and

(iv) development management and site allocation policies, which are intended to guide the determination of applications for planning permission;

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

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

(a) any document which–

(i) relates only to part of the area of the local planning authority;

(ii) identifies that area as an area of significant change or special conservation; and

(iii) contains the local planning authority’s policies in relation to the area; and

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

Regulation 8:

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

(a) contain the date on which the document is adopted; and

(b) indicate whether the document is a local plan or a supplementary planning document.

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

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

Appendix 3: Existing Evidence and Required Updates to Evidence Base Documents

Evidence	Current Status	Update
Wellbeing & Communities		
Character	Compact Residential Development Study (2023) Crawley Baseline Character Assessment (2009) Crawley Extensive Urban Survey (2008)	Area-Based Character Assessments to be prepared.
Landscape	High Weald AONB Management Plan 2019 – 2024 Built Up Area Boundary Review (2015) Crawley Landscape Character Assessment (2012)	
Heritage Update	Crawley Heritage Assets Review (Jan 2021) Sussex Gardens Trust Report (2013) Consultant Report (2010) Conservation Area Statements (various)	Conservation Area Boundary Review Heritage Assets Local List Conservation Area Statements (various under preparation)
Open Space, Sport and Recreation Study	Open Space, Sport and Recreation Study (Dec 2020) Indoor Sports Facilities Assessment (Jan 2021) Playing Pitch Strategy (March 2021) Crawley Local Football Facility Plan (2019)	Update of Playing Pitch Strategy Sports Data
Economic Growth & Social Mobility		
Economic Growth Assessment	Crawley Focused EGA Update (2023) Crawley Focused EGA Update (Sept 2020) Economic Growth Assessment jointly commissioned CBC/HDC/MSDC (Jan 2020)	
Employment Land Availability and Trajectory	Employment Land Trajectory 31 March 2023 Base Date (2024) Employment Land Availability Assessment 31 March Base Date (2024)	Updated In-House as required.
Manor Royal Economic Impact Study	Consultant Report (2018)	
Gatwick	Gatwick Airport Master Plan (2019) Gatwick Airport Surface Access Strategy (2018) Gatwick Airport SPD (2008) York Aviation Paper Safeguarded Land for Airport Parking (2023)	Ongoing joint working with WSCC, Gatwick authorities and GAL, particularly as part of DCO work.
Town Centre Retail and Leisure Town Centre Facilities	Nexus Technical Response to Matters, Issues and Questions (2023) Town Centre Vitality and Viability Survey (Jan 2021) Retail, Commercial Leisure and Town Centre Neighbourhood Needs Study: Final Report – January 2020	Updated In-House Quarterly
Housing Delivery		
Housing Need	Standardised Methodology – In-House (2023)	
Strategic Housing Market Assessment	SHMA – jointly commissioned CBC/HDC: Final Report (November 2019)	

Evidence	Current Status	Update
Strategic Housing Land Availability Assessment & Call for Sites	Housing Trajectory 31 March 2023 Base Date (2024) SHLAA (2023)	Updated In-House as required.
Strategic Housing Market Area Housing and Infrastructure Study	New Market Town Study (2010) At Crawley Study (2009)	On-Going Joint Working
Brownfield Land Register	In-House (2022)	Annual Updates
Self-Build and Custom Build Register	SHMA (November 2019) AMR (2023)	
Older People and Disabled People Housing Needs Assessment	WSCC Comments (2022/23) Older Persons Comments – WSCC (June 2020) SHMA (November 2019) CBC Written Statement Older People’s Homes 24.4.15 (2015)	Joint working with WSCC.
Starter Homes Needs Assessment	SHMA (November 2019)	
Housing Mix Study	SHMA (November 2019)	
Gypsy, Travellers and Travelling Showpeople	Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment Update (2023)	
Houses in Multiple Occupation	Analysis of Article 4 (2018)	Consideration of Article 4
Environmental Sustainability		
Habitats Regulations Assessment	Main Modifications Habitats Regulations Assessment Report (2024) Habitats Regulations Assessment of Crawley Borough Local Plan Final Report (2023) Draft Habitats Regulations Assessment of Crawley Borough Local Plan (Jan 2021) Local Plan Habitat Regulations Screening Report (January 2020)	
Biodiversity/ Ecology	Defra Biodiversity Net Gain Matrix Eco-Serv Report (Jan 2020) Review of CBC’s Sites of Nature Conservation Importance Management Plans	Crawley Biodiversity Net Gain and Urban Greening Factor Study (2024)
Sustainability	CBC Climate Emergency Action Plan (February 2021) Climate Emergency Support (June 2020) CBC Climate Emergency Declaration (2019) Climate Change SPD (2016) Crawley Carbon and Waste Reduction Strategy (2012) Decentralised Energy Study for Crawley (2011)	

Evidence	Current Status	Update
	Policy Review Document (2009) Corporate Climate Change Strategy (2008) Planning and Climate Change in Crawley (2007)	
Environmental Protection	Water Neutrality Study (Joint with Horsham and Chichester District Councils): <ul style="list-style-type: none"> • Part A – Individual Local Authority Assessments (July 2021) • Part B – In-Combination Assessments (April 2022) • Part C – Mitigation Strategy (November 2022) Water Cycle Study Crawley Addendum (Jan 2021) Updated Water Cycle Study jointly with CBC/MSDC/HDC/RBBC (September 2020) SFRA Update (2023) Updated SFRA jointly with HDC (2020) Local Flood Risk Management Strategy 2013-2018 Local Plan Noise Annex (2021) Topic Paper 7: Development and Noise Technical Appendix (Jan 2021) Planning Noise Advice Document: Sussex (2021) Airports Commission Discussion Paper 05: Aviation Noise (2013) Environmental Health and Noise in the UK (2010) Air Quality and Emissions Mitigation Guidance for Sussex (2020) Land-Use Planning and Development Control: Planning for Air Quality (2020) 2019 Air Quality Annual Status Report	
Transport Assessment	Transport Modelling Study Technical Notes (2023) Crawley Local Plan Transport Modelling Study (2022) Transport Modelling Joint Assumptions Note (2021)	
Parking Standards	WSCC Parking Standards Review: Guidance on Parking at New Developments (2019)	
Crawley Western Link Road	Crawley Western Link Northern Section Area of Search Study (2023)	
Viability		
Viability Assessment	Local Plan and Community Infrastructure Levy Viability Assessment Update (2022) Local Plan and Community Infrastructure Levy Viability Assessment (2021)	