

# Consultation Statement

July 2019



This document has been prepared in accordance with:

- ⇒ The Town and Country Planning (Local Planning) (England) Regulations 2012
- ⇒ Crawley Borough Council Statement of Community Involvement: A guide to participating in the planning system (February 2017)

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## 1. Introduction

- 1.1 This document has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012<sup>1</sup> and the council's adopted Statement of Community Involvement (SCI)<sup>2</sup>.
- 1.2 The council has begun its review on the current Local Plan and will be carrying out a consultation exercise to see what people think of its current adopted planning policies and potential future policies. The consultation will be undertaken with people living and working in Crawley to better understand how they think the town should develop by 2035.
- 1.3 This consultation forms a key part of Crawley Borough Council's Local Plan Review process. The Local Plan is a document that outlines how the town should be planned and developed between 2020 and 2035.
- 1.4 This stage of consultation forms the 'early engagement' consultation for the Local Plan Review. It is the first of two anticipated formal stages of public consultation established by the council's adopted Local Development Scheme<sup>3</sup>.

Consultation Period(s)	Date
<b>Early Engagement Stage (Regulation 18)</b>	
Issues, Options and Preferred Approach Public Consultation	15 July 2019 – 16 September 2019
<b>Publication Stage (Regulation 19) - anticipated</b>	
Submission Consultation	January 2020 – February 2021

- 1.5 This is an extended two month consultation taking account of the summer holiday period. Opportunities will be taken to link into events taking place over the summer, capitalising on the summer consultation timing. The focus for workshops and meetings is anticipated to take place after the summer holidays in September, unless an existing workshop or meeting is already established to take place earlier in the consultation.
- 1.6 In advance of this consultation, as part of the preparation of the draft Plan for the formal stage of public consultation, engagement with a range of technical experts and partners has already taken place. These include:

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<sup>1</sup> Town and Country Planning (Local Planning) (England) Regulations 2012:

<http://www.legislation.gov.uk/ukxi/2012/767/contents/made>

<sup>2</sup> Crawley Borough Council Statement of Community Involvement: A guide to participating in the planning system (February 2017) CBC: [Statement of Community Involvement](#)

<sup>3</sup> Local Development Scheme 2019 – 2021 (January 2019) CBC: [Local Development Scheme 2019 - 2021](#)

Crawley Borough Council draft Regulation 18 Consultation Statement  
*Published for the purposes of Public Consultation*

<b>Crawley Borough Council Officers</b>	<b>External Partners &amp; Key Stakeholders</b>
Environmental Health Economic Regeneration Development Management Sustainability Community Development Amenity Services Property Waste Services Drainage Housing Crawley Homes Deputy Chief Executive	West Sussex County Council: including Strategic Planning, Local Education Authority and Public Health; Neighbouring Authorities as part of Northern West Sussex Housing Market Area, Gatwick Diamond authorities, Gatwick Officers Group, and West Sussex and Greater Brighton Crawley Health and Wellbeing Board Crawley CCG Gatwick Airport Southern Water Sussex Biodiversity Record Centre Major Landowners

## 2. Early Consultation Stage (Regulation 18)

- 2.1 The first stage in the council's adopted SCI is called "INVOLVE". This is considered to be a vital stage to ensure that stakeholders are central when developing the key themes and general direction of the Plan as well as developing policy options. An extract from the adopted SCI is below:

### **Involve**

#### **Stage 1 – early engagement**

Gather evidence (independent studies and advice)

Notify and work with people, groups, and other organisations to identify the key issues that need to be addressed by the plan. Engagement will be in a variety of different forms to include targeted stakeholder and general public consultation, and a list of interested parties will be maintained to ensure people are aware of consultation.

Consider if issues identified can be addressed by the plan, and make available feedback to show how responses have been considered.

For Development Plan Documents, additional consultation may be undertaken to invite feedback on the council's preferred approach. This will have been drafted taking into account all comments submitted at Early Engagement.

- 2.2 This stage of the SCI closely relates to Regulation 18, therefore any consultations that occur at this stage satisfied both the requirements of the SCI and Regulation 18.

#### Early Engagement Consultation's Aims

- 2.3 The consultation's aims are:

1. To meet the statutory requirements as set out in the Regulations and to conduct the consultation in line with the Statement of Community Involvement.
2. To verify that the strategy outlined in the Preferred Strategy Local Plan has support, and provide people the opportunity to raise queries and objections.
3. To afford those living and working in the borough the opportunity to be involved in the strategic planning process.
4. To share with stakeholders and residents some of the challenges facing the council at the current time and into the future.
5. To gather detailed qualitative responses to the Preferred Strategy Local Plan that can help inform amendments as we work towards our Submission Draft Local Plan.

#### Who we are consulting

- 2.4 The consultation is open for the involvement and engagement for all who have an interest in Crawley borough. This will include those who live, work and visit the town, as well as investors, businesses, landowners, developers, neighbouring authorities and interest groups (national, south east England, Sussex and local).

- 2.5 Those self-registered on Crawley Borough Council's Planning News Alert service will be notified by email. These include a number of statutory

consultees, developers, stakeholders, interest groups, and individual residents. In addition, other relevant Alert categories will be used for sending out notifications about the consultation – in particular those relating to the neighbourhood topic.

- 2.6 In addition, individuals, organisations and stakeholders will be targeted directly through a range of methods, including email, social media and exhibitions and events.

How we are conducting the consultation

- 2.7 The council has published the following Consultation Draft Documents for scrutiny and comment:
- Crawley 2035: Draft Consultation Crawley Local Plan 2020 – 2035 (July 2019)
  - Sustainability Appraisal/Strategic Environment Assessment Scoping Report
  - Habitat Regulations Assessment Scoping Report
  - Draft Consultation Statement
  - Duty to Cooperation Position Statement.
- 2.8 These are available online on the council's dedicated website: **[crawley.gov.uk/crawley2035](http://crawley.gov.uk/crawley2035)**. This can also be accessed via a QR code available on all consultation documentation.
- 2.9 Paper copies can be viewed at the Town Hall and Crawley Library:
- Crawley Town Hall      Monday – Friday: 9am-5pm**  
**The Boulevard**  
**Crawley**  
**RH10 1UZ**
- Crawley Library      Monday – Friday: 9am-7pm; Saturday: 9am-5pm**  
**Southgate Avenue**  
**Crawley**  
**RH10 6HG**
- 2.10 As part of the consultation the following Topic Papers have also been produced and published. These aim to highlight some of the key issues, options, and challenges faced by the borough to be addressed by the emerging Local Plan:
- Sustainable Development
  - Wellbeing & Communities
  - Economic Growth
  - Housing Delivery
  - Environmental Sustainability
- 2.11 A high level Questionnaire has been made available online and in paper format.
- 2.12 A public display will be located in Crawley Town Hall reception area over the consultation period, during the normal office opening hours. This will provide details of the public consultation and how people are able to get engaged and respond. A manned exhibition will also be held at Crawley Library on two after-work evenings (up until the Library closing time of 7pm), and at K2 Crawley and County Mall on a Saturday in order to capture working residents and visitors to the town's sub-regional offers.
- 2.13 The Local Plan consultation will be publicised at some events over the summer where the council is involved in the organisation.

- 2.14 The council will seek to engage in existing forums and meetings wherever possible, including the Young People's Council; Local Economy Action Group; the Town Access Group and the Crawley Health and Wellbeing Board.
- 2.15 Due to resources, it is not possible for officers to attend every Neighbourhood Forum held in the borough, and it is not considered appropriate to provide an inconsistent approach across these. Therefore, forums will be notified of the consultation and the various ways in which to engage, including through social media and attendance at one of the events being arranged.
- 2.16 Representatives from relevant local and particular interest groups will be invited to attend a stakeholder workshop should this be possible to arrange.
- 2.17 A Developer forum will be set up and the potential for a workshop will be explored.

#### Consultation Materials & Media

- 2.18 The following consultation materials will be used to maximise the engagement opportunities and raising awareness of the consultation:
- Formal press notice - Crawley Observer: Statement of Representation Procedure and Notification of Public Consultation;
  - Local press releases;
  - Posters on neighbourhood noticeboards;
  - Council Magazine 'Crawley Live';
  - Leaflets;
  - Local Plan Policy Questions;
  - Questionnaire;
  - Online via Crawley Borough Council website, Facebook and Twitter.
- 2.19 Opportunities to raise the profile of the consultation through other existing publications will be taken. These will include:
- Investor Newsletter item;
  - Crawley Town Football Club – half time announcement and details in the programme.
- 2.20 Wherever possible, images, maps and infographics will be used to simplify complex and detailed messages and increase the accessibility of the Local Plan process.
- 2.21 Social media will be capitalised, including through the setting up of the Local Plan Facebook page, which offers opportunities to link into existing local forums' own pages and reaching Crawley residents and individuals in an alternative form. The use of Facebook offers opportunities to highlight specific issues and matters throughout the consultation period, and gather feedback in the form of polls.
- 2.22 However, there will be a need to manage this process to ensure expectations for response rates and answers to questions are realistic. No instant answers will be given and all questions and issues raised will be considered as part of the consultation analysis following the close of consultation, and responses will only be provided as part of the Local Plan formal process.
- 2.23 Due to the desire to secure maximum feedback and engagement, the data requirements of the consultation will be more flexible than the Regulation 19 stage of consultation will have to be. Names and address will not be requested from responses, which will limit concerns regarding privacy and data collection.



- 2.24 However, respondent profiles will be useful to collect wherever possible, including:
- Organisation or Individual
  - Crawley Resident (and neighbourhood if so) or otherwise (visitor, employee, landowner, agent, interest group)
  - Age
- 2.25 If representors wish to keep updated and informed of the Plan as it progresses, they will be invited to self-register for the Planning News Alert service. This will be used throughout the consultation, and following the close of consultation as the Plan progresses, to provide updates on the preparation of the Plan.

### 3. Next Steps

- 3.1 Following the close of consultation, all responses received will be collated and feed into the preparation of the final draft Plan for its consideration by the council.
- 3.2 The council has made a deliberate decision to keep opportunities for feeding into the consultation as wide as possible. Therefore, it is anticipated that comments received will be provided in a number of different formats and at varying degrees of technical detail.
- 3.3 All feedback received will be considered and the messages from the consultation will be collated and summarised. Responses to the issues raised will be provided and the outcomes of the consultation will inform the draft Plan and will be reported as the Plan is taken forward.
- 3.4 A formal decision has to be made at Full Council to agree the draft Plan for publication and submission to the Secretary of State for its independent examination, before it can be adopted as the borough's Local Plan for planning decision making.
- 3.5 As part of this process, due regard must be given to the outcomes of the early engagement consultation.
- 3.6 This document will be updated and published at that time summarising the comments were received, the council's responses to these matters, and where they have been taken into account and/or led to changes in the final draft Plan.

Stage	Date
Early Engagement consultation	15 July 2019 – 16 September 2019
Full Council	December 2019
Publication (Submission) consultation	January – February 2020
Submission	March 2020
Examination in Public	July - September 2020
Adoption	December 2020

## **APPENDIX 1: EARLY ENGAGEMENT CONSULTATION MATERIALS**

1. Press Notice
2. Planning News Notification *(to be included following publication)*
3. Press Release *(to be included following publication)*
4. Poster Example *(to be included following publication)*
5. Leaflet Example *(to be included following publication)*
6. List of Events *(to be included following publication)*
7. Webpage Extract *(to be included following publication)*
8. Questionnaire *(to be included following publication)*
9. Crawley Live *(to be included following publication)*
10. Crawley Town Football Club Programme item *(to be included following publication)*
11. Investor Newsletter Item *(to be included following publication)*

# CRAWLEY 2035 – THE LOCAL PLAN REVIEW FOR CRAWLEY

## STATEMENT OF REPRESENTATION PROCEDURE AND NOTIFICATION OF PUBLIC CONSULTATION

Crawley Borough Council is seeking views on Crawley 2035, the first stage in producing a new local plan that will guide development in the borough from 2020 to 2035. The Council is also inviting views on two accompanying documents, the Sustainability Appraisal Scoping Report, and the draft Habitats Regulations Assessment.

The following information reflects the requirements of the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.

The consultation documents can be viewed on the council's website at [www.crawley.gov.uk/crawley2035](http://www.crawley.gov.uk/crawley2035) and paper copies can be viewed at the following places and times;

**Town Hall:** The Boulevard, Crawley, West Sussex, RH10 1UZ. Phone: 01293 438000 Opening hours: Monday to Friday 8.30 am - 5.00 pm.

**Crawley Library:** Southgate Avenue, Southgate, Crawley, RH10 6HG. Phone: 01293 651744  
Opening hours: Monday to Friday 9.00 am - 7.00 pm Saturday 9.00 am - 5.00 pm

Comments on the Crawley 2035 documents are invited during the consultation period starting on 15 July 2019 and ending at 5.30pm on 16 September 2019.

Comments may be submitted electronically through the on-line survey available at [www.crawley.gov.uk/crawley2035](http://www.crawley.gov.uk/crawley2035), sent by email to [forward.plans@crawley.gov.uk](mailto:forward.plans@crawley.gov.uk), or made in writing to Strategic Planning, Town Hall, The Boulevard, Crawley, RH10 1UZ.

If you would like to be notified of future stages in drafting the Crawley 2035 Local Plan, including the submission stage, details of any recommendations made at examination, and the formal adoption of the local plan, the council operates an email alerts system that you can sign up to in order to receive various updates at [www.crawley.gov.uk/emailalerts](http://www.crawley.gov.uk/emailalerts)

For further information, please visit [www.crawley.gov.uk/crawley2035](http://www.crawley.gov.uk/crawley2035), email us at [forward.plans@crawley.gov.uk](mailto:forward.plans@crawley.gov.uk) or call us on 01293 438624.