

URBAN DESIGN

SUPPLEMENTARY PLANNING DOCUMENT

Supporting the Crawley Borough Local Plan 2015-2030

October 2016

Including:

- Principles of Good Urban Design
- Householder Development
- Residential Development
- Non-Residential Development
- Advertisements and Signs
- Heritage Guidance
- Parking Standards
- Public Art
- Planning and Mobile Phone Masts

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Part 1: Introduction

- 1.1 The purpose of this document is to provide clear guidance on Urban Design to developers, planning officers, applicants and the residents of Crawley in order to bring forward proposals for development successfully.
- 1.2 The Urban Design principles and guidance in this document relate to all development of all scales and uses.

What is Urban Design?

- 1.3 Urban Design is the creation of functional, beautiful places within the public realm for people to live, work and play in. According to the 'Urban Design Compendium'¹ Urban Design is 'about creating a vision for an area and then deploying the skills and resources to realise that vision'², and is an 'art' that involves and requires the expertise of professionals from a variety of backgrounds.
- 1.4 All development should be designed in a collective and inclusive manner and should promote joint working. Urban Design is not just about 'designers' coming up with good ideas, but about how a place is used, perceived and experienced. Neither is Urban Design just about the public realm; it is also about the design of landscape, spaces and the relationships between buildings. It is important that local authorities, developers and designers work together alongside local residents and users in order to shape successful places.
- 1.5 Successful design can help improve the local socio-economic character, the health and wellbeing of users, as well as providing a good return on investment for the developers³. Good quality design will also have sustainability at its core, creating environmentally friendly developments for generations to come.

Planning Context

- 1.6 The National Policy Planning Framework (NPPF) emphasises the importance and need of good design in developments, and highlights the importance of design in the built environment and its positive influence on people's life. Furthermore, the NPPF⁴ suggests that Local Authorities should consider using design codes in order to guide the 'overall scale, density, massing, height, landscape, layout, materials and access of new development in relation to neighbouring buildings and the local area more generally', which is the objective of this document.
- 1.7 This document aims to support applicants in preparing and submitting good quality schemes, which meet national and local planning policy requirements, for planning permission and aid successful navigation through the council's Development Management process. It does not introduce new planning policy, and should be read in conjunction with the adopted Crawley Borough Local Plan 2015 – 2030⁵.

¹ Urban Design Compendium, Llewelyn – Davies, 2000

² Urban Design Compendium, Llewelyn – Davies, 2000, p.12

³ The Value of Urban Design, CABI and DETR, 2001

⁴ NPPF, Paragraph 59 (2012) DCLG

⁵ Crawley 2030: Crawley Borough Local Plan 2015 – 2030 (December 2015) CBC

- 1.8 It provides additional guidance in order for applicants to meet the requirements set by the following Local Plan Policies:
- Policy CH1: Neighbourhood Principles
 - Policy CH2: Principles of Good Urban Design
 - Policy CH3: Normal Requirements of All New Development
 - Policy CH4: Comprehensive Development and Efficient Use of Land
 - Policy CH5: Standards for All New Dwellings (including conversions)
 - Policy CH8: Important Views
 - Policy CH9: Development outside the Built-Up Area
 - Policy CH12: Heritage Assets
 - Policy CH13: Conservation Areas
 - Policy CH14: Areas of Special Local Character
 - Policy CH15: Listed Buildings and Structures
 - Policy CH16: Locally Listed Buildings
 - Policy CH17: Historic Parks and Gardens
 - Policy IN4: Car and Cycle Parking Standards
- Due to their overarching relevance to this SPD, Policies CH2, CH3 and CH5 are set out in Appendix B to this document, for ease of reference. Similarly, the Local Plan heritage policies (CH12, CH13, CH14, CH15, CH16 and CH17) are provided together in Appendix C for ease of use alongside Part 4 of this SPD. However, the Local Plan must be read as a whole and, particularly, the supporting text to the policies and the introduction to the Character chapter offers further guidance.
- 1.9 There are clear crossover policies and design-related issues which will be included in other SPDs. In particular, these include those policies on:
- landscaping, trees, and open space: covered more fully in the Green Infrastructure SPD;
 - town centre opportunity sites: supported by detail in the Town Centre SPD; and
 - sustainable design and construction: set out in the Planning and Climate Change SPD.
- 1.10 This SPD supersedes the following SPG Notes:
SPG4 – Standards for Private Outdoor Space
SPG5 – Residential Extensions
SPG7 – Shop Fronts
SPG8 – Signs and Advertisements
SPG11 – Public Art
SPG15 – Mobile Phone Masts
SPG17 – Higher Density Housing, Achieving High Quality Design
In addition, this document also supersedes the parking standards previously set out within the Planning Obligations and S106 Agreements SPD.
- 1.11 This document was adopted by Crawley Borough Council's Cabinet on 5 October 2016, following public consultation carried out in March 2016.

Document Structure

- 1.12 This document has been prepared to ensure the necessary and proportionate information can be easily found for the different types, and different locations, of development within Crawley.

Part 2: Good Urban Design highlights overall principles of good Urban Design and illustrates best practice guidance.

Part 3: Development Guidance sets out the specific requirements and guidance to be considered for the different types of development and planning applications.

Part 4: Heritage Guidance amplifies the heritages policies established in the Crawley Borough Local Plan, for national and local designations and assets.

Part 2: Good Urban Design

Principles of Good Urban Design

2.1 There are some common characteristics that are identifiable in successful spaces and places. These characteristics have been considered and analysed by various authors, institutions and organisations which have gone on to publish their findings. These include 'By Design' by DETR, The Urban Design Compendium and guidance by CABI, all of which provide principles for successful Urban Design. In these publications, there are seven principles which are widely recognised for achieving good Urban Design, and which are incorporated in Local Plan Policy CH2:

Character – All development should respond to and reinforce locally distinctive patterns of development and landscape character and protect and/or enhance heritage assets.

Continuity and Enclosure – All development should create continuous frontages onto streets and spaces enclosed by development which clearly defines private and public areas.

Quality of the Public Realm – All development should create public spaces and routes that are attractive, safe, uncluttered and which work effectively for all in society, including disabled and elderly people.

Ease of Movement – All development should make places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport networks.

Legibility – All development should provide recognisable routes, intersections and landmarks to help people find their way around.

Adaptability – All development should consider flexible development forms that can respond to changing social, technological and economic conditions.

Diversity – All development should provide diversity and choice through a mix of compatible developments and uses that work together to create viable places that respond to local needs.

Urban Design in Crawley and its Neighbourhood Principles

2.2 From its inception in 1947, the New Town of Crawley incorporated the villages of Crawley, Ifield and Three Bridges. The New Town plan included 'a ring and radial pattern of roads, with residential neighbourhoods grouped in a double ring round the town centre, and a single industrial estate at the north' (Gwynne, 1990) and originally consisted of nine neighbourhoods.

2.3 These neighbourhoods are integral to the design of the town and should be protected and enhanced as expressed in Local Plan Policy CH1. All neighbourhoods were designed with a compact centre, each with its own character providing all the day-to-day needs of local residents, including shops, school, community centre and pub. These centres have created walkable communities based on short distances.

2.4 Development should be in-keeping with the neighbourhood they are set within and ensure that they do not impact negatively on the neighbourhood centres or accessibility to day-to-day services by foot.

2.5 The majority of the borough enjoys a suburban residential character. While Gatwick Airport and Manor Royal Industrial Estate are located to the north,

the remainder of the borough is predominantly residential, comprising of medium to high density housing, in leafy settings. The borough features many wide and well vegetated roadways with high trees, contributing significant tree cover over the built up area. Building styles tend to reflect the mid-20th Century origins of the town and a number of outstanding examples remain of vernacular New Town Architecture. The town centre is positioned centrally and provides the main retail and leisure facilities of the borough.

Crawley Town Centre:

- 2.6 The Local Plan's vision for the town centre is to strengthen it into a focal place for local residents, as well as for people from the wider area. A stronger town centre will be a welcoming and enjoyable place for people to work, live, shop and visit. The Local Plan establishes a framework for establishing Crawley's town centre as a high density, mixed-used thriving town centre with more residents and day-time and night-time economies.
- 2.7 Development in the town centre should comply with any related policy from the Local Plan as well as meet the guidance laid out in the [Town Centre Supplementary Planning Document](#) and this document.
- 2.8 Detailed information relating specifically to the Development Sites within the town centre boundary (Local Plan Policy EC6) and additional areas where improvements can be made can be found in the Town Centre SPD.

Outside the Built-Up Area Boundary:

- 2.9 The Built-Up Area Boundary is clearly shown on the Local Plan Map. Design proposals for development outside the Built-Up Area Boundary (outside the BUAB) will be considered on a case-by-case basis, taking into account its context and the success a scheme reflects and/or enhances the character of the area. Development outside the BUAB should be designed with consideration for the immediate surroundings and environment, as well as any important views. Additionally, the design should be appropriate both in terms of scale and materials.
- 2.10 Policy CH9 covers development outside the BUAB and refers to the Landscape Character Assessment, which offers supporting policy guidance for the detailed character areas identified. This is set out in the [Green Infrastructure SPD](#). All development should be site and context specific, both in terms of design and use in order to achieve the highest level of sustainability.

Best Practice Principles and Sustainable Design

- 2.11 Good Urban Design becomes obvious to the everyday users of a place. It promotes liveable environments that encourage active and engaged users. Designing successful places is important, but sustainability, safety and health should also be just as important considerations for a successful urban environment.

Development Guidance:

- 2.12 Developments should follow existing published guidance, such as Building for Life 12 and Secured by Design⁶ and consider the guidance provided in documents such as Manual for Streets. The following paragraphs consolidate best practice guidance relating to Urban Design.

⁶ This guidance can be found on <http://www.securedbydesign.com>

Massing and Materials

- 2.13 Buildings, structures and surfaces within the urban realm should work harmoniously together and complement each other. All new elements within the urban realm should consider the scale and materiality within their immediate context, as well as the overall character of their setting.
- 2.14 Crawley has an established and distinct character when it comes to building heights, both in the centre of town, as well as the rest of the borough. The generally medium to low heights of the buildings in Crawley have been dictated both by the history of the town and its development as a new town, as well as Gatwick Airport and the associated height restrictions of aerodrome safeguarding.
- 2.15 Therefore, developments in Crawley are encouraged to take into consideration the scale and massing of their immediate surroundings. Development proposals should show how:
- existing and important views;
 - possible wind-tunnels and overshadowing;
 - the relationship to the human scale; and
 - the relationship to existing trees and hedges, have been considered.
- 2.16 In addition to the above, developments should also consider how the immediate space around them may be occupied/developed in the future and accommodate any potential development. In some locations, taller buildings may be appropriate in order to signify a gateway or change of urban environment (subject to meeting the aerodrome safeguarding requirements for Gatwick Airport).
- 2.17 Tall buildings should be designed in accordance with the principles stated in this document and in Policies CH2 and CH3 and with consideration to the existing urban character of Crawley, which is generally low rise.
- 2.18 Similarly, Crawley has a very distinct material palette which defines its character. Bricks, concrete and render are the materials most commonly found in the borough, which seem to work successfully in creating a sense of place as well as an individual architectural character, though other materials can be used if appropriate for the site. Development proposals are, therefore, encouraged to consider the material palette to create well designed and innovative buildings that work well within their context.

Public Realm

- 2.19 The public realm is the space in and amongst the built form that is open to the public. This includes streets, parks, squares, pedestrian walkways etc.
- 2.20 A successful public space can encourage people, both from Crawley and from outside the town, to visit the space and should be designed and built to last. Temporary interventions like pop up shops, temporary exhibits or changing activities can also be used in designing the public realm as they can indicate whether a design is successful or not. Once the effects of the temporary design have been established, more permanent measures should be implemented, according to the results of the temporary intervention.



Figure 1: City Hall, London Parklet

- 2.21 A good public realm should be human in its scale and respond to people's needs, while stimulating the senses. It should encourage a variety of activities and uses, whilst providing through routes and clear connections for pedestrians and cyclists alike. Particular care should be taken to avoid designing public realm improvements in Crawley that will attract birds, so as to not create an aircraft hazard.



Figure 2: the approved redesign scheme for Queen's Square.
Credits: Burns and Nice Urban Designers and Landscape Architects

- 2.22 Developments directly adjacent to the public realm (whether the street, formal or informal public space, including parks) must provide a positive interface to the public realm. A positive relationship to the public realm can include active frontages, a mix of uses or other innovative interventions that are visually and/or functionally interesting and serve to strengthen the role of the adjacent

public realm. In doing so, the positive relationship between a development and its adjacent public realm will better integrate the development into the urban fabric, will promote activity, interest and a sense of safety to its setting.

- 2.23 Important to note, however, the urban realm can become cluttered when little thought is placed on how all the structures and elements work together. For example, too much street furniture or too much signage can burden the public realm. When thinking about the urban realm it is important to consider how all the elements work together. It is worth considering consolidating elements, such as multiple signs in one place or rubbish bins and seating, in order to streamline the appearance of the public realm.

Street Design and Parking

- 2.24 Streets take up a large amount of the public realm and play a critical role in facilitating movement through urban areas. Therefore, the layout and design of streets is integral for the success of the urban environment. Effective street layout and design should:

- Improve the legibility of a place;
- Reduce crime;
- Encourage walking and cycling and recognise that pedestrians should be prioritised;
- Improve sustainability through the use of appropriate materials;
- Improve sustainability through encouraging lower speeds and, consequently, reducing vehicle emissions;
- Improve safety through encouraging reduced speeds along residential streets;
- Be flexible in use;
- Be inclusive in its design.
- Be permeable, that is, provide many ways to get from point A to point B.



Figure 3: Langley Green Parade in 2003 prior to its redesign.

- 2.25 Streets should function as a place, as well as provide access, ease of movement, parking and utilities. A well designed street should help in forming a cohesive public realm with a good relationship between buildings and the

wider public space. Streets should be identifiable places. The surface materials, trees, street furniture and layout should help create this sense of place. However, the indiscriminate use of street furniture and signage should be avoided, as this can take away from the quality of the street as public realm.



- 2.26 An important function of street is to accommodate movement. This should be done in an inclusive way and should not focus on motorised vehicles, as has been done in the past. Streets should provide a space for vehicles, cyclists and pedestrians to all move comfortably and should consider those with mobility difficulties.
- 2.27 Streets should be designed with all users in mind, including vulnerable pedestrians. Care should be taken when making improvements to streets and the public realm that elements such as 'shared space' will not have a negative impact on vulnerable users. 'Shared surface', where kerbs are removed from the street completely, can have a detrimental impact to visually impaired individuals navigating the street. Therefore, it is important to understand the difference between 'shared space' and 'shared surface' and make sure the design is considerate to all users. For more information on street layout and cycling guidance, please check the ['Manual for Streets'](#) or the [Sustran's](#) website and contact the [Crawley Cycle Forum](#).
- 2.28 Another role streets play is to provide safe and legible access to buildings for pedestrians. Active frontages along building fronts are encouraged, as these can help provide the safety and legibility required for a successful street.
- 2.29 The provision of parking is also another function of a street. There are many options for successful on street parking arrangements. These can help improve the vitality of the street and, in some cases, can act as a speed calming tool. However, poorly thought-out on street parking can have a

negative impact on the character and functionality of the street. It is important that parking is integrated into the design of a street and it is designed according to the street character.

- 2.30 Specific information on parking numbers and requirements for new developments can be found in Policy IN4 in the Local Plan, supported by the Parking Standards Annex to this document.
- 2.31 Streets are where most utilities run along and through. Drainage, lighting and other utilities should, therefore, be actively incorporated in the design of a street in order to minimise their impact on users.
- 2.32 Similarly, trees and grass verges can be used along the street in order to help provide character and identity to a street, but this should be done with regards to the area. For more details on tree planting and structural landscaping in the public realm, please refer to Policies CH6 and CH7 and the Green Infrastructure SPD.
- 2.33 Street guard railing in the town centre and neighbourhood centres should be kept to a minimum, unless there is a clear and justified need for it. Equipment owned by utilities and third parties should also be minimised within the public realm.
- 2.34 As with most aspects of design in the built environment, streets should be designed with a collaborative and cohesive approach. The surrounding area and site characteristics should be considered carefully and, most importantly, the end result should serve the local community in a positive way.
- 2.35 In order to encourage activities within the public realm and in order to provide clear connections, the following elements will need to be designed successfully: street furniture, public art, signage and lighting.

a) Street Furniture:

- 2.36 Street furniture should be designed to fit into the existing character of the town but should also be innovative. It should be placed carefully according to the users' needs, and care should be taken not to over clutter the public realm with unnecessary furniture. An effort can be made to integrate two or more pieces of furniture in one, for example bins integrated within bus shelters along with way-finding signage, lighting and to include public art.

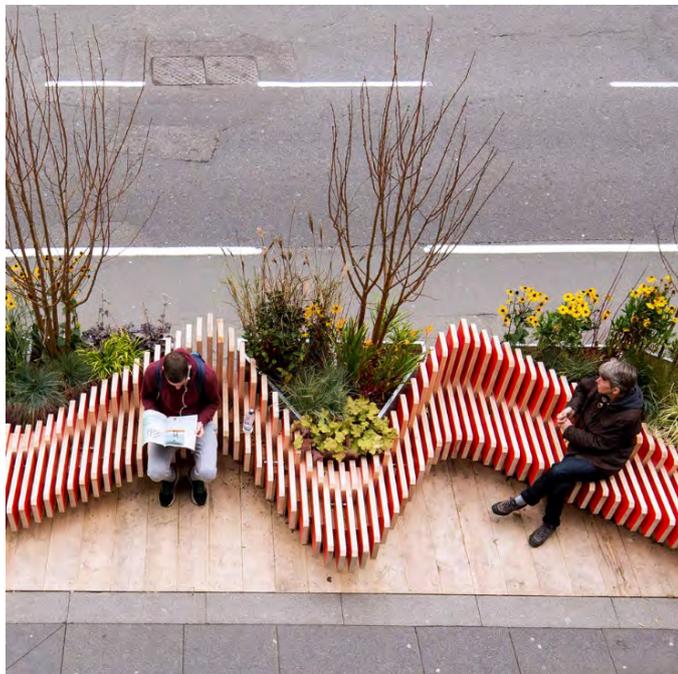


Figure 5: Tooley Street, London

- 2.37 This approach will reduce the amount of street furniture needed within the public realm and will allow for more usable space. Less street furniture will also reduce visual clutter and improve the perceived quality of the space, since it will appear tidier and more user-friendly.

b) Public Art:

2.38 Public Art can make a substantial contribution to the appearance of urban areas and the public realm. It can contribute to the creation of a sense of place and transform a previously anonymous space into a unique and memorable one. It has a major part to play in making public areas more attractive, legible and interesting and can take many forms. Public Art can be integrated into a new development or into existing built fabric.

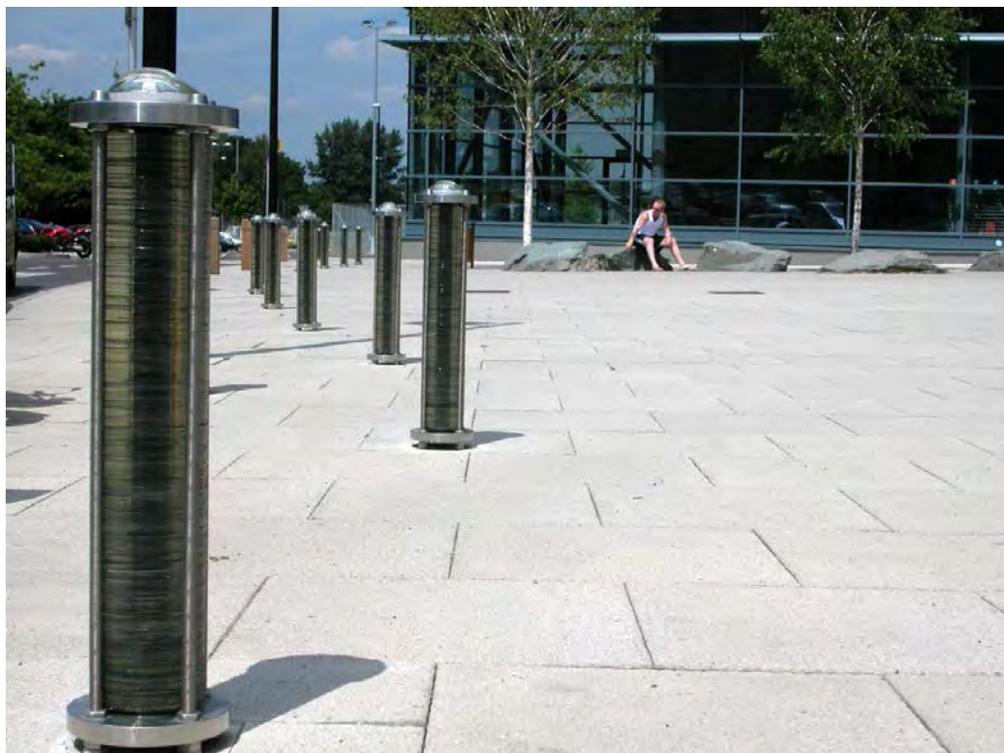


Figure 6: Compact Disc Bollards, K2 Crawley

2.39 Public art is no longer restricted to the traditional forms of monuments, sculptures or fountains and can take form in anything within the public realm, including lighting, street furniture, signage, floorworks, new media, music and even a section or the whole elevation of a building. Further detail on Public Art is provided in Annex 2.



Figure 7: Temporary Public Art, Ashford

c) Street Signage:

2.40 Street signage should be used to help with the legibility of a place and with way-finding. However, too much signage can create visual clutter and reduce the value of the public realm. Innovative signage solutions can be used to avoid cluttering and to simultaneously provide pieces of public art – for example legibility maps within bus shelters, the use of paving and floorscape art as signage etc.



Figure 8: Crawter's Brook Signage, Manor Royal

2.41 Much of the present signage that clutters the streetscape is for the benefit of motorised users. An effort should be made to move this type of signage away from the footway and safely into the roadway. Alternatively, some signage can be consolidated onto a smaller number of signage poles to free up more space for pedestrian movement. More information on street design and layouts can be found in the section 'Street Design and Parking'.

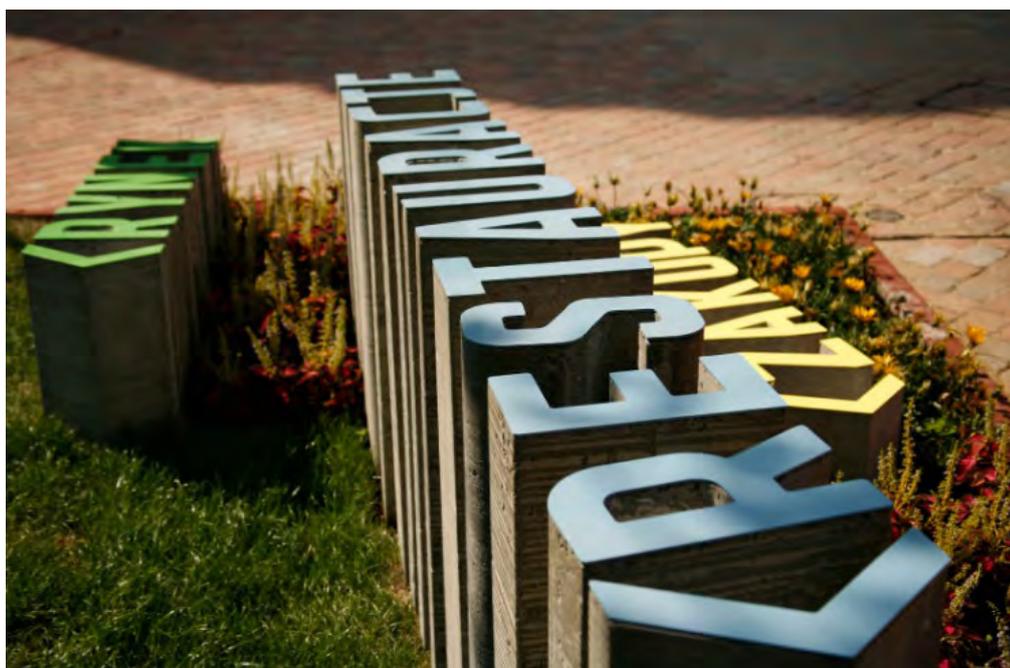


Figure 9: Innovative art and wayfinding, Lodz, Poland

d) Lighting:

- 2.42 Lighting is a very important element of the public realm. Lighting can be used in playful and artistic ways in order to enhance the public realm and encourage more night time use of the space. Lighting schemes do not have to be limited to lighting columns and lighting bollards and could include lights on buildings, lighting installations on pavements or even illuminated facades.
- 2.43 Lighting can help reduce night time crime and vandalism, reduce night time accidents and help make users feel secure. Lighting should be integrated within the design of a place and not just be an afterthought. Additionally, when looking at lighting options, the canopy of trees and projected tree growth should be taken into account, as well as national guidance and standards on lighting design.
- 2.44 The positioning of lighting columns or bollards should consider users' needs, and, in particular, users with disabilities or people with pushchairs. Site context is also an important aspect of lighting design – for example, over lighting in residential areas should be avoided, as it can lead to light pollution and high energy consumption.



Figure 10: Guildhall Square, Derry

- 2.45 Lighting schemes should be carefully designed so as to not replicate Gatwick's aeronautical ground lighting or to dazzle or glare pilots. Lower lighting is unlikely to be acceptable.

Sustainable Design

- 2.46 Development should achieve higher levels of sustainability through landscaping and green infrastructure provisions. The Local Plan sets a clear approach to planning policy in relation to tree planting (Policy CH6) and structural landscaping (Policy CH7). Green infrastructure (Policy ENV1) and landscaping (Policy CH3) should be an integral part of a development proposal. More guidance can be found in the [Green Infrastructure SPD](#).
- 2.47 Despite Crawley's compact urban form, one of the borough's main features is the amount of trees and greenery that strongly contribute to its character. This is an asset that should be preserved and enhanced through development in order to contribute to the reduction and mitigation of carbon emission, as well as to encourage biodiversity.
- 2.48 Walkability and accessibility are important factors in sustainable Urban Design. Residential developments should ensure that they are located within 400 metres of an existing or planned bus stop. Additionally, all developments

should encourage access through walking, cycling and public transport, which in turn can improve the health and happiness of the town's residents.



Figure 11: Walkable Town Centre, Crawley

- 2.49 Sustainable Urban Design creates buildings and developments that are environmentally friendly, socially cohesive, promote a healthy lifestyle and are economically viable. All of these aspects will need to be addressed for a development to be truly sustainable.
- 2.50 In order to be environmentally sustainable a development has to deal with issues such as orientation, energy consumption and carbon emissions, transport modes, water usage and drainage, green infrastructure and biodiversity. Further details can be found in the [Planning and Climate Change SPD](#) and the [Green Infrastructure SPD](#), but key principles are listed below.
- 2.51 Developments should:
- Encourage the use of public transport, create walkable neighbourhoods and encourage cycling;
 - Be built with regard to site context and orientation in order to minimise energy consumption, but also minimize overheating in the summer;
 - Make use of brownfield sites or use existing buildings to make use of the embedded energy;
 - Make use of existing or planned infrastructure, including District Energy Networks according to Policy ENV7;
 - Use sustainably and locally sourced or recycled materials where possible with sustainable building methods in order to minimize their carbon footprint;
 - Encourage adaptive reuse of buildings in order to minimize resource waste;
 - Use modern building materials and methods, such as triple glazing and green roofs, to maximise sustainability and minimise impact to the environment;
 - Encourage high density design where appropriate in order to use land efficiently;

- Encourage developments that are energy, water and natural resource efficient;
- Encourage the use of sustainable urban drainage systems (SUDS);
- Be designed and built to conserve and enhance habitats and reduce pollution levels;
- Use native and biodiverse planting schemes that help alleviate the impact of human development on local wildlife.

2.52 Crawley's urban makeup is a high density environment and is ideally placed for reducing carbon emissions efficiently and effectively. Buildings in Crawley account for 78.2% of total carbon emissions in the borough. Creating energy efficient building stock in the borough would help in greatly reducing carbon emissions.



Figure 12: Green Roof at the Bewbush Centre

2.53 Policy ENV6 outlines sustainable design and construction requirements for development. All development should be built in a sustainable method with high energy performance. The following hierarchy should be followed by all development within Crawley, as mentioned in the Local Plan:

- Be Lean – use less energy
- Be Clean – use low carbon energy sources
- Be Green – use renewable energy.

Other Issues in Urban Design

Diversity and Urban Design

2.54 When considering Urban Design, it is important to consider who will be using a space and how it will be used. Our towns and cities are made up of a diverse range of people with different needs and abilities as well as different patterns of behaviours. Sometimes some groups or individuals are forgotten about during the design process. When commencing a design process for a new development it is important to consider all potential users. Important user

groups with particular needs that should be considered may include the following (this list is not exhaustive):

Children and Young People – Development should consider how a place may be used by young people. This may need to include elements that assist children at play and assist in navigating a space when children are not fully literate.

The Elderly – Development should pay careful attention to how the elderly use a place. For instance, lots of stairs or twirling paths may pose a threat to elderly pedestrians and a lack of rest spots could make a simple walk very challenging. Furthermore, studies have shown⁷ that urban environments that feature the following characteristics are friendlier to people suffering from dementia:

- familiarity;
- legibility;
- distinctiveness;
- accessibility;
- comfortability; and
- safety.

Disabled people – Not dissimilar to the elderly, disabled people face many challenges when navigating spaces. Any development should comply with accessibility requirements for disabled people and consider any additional changes that could make places more friendly to disabled people.

Parents and carers with babies and toddlers – Parents with infants tend to be accompanied by a pushchair or similar and, like disabled people, this will necessitate considering interventions that make it easier to move through a space.

- 2.55 Applicants and developers are encouraged to consider all the end users that a development and any associated public realm will serve so as to strive to cater to all groups.

Crime and Urban Design

- 2.56 Urban design can be an important tool in creating safer towns and cities as good Urban Design can minimise the propensity for criminal activity. For instance, places that are designed with windows overlooking the public realm provide what is known as passive surveillance or 'eyes on the street'. Likewise, removing blackspots by improving lighting or removing obstructions (like dead ends) can eliminate settings for anti-social behaviour.

Development Guidance:

- 2.57 When preparing a design for development, applicants and developers should consider:
- road pattern;
 - layout and orientation of buildings;
 - interface between public and private realms;
 - blackspots and impasses;
 - lighting; and
 - security and surveillance measures.

⁷ www.idgo.ac.uk/about_idgo/docs/NfL-FL.pdf

- 2.58 Locally, advice can be sought from the Sussex Police Crime Prevention Design Advisor (CPDA) at planning@sussex.pnn.police.uk.

Further information on designing out crime is available from the Police Secured by Design Initiative at <http://www.securedbydesign.com/>.

Active Living and Urban Design

- 2.59 Urban Design can play an important role in promoting opportunities to encourage sport and physical activity through the design and layout of the built environment. A built environment that is designed well will make places that are better for people where making the active choice is both an easy and attractive one.
- 2.60 The principles of Active Design should be considered when preparing a plan for development:
1. Activity that is accessible for all
 2. Walkability
 3. Walking and cycling routes that are connected and integrated
 4. Co-location of community and social facilities
 5. Network of multifunctional open spaces
 6. High quality streets, spaces and places
 7. Appropriate sports and recreational infrastructure
 8. Active buildings
 9. Management, maintenance, monitoring and evaluation
 10. Activity promotion

Further information on Active Design is available from [Sport England](#).

Part 3: Development Guidance

Householder Development

- 3.1 Homeowners often choose to extend or alter their property in order to meet their changing living needs. However, small alterations to the exterior of a building can have a big impact on neighbours' amenity, on the immediate street scene or even on the surrounding area. Therefore, it is of great importance that the design of the alterations is well considered and is of good quality.
- 3.2 Important aspects of the design include: the scale of the alterations; the materials proposed; and the impact on the local community and the public realm. Extensions and alterations should achieve good quality in design terms and should maintain privacy and daylight to neighbouring dwellings. Works to a dwelling should be done in accordance with all policies and particularly Policy CH3, as well as the guidance below. It is strongly recommended that you seek professional design advice before undertaking building work.
- 3.3 For information on specific areas with additional considerations, such as development in Conservation Areas, Areas of Special Local Character, Historic Parks and Gardens or affecting Listed Buildings or Locally Listed Buildings, please refer to the Heritage Chapter (Part 4) of this document.

Extensions

- 3.4 The principles of good design relate to all home extensions, whether planning permission is required or not.

Development Guidance:

- 3.5 An extension with good design in mind will relate appropriately to the parent dwelling's character and style, dimensions, materials and finishes of the parent dwelling and the character of the neighbourhood.
- 3.6 Furthermore, when considering your extension it is important to think about the impact the development may have on your neighbours and the wider area. Good design will enhance the appearance of your property but more so, can enhance the value of your property.
- 3.7 For further information on permitted development including the maximum dimensions permissible, please check the [Planning Portal Website](#). If you believe that your proposal does not require an application for planning permission, you should still contact Development Management at the council for advice before proceeding with any work. When building an extension, space for adequate off-street parking should be considered.

Materials, Finishes and Detailing

- 3.8 As a general rule residential extensions should employ the strictest attention to detail. This will ensure any extension or new development will be of the highest standards of design quality and will suit its context.

Development Guidance:

- 3.9 Development should incorporate materials and colours that match the existing dwelling or, where appropriate, contrast with it. If planning permission is granted for a development, the conditions laid out in the

permission often detail any necessary steps required regarding materials and finishes.

- 3.10 Some developments, such as modern extensions, may propose the use of contrasting materials and colours. These will be considered in terms of the context of the development and the appropriateness and quality of the design.
- 3.11 The materials and finishes allowed for extensions or alterations to Listed Buildings or buildings found in Conservation Areas tend to be limited so as to not diminish the historic integrity of the structure. For further information on Listed Buildings and Conservation Areas see Part 4 of this SPD.

Development Guidance:

- 3.12 Extensions should consider existing roof pitches. A house extension with a roof pitch that is different to the existing one can look out of place, while an extension with a matching roof pitch will likely be more suitable.
- 3.13 Brick detailing and fenestration (arrangement of windows) also contribute to the appearance of a dwelling. Any development should reflect the existing dwelling by ensuring that new window apertures are of a matching size and situated in line with existing ones. If an existing building features brick detailing, this should be continued or reflected in an extension.

Front extensions and porches

- 3.14 A porch or front extension can be one of the most significant alterations to the appearance of your house and to the street in which it stands. Therefore, consideration should be given to designing a porch with sensitivity towards neighbouring houses and the street scene. This is especially important for terraced houses where an unsuitable porch or front extension can negatively impact the look of a whole row.

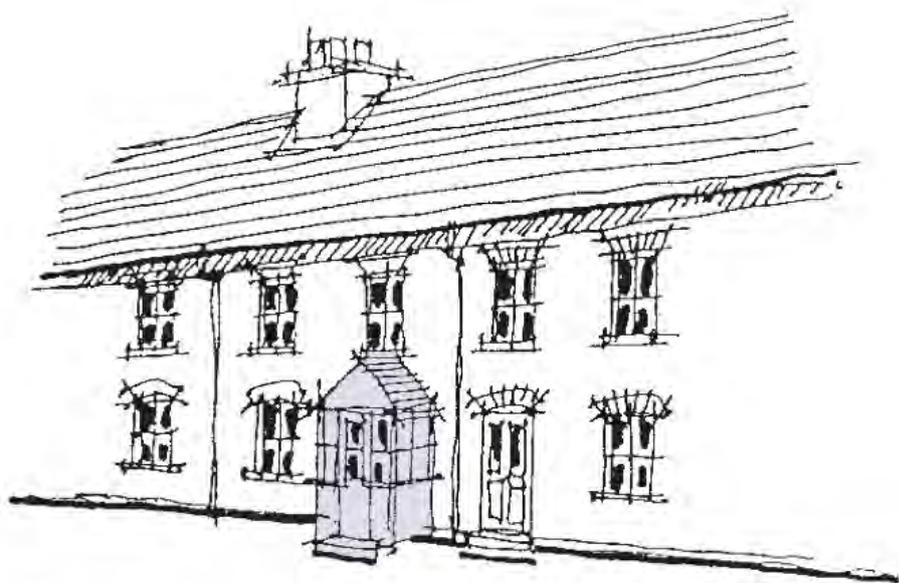


Figure 13: Well designed front extensions can contribute positively to the appearance of the dwelling and the street.

Development Guidance:

- 3.15 Front extensions and porches should be subservient to the rest of the house and should not extend across the whole width of the property. They should project no more than 1.5m from the original front wall of the main dwelling and be in keeping with the character of the area and property.

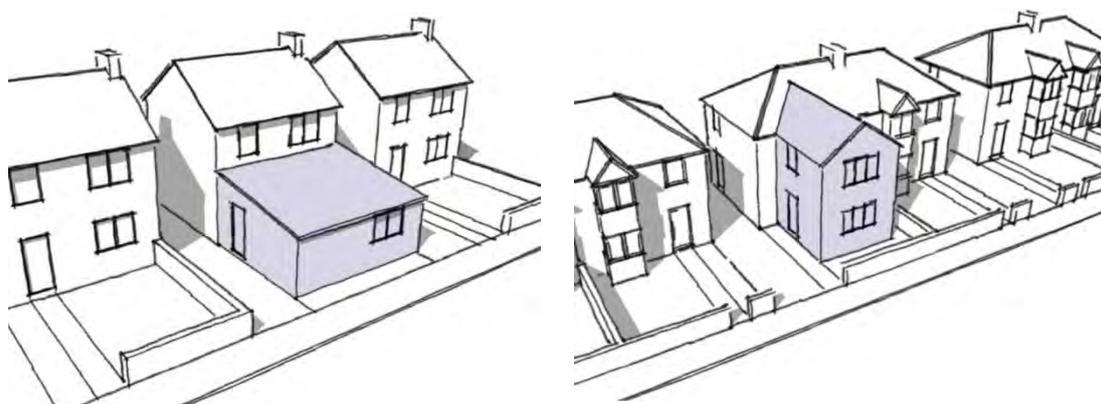


Figure 14: Inappropriate front extensions can have a detrimental impact on the street.

Side extensions

- 3.16 As with a front extension, an extension on the side of a property will be prominent. Therefore, it is important that it should work successfully with its surroundings. The filling up of the gaps between houses by the construction of two-storey side extensions can make detached, or semi-detached, houses in a street look like terraced houses. This can change the character of a street quite dramatically and is known as 'terracing'. The junction of a side extension with the existing building will have to be considered and resolved through good design.

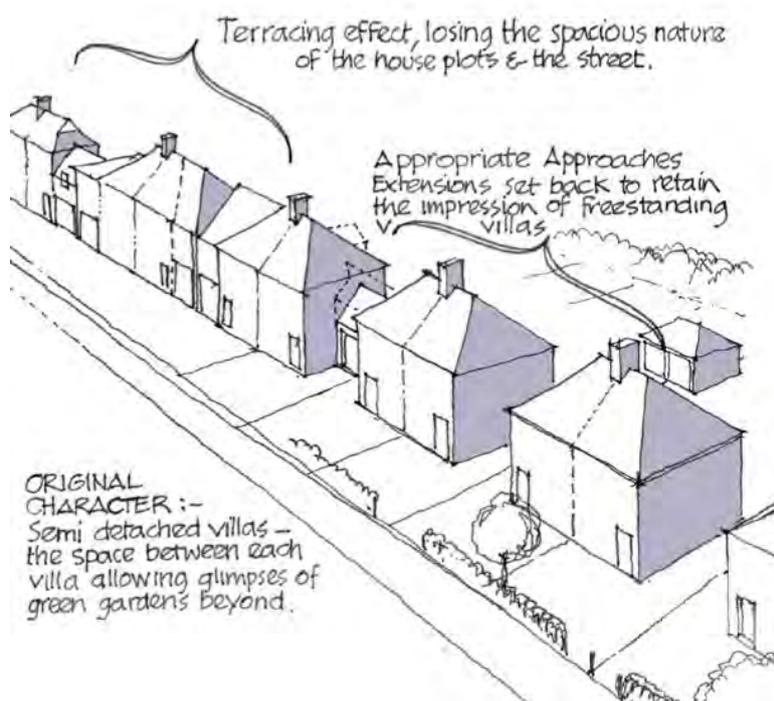


Figure 15: Set back extensions maintain the character of the street, while side extensions that are not set back will create a terracing effect.

Development Guidance:

3.17 A design solution that can be used to prevent the 'terracing effect' will leave a 2 metre setback between the side extension and the adjacent property or site boundary.

This solution may not be appropriate in all cases and will be considered on a site by site basis, based on the character of the area.

3.18 Furthermore, where a side setback may not be suitable, it could be explored by setting the side extension in from the front elevation.

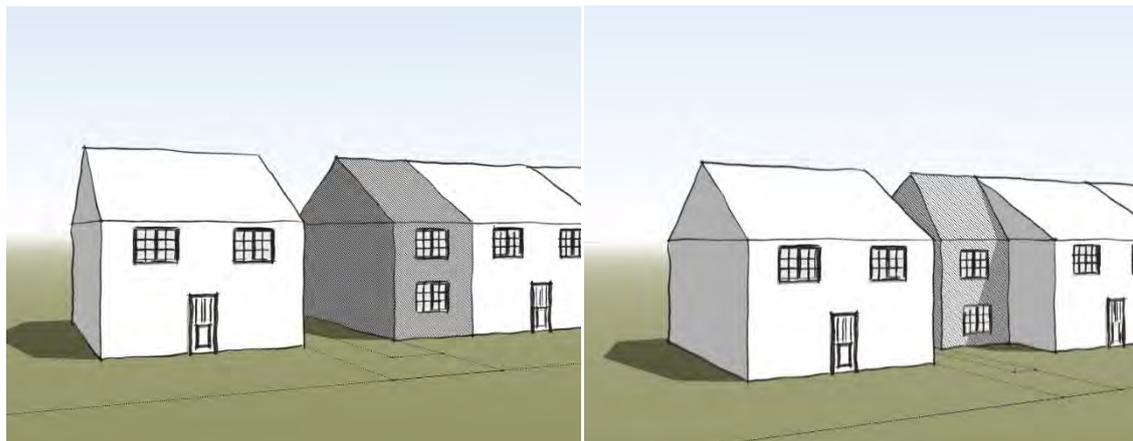


Figure 16: Examples of the side set back solution.

3.19 When a side extension includes a blank side gable, this can have an overbearing and cramped impact on adjacent properties. Accordingly, a minimum distance of 10.5 metres should be provided between the extension and any windows serving habitable rooms on adjacent properties. This may not be required where the proposed extension will not pose an overbearing impact on adjacent properties.

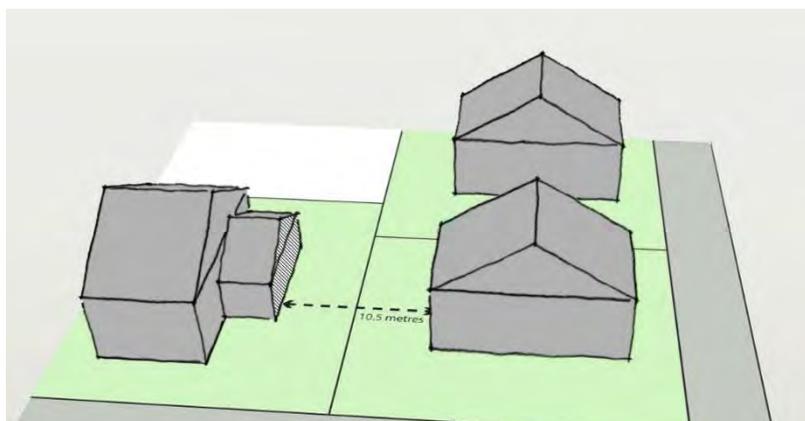


Figure 17: Maintaining a 10.5 metre distance between a blank gable and the rear of an adjacent dwelling will prevent cramping.

Rear extensions

3.20 Rear extensions can significantly impact the amenity of neighbouring dwellings by leading to overshadowing or a dominating appearance, but also have the potential to impact on the amenity of the parent dwelling by reducing the overall size of a rear garden.

Avoiding Overshadowing and Dominance

3.21 Rear extensions can create issues of overshadowing and overlooking with neighbouring properties.

Development Guidance:

3.22 Overshadowing or dominating neighbours' houses and gardens can be avoided by keeping rear extensions relatively small as compared to the size of the main buildings and the gardens in which they stand.

3.23 Careful design will be necessary in order to ensure that neighbouring properties are not overlooked. What constitutes an acceptable size and design of extension depends on individual circumstances.

3.24 Maintaining an acceptable distance between the rear of dwellings can minimise the impact on the amenity of habitable dwellings located to the rear

Development Guidance:

3.25 One or two storey rear extensions will need to maintain a minimum distance of 21 metres between the rear windows of an opposing dwelling and the rear facing windows of the extension, in order to avoid any potential overlooking and privacy issues.

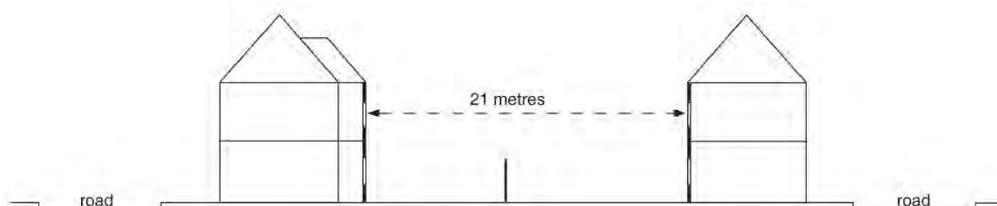


Figure 18: A minimum distance of 21 metres will need to be maintained between a rear extension of up to two storeys and the rear windows of an opposing dwelling. This will avoid potential privacy and overlooking issues.

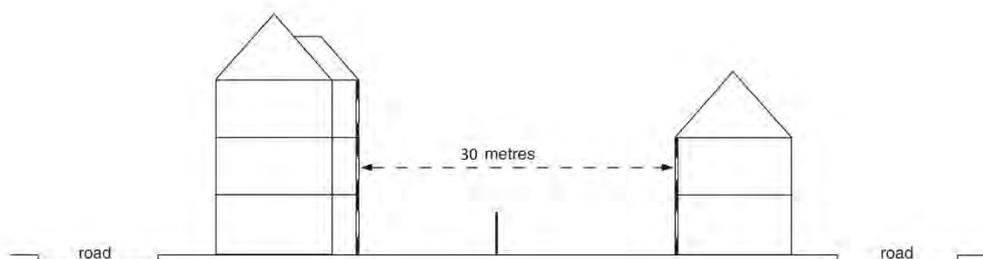


Figure 19: A minimum distance of 30 metres will need to be maintained between a rear extension of up to three or more storeys and the rear windows of an opposing dwelling. This will avoid potential privacy and overlooking issues.

Development Guidance:

- 3.26 For dwellings of three (or more) storeys, a minimum distance of 30 metres between the rear windows of an opposing dwelling and the rear extremities of the extension will need to be maintained.

Maintaining Garden Depth

- 3.27 It is important to consider how a rear extension will impact your rear garden configuration post development, in particular how it will affect the size of the remaining garden space. Please refer to paragraphs 3.51-3.54, pages 32-33, of this document for the council's external private amenity space standards.

Development Guidance:

- 3.28 A rear extension should not consume the entirety of a dwelling's private amenity space. A garden should be retained with a minimum depth of 10.5m measured from the extension's rear external wall to the property's rear boundary in length, in order to ensure adequate private outdoor space.
- In some circumstances, in particular for extensions over two storeys or larger dwellings, more garden depth may be required.

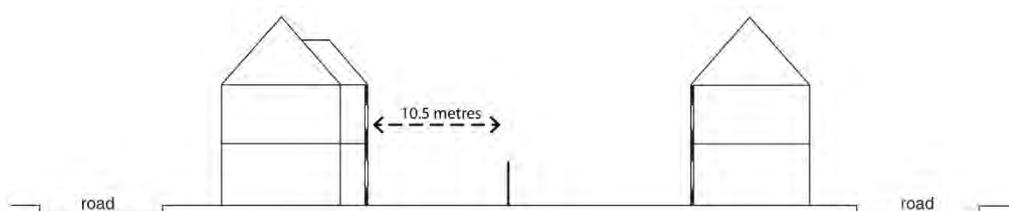


Figure 20: A minimum garden depth of 10.5 metres will ensure adequate private outdoor space.

Light Angles

- 3.29 Side and rear extensions for detached dwellings, when they include more than one storey can cause overshadowing and overlooking into a neighbour's property. Often, a 45° guide test can be applied so as to avoid indicative overshadowing on a neighbouring property. However, sometimes, contextual matters, such as orientation or site levels may be of relevance.

Development Guidance:

- 3.30 Applying the 45° guide test:

The guide test can be applied to detached, semi-detached and terraced houses.

A single storey extension should not encroach into an area measured by drawing a 45° angle from the nearest edge of a neighbour's window or door aperture (see Figure 16).

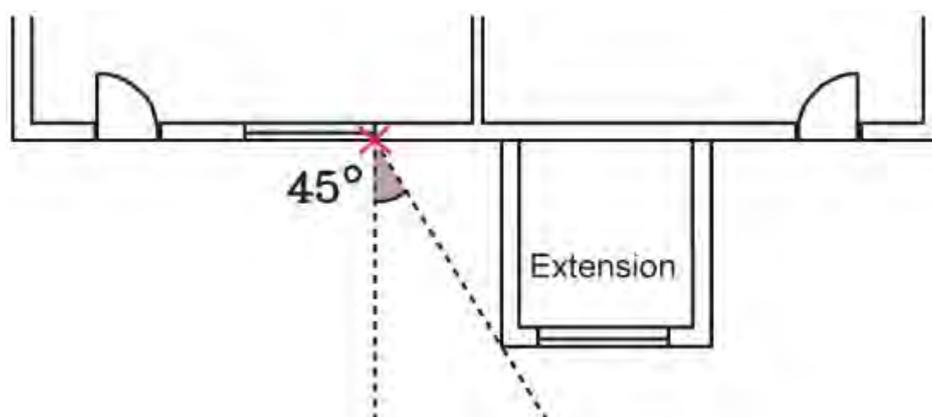


Figure 21: A single storey extension should not encroach into an area measured by a drawing a 45 degree angle from the nearest edge of a neighbour's window or door aperture.

Development Guidance:

3.31 For two storey (or higher) extensions on detached dwellings:

An extension should not encroach into an area measured by drawing a 60° angle from the nearest edge of a neighbour's window or door aperture.

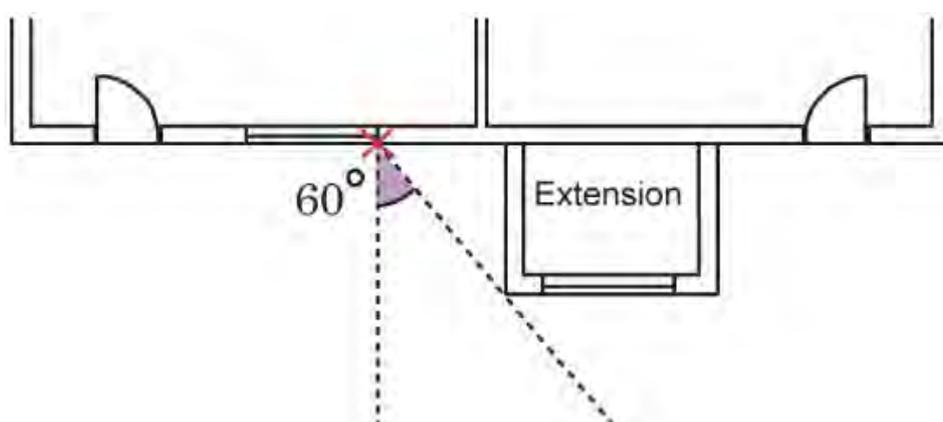


Figure 22: Two storey or higher extensions should not encroach into an area measured by a drawing a 60° degree angle from the nearest edge of a neighbour's window or door aperture.

Roofs

3.32 The roof form above an extension will contribute to the appearance of the extension and the dwelling as a whole. A roof design that sits in harmony with the existing roof will usually be more acceptable. Roof extensions should not dominate by being too large and flat roofs are generally discouraged unless they are in harmony with the existing dwelling.

Dormer Windows

3.33 Dormer windows will only be permitted where they can be inserted without damaging the character and appearance of the dwelling and the wider area:

- Dormers are best kept to the rear of the property and are not normally acceptable to the front.

However, this will be assessed in relation to the local context.

Development Guidance:

- 3.34 A dormer window should be kept well below the ridge line, smaller than the overall width of the roof and away from the edges. It is recommended that a dormer window be centred on the window lines below and that the dormer take up no more than half the width of the dwelling.
- 3.35 Materials and detailing of dormers should be carefully designed to consider existing materials and scales of the dwelling and surrounding buildings. Dormers with flat roofs can often fit in well if they are clad in high quality materials and are designed and detailed with care.



Examples of inappropriate dormer windows on a front elevation because of their size and height (left) and alignment (right). Note that these dormers on a rear elevation would also not be permitted for the same reason.



This dormer is sensitively sized and aligned.



This dormer is too wide and high.

Figure 23: Examples of appropriate and inappropriate dormer windows.



These dormers are both acceptable.

Internal alterations

3.36 Internal alterations that do not increase the floor area of a house do not normally require planning permission. However, if you intend to divide up your house (for example, provide an additional self-contained flat or a self-contained office for business use) then an application for planning permission will usually be required. Please check with the council's Development Management Team if you are planning any building works at your property.

Boundary fences and walls

3.37 The nature or type of boundary treatments, especially at the front, can significantly contribute to the character and identity of a property and the street as a whole:

- The use of boundary demarcations are fundamental to good Urban Design where public and private spaces are clearly delineated from one another. It is imperative that the boundary treatment is appropriate to its context.
- Sometimes it may be suitable to mark the change between public and private property through the use of vegetation and hedges or a change in surface materials. In other circumstances it may be suitable to use fences, walls and gates.

Development Guidance:

3.38 Low walls and fences are more appropriate for front boundaries and do not often require planning permission if below 1 metre in height. While higher fences along a front boundary are not generally supported, fences and walls along the front boundary will be granted permission where it can be shown they fit within the local context and will not detriment the amenity of neighbours.

Boundary treatments along the side and rear of properties will not require planning permission if they are lower than 2 metres in height. However, side and rear fences need to be designed to respect the surroundings and the amenity of neighbouring properties.

3.39 Some newer properties have conditions attached to the planning permission documents which permitted them to be built on the proviso that the open character of the street is retained. In these cases, planning permission may be necessary for any proposed boundary fence. Boundary walls generally

require planning permission. Enclosing amenity land should be resisted because of its amenity value in the streetscape.

- 3.40 If you are unsure whether planning permission is required, you should contact the council's Development Management Team to discuss the proposed boundary treatment.

Garages and Vehicle access

- 3.41 The conversion of a garage into a habitable room may result in the loss of onsite parking, which in turn could create pressure for on street parking around a dwelling.

Development Guidance:

- 3.42 If you intend to convert a garage into a room, you should consider how cars will be accommodated on site.

- 3.43 Consideration should be given to the following advice:

- Permission from the [West Sussex County Council Highways Team](mailto:planninghighways@westsussex.gov.uk) may be required for a garage conversion. You can contact them by email: planninghighways@westsussex.gov.uk or by telephone: 033-022-24777.
- Paved hardstanding may pose a flood risks during heavy rains. Paved surfaces tend to collect pollutants which will run off into the drains and eventually into our watercourses and simultaneously prevent rainwater from seeping back into the underground aquifers.
- There are many innovative methods for paving. The materials selected for a hardstanding should be robust enough to support a vehicle but also facilitate natural water drainage into the ground through SUDS. Permeable or porous materials will allow rainwater to seep back into the ground.
- Planning Permission will be required for new vehicle access to a house from a classified road or if it involves significant building work.
- Permission will not be granted if vehicle access is proposed over open space or will lead to a loss of trees.
- Permission will not be granted if the proposal would lead to the unacceptable loss of public on-street parking spaces.
- New vehicle access will not be permitted if insufficient space is available for a parked vehicle.
- The minimum dimensions set out in '[Manual for Streets](#)' for car parking are: 2.4 metres in width, 4.8 metres in length.



Figure 24: Permeable paving

Landscaping

- 3.44 The layout and setting of a site can have a significant impact on the level of sustainability of the development:
- Where possible, existing landscape features should be retained on site and the development should be integrated into the landscape and its surroundings.
 - Landscaping can contribute to shading and assist in drainage flows. Similarly, landscaping helps to soften the appearance of a development.

Trees (please refer to the [Green Infrastructure SPD](#))

- 3.45 Some trees, especially mature specimens, are protected by Tree Preservation Orders. Planning consent is normally required before carrying out work to these trees. You should consult the Development Management team before carrying out work to a protected tree. It is advised to check before carrying out work to any tree, if you are unaware as to whether it is protected or not.
- 3.46 Trees are a good source for shade from the sun and screening for privacy but too much shade can prevent access to natural light inside a dwelling. When preparing a new design for development careful consideration should be given to how trees and shrubbery will impact on a development and the amenity of neighbours:
- Where appropriate, access to natural sunlight in a development should be maximised, all the while, without compromising privacy, the provision of sufficient shade in gardens and with consideration for protected vegetation.
 - Sufficient space should be left between a building and a tree to allow for its growth.
 - Further advice can be sought from the council's Arboriculturist: [protectedtrees@Crawley.gov.uk](mailto:protectedtrees@ Crawley.gov.uk)

Self-Build Development

- 3.47 Crawley has a limited resource of land and plots available for development. However, a small number of planning applications for single dwellings do come forward. Self-Build development should be innovative, sustainably designed and of high architectural quality.
- 3.48 Crawley Borough Local Plan Policies CH2 and CH3 will be particularly relevant to this type of development. The proposed dwelling should relate to its immediate surroundings, both in terms of built form as well as the natural form. The scale, form and materials of the proposal should be carefully considered and show an understanding of its context. Privacy and daylight access of neighbours should also be considered when designing a self-built property.
- 3.49 More information is available from [Sussex Building Control](#).

Residential Development

Development Guidance:

- 3.50 Many of the design principles applied to householder developments will apply to new residential developments. When considering new residential

developments, the principles highlighted above will need to be considered with regards to:

1. Front facade design (paragraph 3.15)
2. Side flank design (paragraphs 3.16-3.19)
3. Rear façade design, overshadowing and garden depths (paragraphs 3.20-3.28)
4. Light angles (paragraphs 3.29-3.31)
5. Roofs and dormer windows (paragraphs 3.32-3.35)
6. Boundary treatments (paragraphs 3.37-3.40)
7. Garages and vehicular access (paragraphs 3.41-3.43), and
8. Landscaping and trees (paragraphs 3.44-3.46).

Residential Space Standards

- 3.51 The council has a long history of applying internal and external space standards to developments. The internal space standards now reflect the Nationally Described Standards⁸ and are set out in Policy CH5 of the Local Plan. An excerpt of Policy CH5 is found in Appendix B to this document.
- 3.52 The external amenity space standards are outlined below, in Table 1, and are there to retain and contribute to Crawley's green urban character, to protect the neighbours' amenities and to ensure that housing being built now is big enough and fit for use of future populations of Crawley.

Development Guidance:

- 3.53 Whilst there may be exceptions in meeting the external amenity space standards set out below, this will have to be mitigated through excellence in design, as well as justified within the Design and Access Statement. It will continue to be necessary that the external space provided is designed to meet the Local Plan policy requirement of offering amenity space adequate to meet basic privacy, amenity and usability requirements, suitable for the likely level of occupancy.

External space standards are however, of particular importance to affordable housing. Since affordable housing tends to be fully occupied after construction, garden sizes for affordable housing should be met given the likely level of full occupancy.

Table 1: External Private Amenity Space Standards

| | |
|---|-------|
| Dwelling for 1 or 2 occupants | 45sqm |
| Dwelling for 3 occupants | 60sqm |
| Dwelling for 4 occupants | 75sqm |
| Dwelling for 5 or 6 occupants | 90sqm |
| For each additional occupant | +5sqm |
| It is recommended that a minimum of 5sqm of private outdoor space, where the smallest dimension is not less than 1500mm, is provided for 1 to 2 person flats plus an extra 1sqm for each additional occupant. | |

⁸ Nationally Described Space Standards (DCLG, 2015).

For apartments and flats, a useable private space should also be provided for residents. While balconies provide a good solution, they may not be appropriate in all contexts and a semi-private outdoor, communal space may be suitable.

3.54 Shape and position of provision

- (i) The shape and position of all private and semi-private outdoor space, whether individual or communal areas must not be such that it could give rise to problems of lack of privacy or other forms of annoyance to residents of adjoining property or where it is a communal area, to residents of the development itself.
- (ii) The shape and position of all private outdoor space, whether individual or communal areas, should have regard to daylight, sunlight and the overall usability due to overshadowing from trees. Problems of fumes and noise from roads or other adjacent development should also be considered.
- (iii) The shape and position of all private outdoor space, whether individual or communal areas, should not have its access or use seriously prejudiced by parking areas, access roads, dustbin and fuel stores or any other facility.
- (iv) Paved gardens allow the occupants of a dwelling to enjoy the features of a rear garden. However, a garden should not be paved in its entirety as this can be aesthetically unpleasing and lead to increased surface water runoff due to reduced natural drainage.

Multi-dwelling Residential Development (flats)

- 3.55 Flatted developments should be designed in accordance with the recommendations made in this document and with the relevant policies of the Crawley Borough Local Plan, particularly, in relation to urban design, Policies CH2 and CH3. When proposing a residential development, it should be designed with the community in mind. Multi-dwelling residential developments should promote the integration of new residents into the existing community and create attractive new communities of their own. Elements of the design, such as entrances, public and private spaces and routes through should be clear and easy to navigate.
- 3.56 The scale, massing and form of the development should relate to the surrounding area. The openings on the façades should reflect the local vernacular in proportions and a balance should be achieved between solid walls and window/door apertures. The roof design should be considered during the initial design stage and not left to the end to be resolved. Additionally, issues such as lift overruns and services should be considered early on and designed into the overall scheme.
- 3.57 Details and decorations are encouraged in residential developments, as they will create more character and visual interest. The materials used can often help with creating such details and decorations with little other effort – for example, a change in material within the elevation can help break up the mass of a building.
- 3.58 Flatted developments, in particular those with multiple buildings, should endeavour to provide visual interest through a variation in the elevational treatment.
- 3.59 Parking provisions should meet the recommendations set in Annex 1. The entrance to a flatted development should not be solely accessed through a car park, as this can create an unpleasant environment.

- 3.60 Management plans should be provided for any flatted development proposals, both for the building itself and for any amenity space and public space provided within the development. This will ensure the long-term success of the development.

Non-Residential Development

- 3.61 Non-residential development refers to any development with no residential use intended.

Development Guidance:

- 3.62 The layout of non-residential developments is particularly important to their success. They should address the street and the public realm in a considerate manner and not turn their back on the existing streetscape and layout of the town. The appropriate scale and massing of the development will depend on the location and existing urban fabric. Active frontages are particularly important to the vitality of the streetscape and the success of commercial and retail uses and should be incorporated within the design from the start.

- 3.63 When the development is in a plot larger than 0.5 hectares, consideration should be made for providing some form of public space for general use and to encourage the public to engage with the development in future. The public space could take the form of a small park, a small square or even some well-designed green space with landscaping and planting.

Industrial/Commercial development

- 3.64 Large commercial and industrial developments are often designed in a purely functional approach with limited architectural merit. However, consideration should be made of the use of appropriate materials, colours and massing of the development in order to reduce the visual impact and improve the architectural language. Furthermore, greater consideration for the layout of buildings and their relationship to the street is encouraged. The council will be seeking well-designed front elevations with active frontages, as these will create a safer public realm and an improved urban environment.
- 3.65 The space that would have been used for fencing and security measures for an unsuccessfully designed commercial or industrial development could, instead, be used for additional landscaping and enhancing of the public realm, as well as to provide some screening for the development. For further detailed guidance on development in the Manor Royal area, please see the Manor Royal Design Guide and Public Realm Strategy.

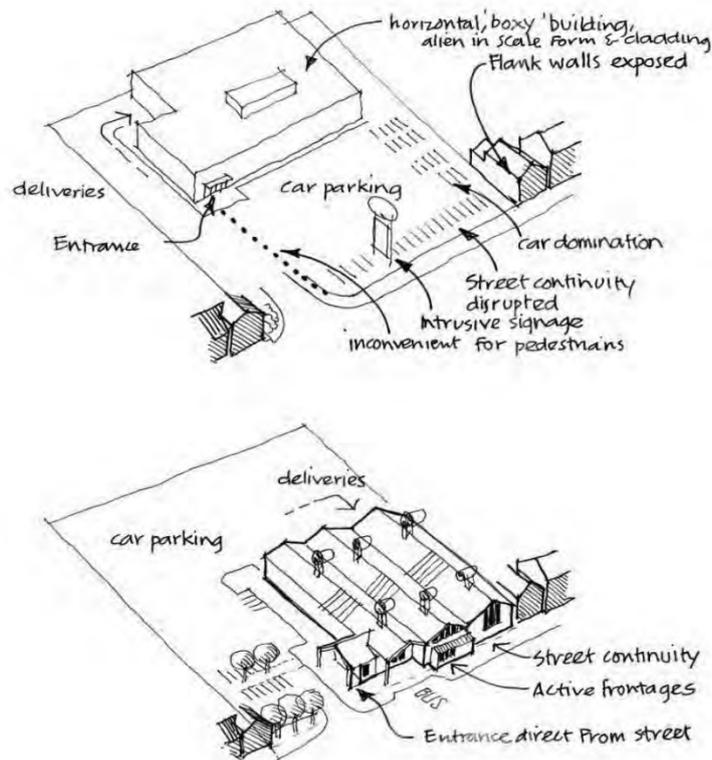


Figure 25: Functional commercial development design (top) with limited relationship to the street and a well considered commercial development that relates to the street and contributes to an improved urban environment (bottom).

Retail Development and Shopfronts

3.66 Retail development should be inclusive and should be designed to best accommodate its customers' needs. For example, retail development in the town centre and neighbourhood centres will have to create easily accessible entrances for pedestrians and the mobility impaired. Additionally, attractively designed retail spaces and shop fronts are more likely to draw more customers in and retain their custom, than a poorly designed space.

3.67 Good shopfront design contributes significantly to the streetscape and positive streetscapes encourage people to linger longer, inevitably leading to increased sales potential. For specific advice relating to shopfronts within Conservation Areas see paragraph 3.80 below.



GOOD DESIGN



BAD DESIGN

Figure 26: Examples of good and poor retail streetscapes.

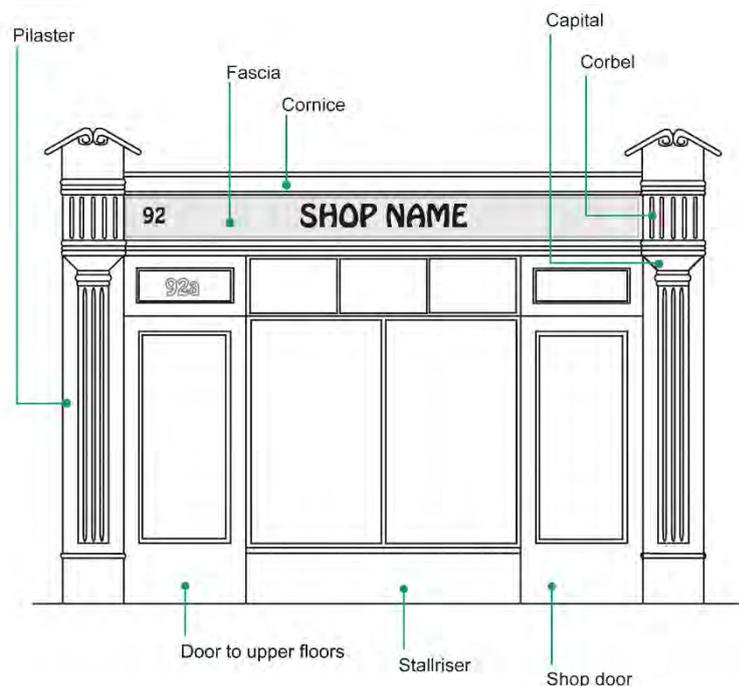


Figure 27: Key elements of a traditional shopfront.

Fascias

3.68 Fascias should be designed in order to enhance the streetscape and building, rather than to just advertise premises. The proportions of fasciae should be based on the character of the surrounding area and streetscape and the proportions on the building they sit within.

Development Guidance:

3.69 Often, the most suitable height for fascia boards is a fifth of the overall height of the shopfront from the cornice to the pavement.



Figure 28: How to identify appropriate fascia board height.

Development Guidance:

3.70 Fascia boards should not be too deep and they should not project beyond the first floor.

3.71 Similarly, they should not extend too far down in relation to the rest of the shopfront. Account should be taken of the depth of fascias on adjoining and nearby properties. Fascias should, where possible, have a small projection above them, both decorative and functional. This will visually help define the boundary between the shopfront and the rest of the building and prevent water running down the face of the shopfront.

Stallrisers

3.72 The part of a shopfront below the display window is known as a stallriser. Stallrisers can be important both visually and as a means of protection for the shop window. While stallrisers are important components of older and more historical shopfronts, they are sometimes less common in newer shopfronts where the window reaches down to pavement level. This can sometimes pose problems for maintenance like corrosion at the junction of the pavement and the glass panel which contributes to an untidy or run down appearance.

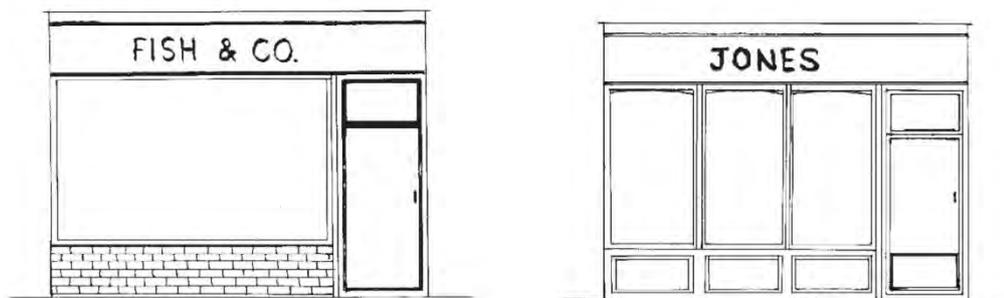


Figure 29: Well-proportioned shopfronts with different types of stallrisers.

Development Guidance:

3.73 Stallrisers should be included as part of shopfront design and should be at least 300mm high. However, height may vary depending on the style of the shopfront and the character and appearance of adjoining or nearby shopfronts. Contemporary shopfront designs, including shopfronts without stallrisers may be allowed when appropriate and justified.

Sunblinds & Canopies

3.74 In certain circumstances, canopies and sunblinds are necessary to protect a shop from damage and glare. As with all elements of the shopfront, thought must be given as to how the blind box can be integrated within the overall design. The edge of the canopy when extended, should not be so low as to be a hazard to pedestrians.

Development Guidance:

3.75 A minimum height of 2.4m should be retained for canopies and sunblinds. Canopies and blinds should normally be retractable rather than fixed and only used when necessary to avoid clutter in the shopping area.

- 3.76 A separate licence from the Highways Authority will be necessary if the canopy extends over the public highway.
- 3.77 However, in the town centre, canopies are traditionally built in within the retail unit and is a feature that is characteristic of Crawley Town Centre. Any development within the town centre where a built in canopy already exists would be encouraged to retain the canopy or provide an appropriately designed alternative solutions.

Security Shutters

- 3.78 Security shutters which completely obscure the shopfront behind them have a deadening effect on the shopping area and do little to enhance the character or attractiveness of the town or neighbourhood centres at night.

Development Guidance:

- 3.79 If security shutters are necessary, external solid and/or perforated grills will be resisted in favour of open brick bond or lattice shutters. Small panelled windows are less prone to wilful damage than large sheets of plate glass.

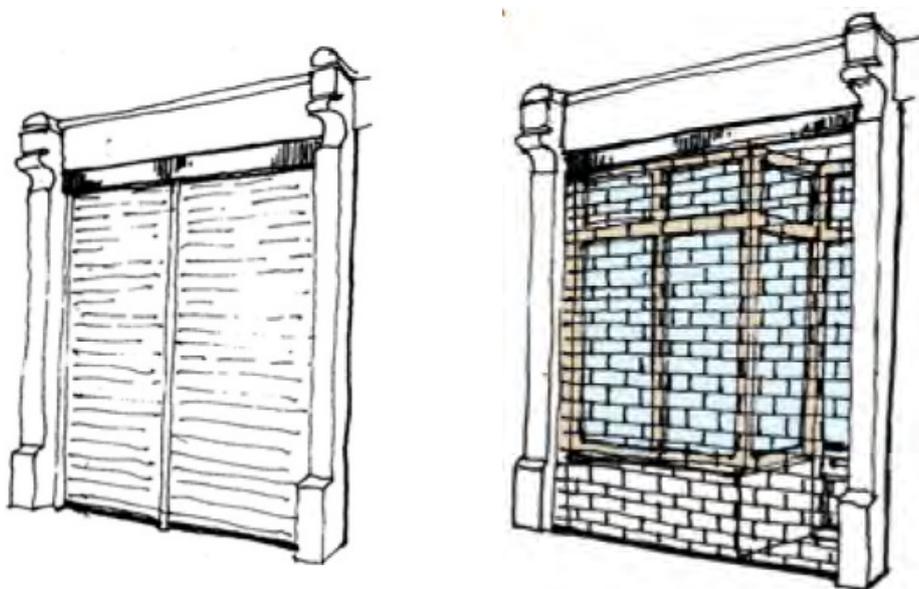


Figure 30: Inappropriate solid grill shutters (left) and acceptable brick bond lattice shutters (right).

Development Guidance: Special Guidance for Heritage Shop Fronts

- 3.80 The following guidance applies to shopfronts in Conservation Areas, in particular the Crawley High Street Conservation Area:
- The provision of a shop front will be a requirement for all new development which fronts onto the High Street. Active frontages should be provided elsewhere in the Conservation Area. This is a necessary requirement because it ensures the protection of the historic townscape and retains the potential for future retailing in the area.
 - New or altered shop fronts should be designed so that they integrate with the surrounding buildings and historic character of the area generally. The council encourages the use of traditional materials and

designs in shopfronts and where possible, historic features should be retained or restored.

- A shop front must reflect the vertical emphasis of the frontage.
- Shopfronts and fascia boards should not dominate the shopfront facade or conceal historic building features.
- The design of shop fronts for buildings in historic areas should avoid large plate glass and shallow stall risers.
- It is imperative that shopfront and fascia design in general and in conservation areas in particular are of high quality design. Poor quality shop front/fascia designs should not be replicated.
- Hanging signs with a historic character will be acceptable. Only one sign will be permitted per shopfront, it must be placed above fascia level and should not obscure architectural or historic features or neighbouring fascias.

Internally illuminated signs will not normally be appropriate on historic shopfronts. However, in some circumstances and subject to consideration of the appropriateness of the sign's design to the Conservation Area and the amenity of adjacent premises, illuminated signage may be considered suitable, particularly externally illuminated signs. Special consideration will be given to premises that are part of the night time economy, such as pubs and restaurants. Where illuminated signage is permitted, the lighting unit should present a neat day time appearance and all wiring and switches should be properly concealed. Luminance should not cause glare or overpower and flashing should be avoided.

Advertisements and Signs

- 3.81 Signs and advertisements are a long-established feature of the urban environment. All advertisements are intended to catch the eye of passers-by, if only fleetingly. Outdoor advertising should make a positive contribution to the visual environment and through good quality design, help create a lively atmosphere of colour, variety and interest which is essential to the prosperity of an area.
- 3.82 However, poorly-designed, and inappropriately located, adverts and signs can negatively impact the visual environment⁹ and lead to clutter and visual confusion. Therefore, it is important that advertisements and signs are a conscious consideration and are integrated into the overall design of a development.

Development Guidance:

- 3.83 Advertising and signs should not impact the visual amenity of the surrounding area and should not pose any danger to highway safety.
- 3.84 The material, lighting, colour and scale of the advertisements should relate to the building and development they are attached to. Applicants are advised to think about advertisements and signs at the drawing board stage of a new

⁹ NPPF, Paragraph 67 (2012) DCLG

building or shopfront and integrate them at the earliest possible moment. The following guidance should be applied:

- Main advertisements and signs should normally be located on the most prominent frontage of the premises.
- Smaller adverts may be appropriate on other elevations, but should be kept to a minimum.
- Signs should be of an appropriate size for the building on which they are displayed and should not seek to dominate or visually detract from those buildings.
- The visual clutter of a mixture of sizes and styles of signs and advertisement boards must be avoided.

High Level Signs

3.85 Non-illuminated high level signs will generally be acceptable in the industrial or commercial areas of the town, providing that they are designed to complement the building on which they are displayed and do not dominate the building or surroundings. Such signs should be restricted to the name or logo of the company occupying the building.



Figure 31: Acceptable high level sign.

3.86 Signs which would face directly onto residential areas will be resisted where they detract significantly from the character of, or outlook from, those areas. Within shopping areas, signs will not normally be approved above ground floor level, particularly if illuminated.

Hoardings

3.87 Advertisement hoardings will not normally be acceptable in residential areas or where they would be readily visible from nearby residential properties. Elsewhere, advertisement hoardings will only be acceptable where they would not adversely affect the appearance of the area:

- Popular locations tend to be around building sites during development.
- Hoardings around vacant or derelict sites without the benefit of detailed planning permission for development will require advertisement consent.
- Smaller hoardings can be successfully integrated into the overall pattern of commercial areas such as Manor Royal, especially if landscaping schemes are incorporated.

- Hoardings should not be sited where they will interfere with the interpretation of traffic lights or road signs, or otherwise be distracting to road users.

Flag Signs

3.88 An application for flag signs will be considered with respect to the amount of other advertising on (or proposed for) the primary building and its forecourt:

- Flag signs will be kept to a minimum and flagpoles positioned in such a way to complement a building development, rather than dominate and create visual clutter.
- The maintenance of flags is especially important as they tend to be displayed on a permanent basis in all weathers and can become torn and unsightly.

Projecting Signs

3.89 Only one projecting sign for each retail unit in shopping areas will normally be permitted, in order to avoid advertisement clutter:

- Such signs should not project more than 0.8m from the face of the building and should be at least 2.4m above ground level to prevent danger to pedestrians.
- These will normally be permitted at the same level as the main fascia.
- In commercial or industrial areas, projecting signs should complement the existing signage on the building and not dominate the façade or the street scene.



Figure 32: Projecting Sign.

Freestanding Signs

3.90 Freestanding signs such as poster drums or poster panels in shopping areas not only provide information but can break up the monotony of large flat areas:

- Such displays should be in scale with pedestrians and not the surrounding buildings.
- Posters can also add colour and interest to street furniture such as bus shelters and litter bins.

- Freestanding signs used to announce the name and occupiers of commercial premises and built of the same material as the building it relates to can look extremely effective and be a complement to the building.
- The possibility of including an artistic element into such a structure should not be overlooked.
- The signs should not obstruct the highway and should be user-friendly.

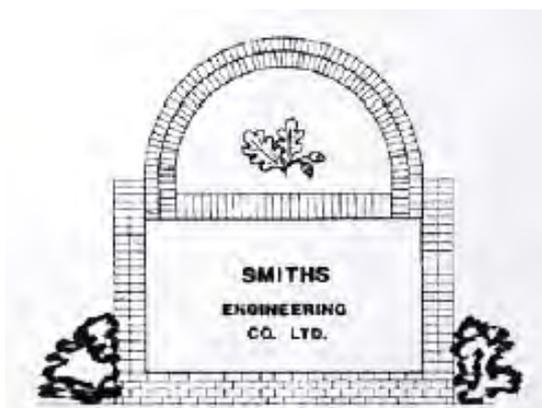


Figure 33: Freestanding Sign.

- 3.91 "A" Boards and other displays on pavements outside shops are not only illegal under the Highways Act 1980 (as they are obstructing a public highway) but are a dangerous and unwanted obstruction to disabled people, pushchair and pram users and the elderly. Therefore, they are unacceptable.

Illuminated Signs

- 3.92 Proposals for illuminated signs will not be acceptable where the illumination will be detrimental to the amenity of the area, or intrusive to any adjoining residential areas or properties:
- Intermittent (flashing) signs will not be acceptable as they create a distraction to drivers.
 - Illuminated signs will normally be restricted to fascias and projecting signs and should not conflict with the operation of the highway.
 - On Manor Royal and other smaller industrial areas, illuminated signs will generally be allowed, providing that they do not face onto any adjoining residential areas or are likely to interfere with the interpretation of any traffic signal or sign.
 - In retail areas, such as Queens Square, illuminated signs can add colour and interest at night. Illumination is also important in terms of security and safety and can make an area less intimidating after dark.
 - In some neighbourhood parades, illumination can be intrusive to nearby residential properties, particularly outside normal working hours. In these circumstances, the council will consider whether consent should be refused or whether a restriction on the hours of illumination would be appropriate.
 - The design and level of luminosity of an illuminated sign is more limited in Conservation Areas. For further information refer to the special guidance for heritage shopfronts in paragraph 3.80.
 - Laser adverts will not be acceptable.

Maintenance

- 3.93 All outdoor advertisements are required to comply with the standard conditions imposed by the Control of Advertisements Regulations:

- One condition is that any advertisement must be maintained in a clean and tidy condition.
- For advertisements on shops, it will be in the retailers' interests to keep the premises clean and tidy.
- However, some advertisements are displayed on isolated sites which can attract litter or rubbish, or the advertisement itself may become covered by graffiti.
- It is important that owners of such sites regularly maintain both the sites and the advertisements.

Advertisement Consent

3.94 When applying for advertisement consent:

- Elevational drawings of the proposed advertisement(s) will be required and drawn to scale, showing a site location plan as well as its size and position on the land and/or building in question.
- Signs on buildings should be shown in the context of the complete building elevation and its relationship with adjoining properties, photographs and photomontages will assist.
- Full details of materials and colours to be used will also be required, together with means of illumination, where relevant.

3.95 Before displaying any advertisement, written consent from the property owner must be obtained.

Telecommunications Infrastructure

3.96 Detailed guidance on planning for mobile phone masts can be found in Annex 3 to this document.

Part 4: Heritage Guidance

- 4.1 Archaeological evidence shows that the area of Crawley has been occupied since the Bronze Age, though the villages of Crawley, Worth and Ifield were most likely established as settlements during the medieval times. By the seventeenth century, improved access and transport to London meant that more people travelled to and from London. Taverns along the main routes provided convenient stopovers for travellers – the George on the High Street being one of them.
- 4.2 By the eighteenth century, Brighton Road was a main access route for people travelling between London and Brighton. The introduction of the railway to East Crawley Station (now Three Bridges) in the mid nineteenth century transformed the area by increasing the need for housing and services near the station. Up until the Second World War Crawley, Ifield and Three Bridges had grown as technology, transport and local needs had dictated, without a plan or strategy.
- 4.3 Following the Second World War, extensive urban development took place throughout the country. Many parts of towns and cities were redeveloped and in some cases, including Crawley, whole towns were built. Crawley's layout and design was based around the neighbourhood principle which gives the town an identity of its own.
- 4.4 Despite the fact that Crawley's history dates back to the Bronze Age, Crawley has a limited resource of heritage assets. This is both due to its limited size, as well as the fact that it is a New Town. Therefore, it is integral to the character of the borough that the heritage assets which do remain, both ones that predate the New Town and ones built subsequently, are preserved and enhanced, wherever possible. During the development of the New Town, an effort was made to preserve heritage assets and integrate them into the New Town layout, like the High Street or the Memorial Gardens. Crawley's heritage assets and their preservation are very important to the council as well as the local community.
- 4.5 There are different levels of designation for heritage assets. Conservation Areas and Listed Buildings are national designations and are of national significance. Areas of Special Local Character, Locally Listed Buildings and Historic Parks and Gardens are local designations and are of local importance. All heritage assets in Crawley are given protection in terms of planning, according to the Crawley Borough Local Plan Policies CH12 – CH17 (see Appendix C to this document). A Heritage Impact Assessment, appropriate to the scale of the development, will be required if any development affects a heritage asset or the setting of a heritage asset.
- 4.6 Appendix A provides a heritage checklist which you can use to help you prepare an application for development that will affect a heritage asset.

Conservation Areas

- 4.7 Conservation Areas are areas of special architectural or historic interest. They do not just focus on the buildings, but also on the overall setting and character of the area, including trees, street furniture, street layout etc. They are a national designation, meaning that they are of national importance and not of just local importance.

Development Guidance:

Each Conservation Area has its own special character which should be respected when new development or alterations are proposed. Key characteristics of each Conservation Area are summarised below.

- 4.8 Each of the Conservation Areas in Crawley has a Conservation Area Statement, which goes into more detail about them, records the character of the Area and often puts forward a management plan. The Conservation Area Statements can be found on the [Crawley Borough Council website](#). Conservation Area Statements are reviewed from time to time in order to keep them up to date.
- 4.9 More information on Conservation Areas generally and the policies relating to them can be found in the Local Plan (Chapter 4: Character) and on the Historic England website. For Crawley's Conservation Areas, information can be found on the Planning Policy page of Crawley Borough Council's website.

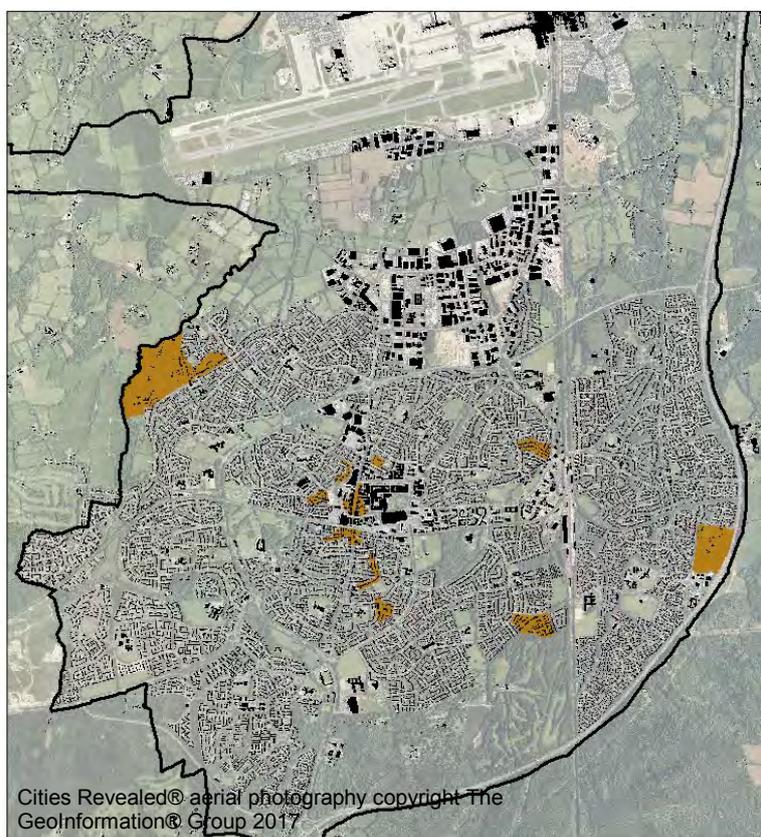


Figure 34: Conservation Areas in Crawley

Development in Conservation Areas:

- 4.10 When proposing development in a Conservation Areas the following steps can be taken to assist the preparation of a positive application and minimise the likelihood it will be refused and/or face objections:
1. Read the relevant Conservation Area Statement and incorporate the recommendations it provides.
 2. Read any relevant management plans and consider how to incorporate management strategies in your proposal.
 3. Review the guidance from Historic England.

4. Consult with the relevant Conservation Area Advisory Committee for any additional advice or guidance.
5. Prepare a plan and contact the council's Development Management team for a pre-application meeting.

There are currently 11 Conservation Areas in Crawley:

Brighton Road

The Brighton Road Conservation Area lies to the south of the historic core of Crawley, and developed around the junction of the 1848 railway line and the old main road between London and Brighton. The Conservation Area is centred on the railway crossing, with its listed signal box, and a number of other properties dating to the 1850s onwards which lie in its immediate vicinity. The most significant of these are the Railway Hotel, a substantial mid-19th century building now in use as a public house, and Nightingale House, the former London and County Bank, which dates to 1901.

The Conservation Area centres around the wide, fairly straight Brighton Road, which runs through the urban setting built in local red brick and render from between the mid-19th Century and early 20th Century. The initial uses of these buildings lends the Conservation Area a mix of building types. Shopfronts line both sides of Brighton Road and these continue to serve commercial purposes, however, associated advertising and signage somewhat dominates the streetscape.

Dyers Almshouses

The Dyers Company Almshouses lie adjacent to the north side of a residential cul-de-sac within the residential neighbourhood of Northgate. The area was designated in 1996 to protect the distinctive character and appearance of the Almshouses and their landscaped trees and gardens, and to ensure that any nearby development proposals are of a scale, form, and design that respects the character and setting of the Almshouses.

The Dyers Almshouses are reminiscent of 19th Century workers' villages. Set in a rectangular layout around a landscaped courtyard with integrated features such as walls and seating, the Almshouses feature the distinctive architecture of Dutch rural cottages with deep pitched roofs, graduated chimney stacks and high pitched front gables. The detailing around windows and doors is an identifying element on the buildings and the dominant hedge line on the southern perimeter is an important feature to the setting.

Forestfield and Shrublands

Forestfield and Shrublands are two adjoining housing estates within Furnace Green that are located to the south of St Leonards Drive and Weald Drive. Both the Shrublands housing estate and, in particular, the Forestfield housing estate, are also directly adjacent to Tilgate Park. Although the two estates are different, they both contain a number of architectural and design features, which are characteristic of the time they were constructed in the late 1960s and early 1970s. It is these features which give the area its special appearance and warrant the designation of the two estates as a Conservation Area and these include

architectural style, materials, building layout, relationship between building and landscape, vehicular and pedestrian segregation and orientation.

Forestfield was designed as clusters of houses which maximise opportunities for communal spaces. Garages are partially underground and kept out of the way, and access to dwellings is via a pathway network. Internal building layouts maximise light intake and benefit from the site's location on the edge of Tilgate Forest.

In Shrublands, all houses have been constructed based on a uniform design and like in Forestfield are oriented to maximise natural light intake. All gardens have access to pathways which lead directly to green spaces and dwellings feature two bays of different lengths, providing setbacks for private amenity spaces immediately adjoining dwellings.

Hazelwick Road

The Hazelwick Road Conservation Area is located in Three Bridges near Three Bridges Railway Station. The area developed in the Victorian period, with detached, semi-detached and terraces of red brick construction and illustrates the Victorian expansion of Three Bridges associated with the construction of the railway and a major junction. The presence of detached and semi-detached houses, the use of different coloured bricks and integration of bay windows suggest that the street was not conceived purely as working class railway housing, although terraced railway cottages are also present. This variety of building type and detailing such as historic shopfronts is of architectural value, with the continuous frontages and sense of enclosure of townscape value.

The Conservation Area is characterised by continuous frontages along both sides of the street. Buildings are predominantly two storey semi-detached houses and are set back behind fences or boundary walls.

High Street

Crawley High Street was first designated as a Conservation Area in November 1986. The site on which the Conservation Area is based has a long history, dating back to Norman times and beyond. The High Street includes a number of features which contribute to its character and setting. In particular, the buildings and open spaces have a unique relationship to one another. The area is characterised by a number of prominent features, including the area in front of The George known as The Square, the wooden gallows, Broad Walk Piazza, and the War Memorial.

The character and appearance of the Conservation Area is a result of the existing mix of spaces, building types and styles and the variety of land uses present. The High Street enjoys an open street character with uniform building lines and unobstructed views along the main north-south axis as well as east-west down perpendicular streets. Buildings lining the street are three storeys in height and maintain a vertical emphasis. Traditional or historical buildings are the dominant building style along the street.

Ifield Village

Ifield Village Conservation Area was designated in 1981. The Conservation Area has since extended twice, in 1988 and 1991. Ifield Village is designated as a Conservation Area as it still retains its character as a small, scattered rural

settlement, focused upon an historic church and public house. In addition to the contribution made to the areas historic character by the many fine buildings, a number of other features, such as Ifield Brook Meadows contribute to its importance and rural setting.

A number of listed buildings are found in the Conservation Area including a Grade I Listed Church. Many of the buildings in the Conservation Area illustrate how rural buildings of these type were regularly extended, changed or replaced over time. Surrounding fields form a traditional pattern of small land parcels, bounded by hedgerows that serve as wildlife habitats and contribute to the rural village setting. The Conservation Area is close to Ifield Brook and a small pond, which together with several footpaths contribute to the village-like setting of the area.

Malthouse Road

The Malthouse Road Conservation Area is located along a section of Malthouse Road which is to the south of Crawley town centre. It lies within the neighbourhood of Southgate. Malthouse Road was developed in the Edwardian period, with large high quality semi-detached houses, often with decorative porches. In 1899, Malthouse Road (taking its name from Malthouse Farm further east) had only been partially laid out with terraces on both sides. The street was completed in the early decades of the 20th century and curved to fit within the boundaries of the fields. The street was developed with high quality detached and semi-detached houses, which are characterised by their larger scale, homogeneity throughout the street and architectural detailing which has been well preserved.

St Peter's and St John's

St Peter's Conservation Area is situated in West Green, Crawley. The area has medieval origins which are still reflected today in the street layout, and includes the remnants of the village green which surrounds the Church. The area remained a small hamlet until the mid-19th century, when it saw substantial growth, and its architecture is predominantly Victorian in style. St Peter's Church was erected on the village green in 1892 and remains a fine example of a late 19th century chapel.

St Peter's and St John's features predominantly Victorian architecture, constructed of brick with red quoins and lintels. Several properties have brick porches. Roof pitches are relatively steep and eaves are often characterised by decorative fascia boards.

Sunnymead Flats

Sunnymead Conservation Area is located on the edge of the residential neighbourhood of West Green, immediately west of the Town Centre and the High Street Relief Road (Pegler Way). The area was designated in recognition of the three-storey 'Y' shaped concrete flats, rendered and coloured pink and buff. These were designed by Crawley Development Corporation in the 1950s in a Festival of Britain style and were originally built for the workers who were involved in the construction of the New Town. Conservation Area status was designated in 1997, and the area was extended in 2004 to include the three flatted blocks of similar style that adjoin the Conservation Area to the north.

The Sunnymead flats' distinctive design contrasts with the two storey housing on the opposing side of the road and creates a unique visual counterpoint. The lightness of the detailing is reminiscent of the Festival of Britain style from 1951. The grass communal open spaces around the flats create a pleasant and important setting for the flats.

Southgate Neighbourhood Centre

The Southgate Neighbourhood Centre Conservation Area is located to the south of Crawley town centre and lies within the neighbourhood of Southgate. Southgate is one of the earlier examples of Crawley's New Town neighbourhoods and was completed between 1955 and 1957. According to the initial masterplan, this neighbourhood was intended to be "the largest of the nine neighbourhoods", although the local centre distinguishes itself from other neighbourhoods in Crawley by its smaller size. The proximity of the parade, the pub and the school as well as their carefully thought out spatial relations and architecture creates a strong sense of focus in this neighbourhood.

The Conservation Area is cleverly designed to respond to local topography, with the shopping parade set on higher ground. The area features continuous frontages with semi-formal blocks following the street layout. Building heights are limited to three storeys for the shopping parade and two storeys for residential buildings. The shopping parade and adjoining church and pub serve as a sense of focus for the area.

Worth

Worth Conservation Area is situated just within the south eastern boundary of Crawley. Its borders run along the northern boundaries of Fieldgate and Beaufort Cottage, down the motorway, across to Balcombe Road, just south of the moat and northwards up Balcombe Road, Street Hill. Worth Conservation Area was designated by the council in March 1987 when it was recognised that it was important to preserve and enhance the character of the setting of St. Nicholas' Church, which has been described as one of the most perfect specimens of a Saxon building in England.

While the Church of St Nicholas is the centrepiece of the Worth Conservation Area, a number of well-spaced, large houses on large plots contribute to a semi-rural setting of the area. Worth Way, becomes a bridleway and also contributes to the semi-rural setting. The open character of the species rich land to the south of the Church serves as a well-defined buffer from adjacent residential development and contributes significantly to the setting of the Church and other heritage assets within the Conservation Area.

Listed Buildings and Structures

- 4.11 [Listed Buildings](#) are nationally designated buildings that are recognised for their architectural or historic importance. Listed Buildings have to be approved by Historic England and recommended to the Secretary of State to make a decision on designating them.
- 4.12 Crawley has 100 Listed Buildings and Structures, details of which can be found on the Crawley Borough Council website. There is a presumption in

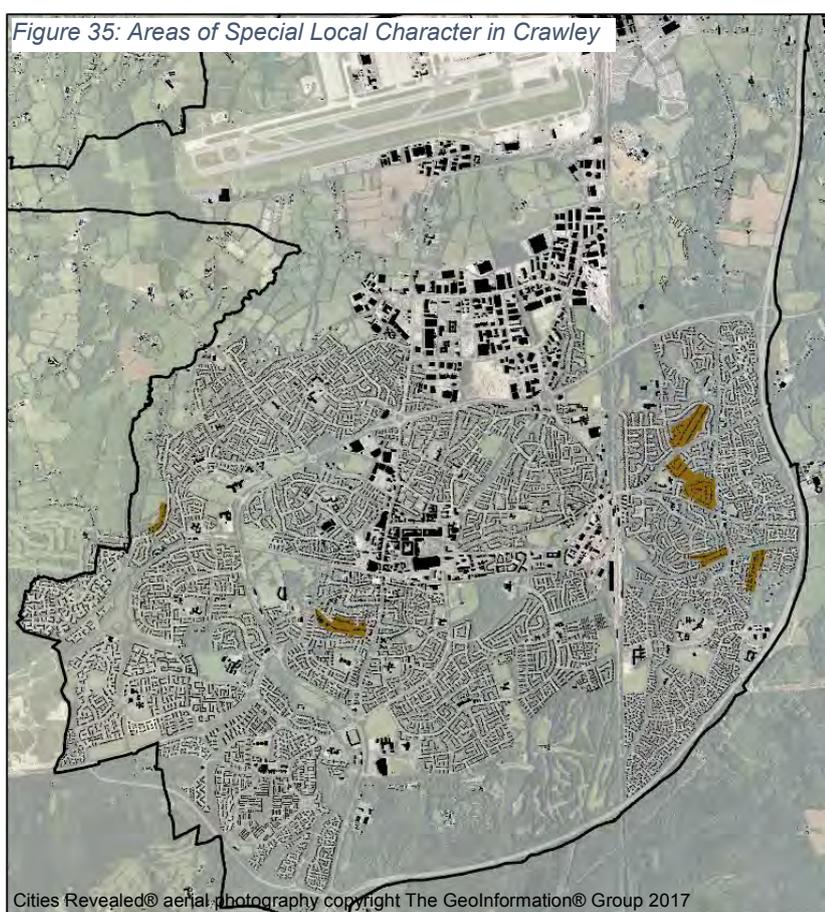
favour of retaining Listed Buildings, according to Policy CH15, and development should respect the character and design of the Listed Building.

- 4.13 For any alterations to a Listed Building that may affect its character or appearance, or for any demolition works to a Listed Building, an application for Listed Building Consent will have to be submitted to the council, in addition to the planning application. Early discussion with the Development Management team is encouraged.

For listed building information consult '[the List](#)' of nationally listed buildings managed by Historic England. The List provides detailed information including designation data regarding listed buildings.

Areas of Special Local Character

- 4.14 Areas of Special Local Character are areas that are significant to Crawley because of their historic or architectural character, or high landscape value.



- 4.15 Similar to Conservation Areas, the significance of the area may not just relate to the buildings themselves, but also to other aspects of the area such as street layout, tree canopies etc. However, Areas of Special Local Character are locally designated and are not considered of national importance.
- 4.16 Crawley has six designated Areas of Special Local Character. More information about Crawley's Areas of Special Local Character can be found on the [council's website](#). The six Areas of Special Local Character are described below:

Mount Close and Barnwood – Pound Hill

Mount Close and Barnwood are located in Pound Hill, to the east of the Town Centre. Both streets are 'no-through' ways, which reduces vehicular traffic along them.

Mount Close and Barnwood are both similar in character, both architecturally and in terms of the street layout and landscaping. The dwellings in this ASLC are mostly detached Arts and Crafts style cottages of one and two storeys in height, though the eastern part of Mount Close was developed in the fifties and sixties. They sit centrally in their plots and have large front and back gardens with heavy planting and landscaping along the front of the plots.

There are lots of large trees throughout the two streets. There are no pavements along the road, except for the wide grass verges and the driveways leading to each property. Cars are predominantly parked within the plots themselves (either in garages or on the driveways) which creates a very green and clutter-free feel to the streets.

Recommendations for Development:

- Avoid infill development
- Protect grass verges, trees and hedges
- Maintain spacious feel

Blackwater Lane – Pound Hill

Blackwater Lane is located in Pound Hill, to the East of Three Bridges and the Town Centre. The Blackwater Lane ASLC is characterised by two distinct architectural styles, as well as the defined bank, tall hedges and trees along the street. The remains of the bank from the sunken lane are still distinctive and have been integrated within the dwelling layouts.

On the north side of the street the dwellings are detached but all built in the same architectural language; distinctive pitched roofs, red weatherboard cladding on the first floor and a rendered white ground floor. The roofs create an interesting pattern visible from the street.

On the south side of the ASLC, which only covers part of the street, the dwellings are detached and larger in size. What makes this side of the road distinctive are the high hedges along the street, which create a sense of enclosure and frame the street along that stretch.

Recommendations for Development:

- Protect the bank, hedges and trees
- Protect the roof geometry on the houses along the north of Blackwater Lane

Church Road – Pound Hill

Church Road is located in Pound Hill, to the north of Worth and adjacent to the Worth Conservation Area. Church Road ASLC is characterised by a village-like feel and layout. Along the street a pavement is provided only on the west side. The street edge is marked through banks covered with hedges and trees along the east side of the street. The road itself is fairly narrow and the treecover from trees on both sides of the road is very prominent.

Architecturally the buildings vary; there is a mews-like terrace on the north end of the street. The rest of the buildings are detached dwellings, often with brick facades. Some also have timber weatherboarding or hung tiles as a

decorative element to the elevation, but there doesn't seem to be an overriding vernacular for the area.

Many of the buildings along the street are hidden or partly hidden by the hedges and trees along the road, so the prevailing character of this ASLC is that of the banks and the associated landscaping.

Recommendations for Development:

- Avoid levelling of banks fronting the street
- Protect trees and hedges

Goffs Park Road – Southgate

Goffs Park Road is located to the south of the town centre. The Goffs Park Road ASLC is characterised by the wider-than-average street which is framed by mature trees and hedges either side of it. The area is suburban in character because of the generous set back of the properties from the road.

Architecturally the area has no single vernacular, though all the plots in the ASLC are occupied by a single building. Some of the properties, particularly along the southern side of the road, were built in the thirties, but other properties are more modern.

The properties are all single or double storey in height, are set back from the street and have landscaping along the front boundary which often obscures much or all of the property from the street.

Recommendations for Development:

- Avoid infill development
- Protect trees and hedges
- Retain building frontage lines

Milton Mount Avenue – Pound Hill

Milton Mount Avenue is a straight, long tree covered avenue located in Pound Hill to the east of the town centre. The predominant feature in this ASLC are the large grass verges in front of the generous front gardens, the large trees along the street and the fact that all the dwellings along Milton Mount Avenue are detached.

Architecturally Milton Mount was developed after the 1950s and there is some variety amongst the dwellings, though they all have predominantly brick facades and are limited to one and two storey buildings. The plots along the street are wide and the dwellings are mostly built close to each boundary, which creates double fronted properties and a feeling of a continuous building line along the street.

Recommendations for Development:

- Protect landscape features and trees
- Retain set backs

Rusper Road – Ifield

Rusper Road is located in Ifield to the west of the town centre. The Rusper Road ASLC only covers a stretch of the west side of Rusper Road. The properties within the designated ASLC are all detached dwellings set within generous plots and include a listed building.

This ASLC is therefore characterised by the buildings themselves and their architectural merit, more than the overall character of the street – though this

is still important as a setting to the dwellings themselves. Large trees and hedges line the front of the properties within the ASLC and are integral to the character of the area.

Though architecturally there is a variety in the properties within the ASLC there are some predominant features; the buildings are all large detached brick dwellings, many of which have beautiful brickwork detailing on their elevation and imposing brick chimneys which can be seen from the street. Most of the dwellings are built in the Arts and Crafts style and date from the early twentieth century.

Recommendations for Development:

- Avoid infill development and the size of side extensions
- Protect trees and hedges
- Maintain detailing on existing buildings

Locally Listed Buildings

- 4.17 Locally Listed Buildings are buildings that are of special importance to the local area, but are not nationally significant and therefore not nationally listed. Locally Listed Buildings may be considered important due to their historic value, their architectural merit or their importance within the local setting.
- 4.18 There are currently 59 Locally Listed Buildings on the council's Local List. They all vary in their architecture, history and impact within their setting. They are protected by Policy CH16 in the Local Plan. This Policy will be used to consider any potential changes or alterations proposed to any Locally Listed Buildings within the borough which should retain the buildings and features of interest and respect or preserve its character or setting.
- 4.19 Further information regarding Locally Listed Buildings can be found in the Planning Policy page of the council's website and on the Local List.

Historic Parks and Gardens

- 4.20 The Historic Parks and Gardens in Crawley are locally designated for their historic interest to the area. These parks and gardens are landscaped areas that add to the character of Crawley and provide an attractive destination for residents and visitors to each area. All of the designated parks and gardens have been important to the area either before the development of the New Town or after and play an important role in the urban history of the borough.
- 4.21 There are currently six such designations in Crawley:
- Worth Park
 - Land South of St Nicholas Church
 - Broadfield Park
 - Tilgate Park
 - Goffs Park
 - Memorial Gardens
- 4.22 Policy CH17 of the Local Plan refers to development proposals within the boundaries of the Historic Parks and Gardens and should be referred to when considering such development. Development affecting Historic Parks and Gardens should be designed to respect or enhance the features of interest and seek to retain important views and characteristics of the site.
- 4.23 The [Historic Parks and Gardens Review \(Sussex Gardens Trust, 2013\)](#) provides a detailed understanding of the historic value and assets of these areas and offers enhancement recommendations to be considered as part of any development proposal affecting one of these locally designated sites.

Appendix A

Heritage Impact Checklist

When preparing an application that will affect a heritage asset, an impact assessment is required in order to assess the impact any development, change or works associated with an asset may have on its historic integrity. The following questions can assist you in addressing the issues covered by an impact assessment.

Please fill your response in next to each question. If you need more space you can continue on a separate sheet with the answers numbered according to the question.

| 1. Context | |
|--|--|
| Show how you considered the context of the site and the effect the proposed changes will have on its surroundings. | |

| 2. Landscape Character | |
|--|--|
| Show how the proposed development will respect the historic landscape features that contribute to the character of the site and its setting. | |

| 3. Landscaping and Vegetation | |
|--|--|
| Show how the proposed development will maintain and enhance the area's landscape value – with regards to trees, hedges and public greenery such as grass verges. | |

4. Character

Show how you considered the context of the site and how the proposed changes will enhance the character of its surroundings.

5. Architecture and History

Show how you considered the architecture/history of the site.

6. Uses and History

For non-residential development:

Show how you considered the history of uses on the site and neighbouring sites.

7. Materials

Show how you considered the materials of the existing building and surrounding structures in the proposed development.

8. Detailing

Show how you considered the detailing of the existing building and surrounding structures in the proposed development.

9. Conservation Area

For development in a Conservation Area:

Show how the proposed development conforms to the relevant Conservation Area Statement and preserves or enhances the integrity of the area.

10. Area of Special Local Character

For development in an Area of Special Local Character:

Show how the proposed development responds to the justification for the area's designation as an Area of Special Local Character.

11. Listed Building

For development associated with a Listed Building:

Show how the changes proposed to the listed building will preserve or enhance the character and/or design of the building.

12. Locally Listed Building

For development associated with a Locally Listed Building:

Show how the proposed development considers the townscape and communal value of the parent building.

Appendix B: Crawley Borough Local Plan Policies CH2, CH3 & CH5

Policy CH2: Principles of Good Urban Design

To assist in the creation, retention or enhancement of successful places in Crawley, development proposals will be required to:

- a) respond to and reinforce locally distinctive patterns of development and landscape character and protect and/or enhance heritage assets;
- b) create continuous frontages onto streets and spaces enclosed by development which clearly defines private and public areas;
- c) create public spaces and routes that are attractive, safe, uncluttered and which work effectively for all in society, including disabled and elderly people;
- d) make places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport networks;
- e) provide recognisable routes, intersections and landmarks to help people find their way around;
- f) consider flexible development forms that can respond to changing social, technological and economic conditions; and
- g) provide diversity and choice through a mix of compatible developments and uses that work together to create viable places that respond to local needs.

Applications must include information that demonstrates that these principles would be achieved, or not compromised, through the proposed development.

Policy CH3: Normal Requirements of All New Development

All proposals for development in Crawley will be required to:

- a) Be based on a thorough understanding of the significance and distinctiveness of the site and its immediate and wider context and demonstrate how attractive or important features which make a positive contribution to the area would be integrated, protected and enhanced. These features include: views, landmarks, footpaths, rights of way, trees, green spaces, hedges, other historic landscape features or nature conservation assets, walls and buildings;
- b) Be of high quality in terms of their urban, landscape and architectural design and relate sympathetically to their surroundings in terms of scale, density, height, massing, orientation, views, landscape, layout, details and materials. Proposals must be supported by a future management and maintenance plan for all shared hard and soft landscaping, semi public or semi private areas to ensure these areas become well-established. Contributions towards streetscene improvements, public art and CCTV will be sought in accordance with council guidance;
- c) Provide or retain a good standard of amenity for all existing and future occupants of land and buildings, including compliance with internal standards for new dwellings as set out in Policy CH5, and not cause unreasonable harm to the amenity of the surrounding area by way of overlooking, dominance or

overshadowing, traffic generation and general activity, for example noise, smells and/or vibration;

- d) Retain existing individual or groups of trees that contribute positively to the area and allow sufficient space for trees to reach maturity. Sufficient space should also be provided in private gardens that would not be overshadowed by tree canopies; and proposals should ensure that rooms within buildings would receive adequate daylight. Where a development is proposed or where trees would be lost to development, tree planting should accord with the standards set out in Policy CH6;
- e) Demonstrate how “Secure by Design” principles and guidance set out in “Secured by Design” design guide (as amended) have been incorporated into development proposals to reduce crime, the fear of crime, anti-social behaviour and disorder. For all development, the potential impact on community safety must be carefully considered at the earliest opportunity to ensure that measures are integrated into proposals without compromising other objectives;
- f) Meet the requirements necessary for their safe and proper use, in particular with regard to access, circulation and manoeuvring, vehicle and cycle parking, loading and unloading, and the storage and collection of waste/recycling; and
- g) In respect of residential schemes, demonstrate how the Building for Life 12 criteria (as amended) for the evaluation of the design quality of residential proposals have been taken into account and would be delivered through the scheme.

Development proposals should comply with any relevant supplementary planning guidance produced by the council including residential extensions, Conservation Area Appraisals, the Manor Royal SPD, and advice on signs and advertisements. Further information on specific requirements for development can be found in the Local List of Planning Requirements.

Policy CH5: Standards for All New Dwellings (including conversions)

All new dwellings must create a safe, comfortable and sustainable living environment, capable of adapting to the changing needs of residents through the application of Building Regulations Part M Category 2 – accessible and adaptable dwellings.

The minimum size for each dwelling should be based on the Nationally Described Space Standards, as specified below (October 2015 or as subsequently updated).

Table 1: Minimum floorspace standards for all new dwellings (GIA sqm)

| Number of Bedrooms | Occupancy | 1 Storey | 2 Storey | 3 Storey | Built-in Storage |
|--------------------|-----------|----------|----------|----------|------------------|
| Studio (a) | 1 person | 37 | | | 1.0 |
| Studio (b) | 1 person | 39 | | | 1.0 |
| 1 bedroom | 2 person | 50 | 58 | | 1.5 |
| 2 bedroom | 3 person | 61 | 70 | | 2.0 |
| 2 bedroom | 4 person | 70 | 79 | | 2.0 |
| 3 bedroom | 4 person | 74 | 84 | 90 | 2.5 |
| 3 bedroom | 5 person | 86 | 93 | 99 | 2.5 |
| 4 bedroom | 5 person | 90 | 97 | 103 | 3.0 |

| Number of Bedrooms | Occupancy | 1 Storey | 2 Storey | 3 Storey | Built-in Storage |
|--------------------|-----------|----------|----------|----------|------------------|
| 3 bedroom | 6 person | 95 | 102 | 108 | 2.5 |
| 4 bedroom | 6 person | 99 | 106 | 112 | 3.0 |
| 5 bedroom | 6 person | 103 | 110 | 116 | 3.5 |
| 4 bedroom | 7 person | 108 | 115 | 121 | 3.0 |
| 5 bedroom | 7 person | 112 | 119 | 125 | 3.5 |
| 6 bedroom | 7 person | 116 | 123 | 129 | 4.0 |
| 4 bedroom | 8 person | 117 | 124 | 130 | 3.0 |
| 5 bedroom | 8 person | 121 | 128 | 134 | 3.5 |
| 6 bedroom | 8 person | 125 | 132 | 138 | 4.0 |

1 person (a): with shower room
1 person (b): with bathroom

Notes:

1. The dwelling provides at least the gross internal floor area and built-in storage area set out in Table 1 above.
2. A dwelling with two or more bedspaces has at least one double (or twin) bedroom.
3. In order to provide one bedspace, a single bedroom has a floor area of at least 7.5sqm. and is at least 2.15m wide.
4. In order to provide two bedspaces, a double (or twin bedroom) has a floor area of at least 11.5sqm.
5. One double (or twin bedroom) is at least 2.75m wide and every other double (or twin) bedroom is at least 2.55m wide.
6. Any area with a headroom of less than 1.5m is not counted within the Gross Internal Area unless used solely for storage (if the area under the stairs is to be used for storage, assume a general floor area of 1sqm. within the Gross Internal Area).

New dwellings should have a minimum floor to ceiling height of the main living space of 2.3m for at least 75% of the Gross Internal Area. In exceptional circumstances, this may not be appropriate given the local design context.

Residential developments should be designed to include amenity space standards adequate to meet basic privacy, amenity and usability requirements; suitable for the likely level of occupancy. SPG4 (to be superseded by the forthcoming Urban Design SPD) provides further advice on provision of appropriate external space.

Appendix C: Crawley Borough Local Plan Policies CH12 – CH17

Policy CH12: Heritage Assets

All development should ensure that Crawley's designated and non-designated heritage assets are treated as a finite resource, and that their key features or significance are not lost as a result of development.

Where a development affects a heritage asset or the setting of a heritage asset, a Heritage Impact Assessment will be required. This should describe the significance of any heritage assets affected and the contribution made by their setting, the impact of the development, and any measures adopted to ensure the heritage asset is respected, preserved or enhanced or, for exceptionally significant development, relocated.

If, in exceptional circumstances, a heritage asset is considered to be suitable for loss or replacement, and it has been demonstrated its site is essential to the development's success, proposals will need to demonstrate how they have recorded the heritage asset:

- i. in line with a written scheme of investigation submitted to, and approved by, Crawley Borough Council; or
- ii. in the case of standing structures, to a minimum of Historic England recording Level 2, or higher if specified by the council.

Applicants are also required to notify any relevant parties including Historic England and submit their recording to the Historic Environment Record (HER).

Applicants should demonstrate that the benefits of the entire scheme outweigh the loss of the asset and that any replacement scheme is of equal quality in terms of its design.

Policy CH13: Conservation Areas

All development within a Conservation Area should individually or cumulatively result in the preservation or enhancement of the character and appearance of the area.

All development within a Conservation Area should demonstrate, as part of the Heritage Impact Assessment, how the proposal conforms to the relevant Conservation Area Statement and Appraisal, and that consideration has been given to all of the following criteria:

- i) respect the protected area and recognise the identifiable, and distinctive, character(s);
- ii) respect any historic landscape features which affect the character of the place;
- iii) maintain and enhance the area's landscape value with regards to mature trees, hedges and public green spaces such as grass verges;
- iv) respect and enhance the character of lower density developments with spacious landscaped settings. This includes where the landscape dominates the buildings, the significant gaps between the buildings, the set back from the

street, as well as any large gardens, mature trees, hedges and green verges;
and

- v) preserve the area's architectural quality and scale.

There may be structures within a Conservation Area which are not heritage assets and do not positively contribute to its character or appearance. Therefore, proposals for demolition of these structures will be considered on a case-by-case basis and may not be required to submit a recording to the Historic Environment Record. For such developments early pre-application discussions are encouraged.

Policy CH14: Areas of Special Local Character

All development within an Area of Special Local Character (ASLC) should respect or preserve the character of the area and have been designed with regard to the areas existing character and appearance. Proposals should be of an appropriate scale, design and massing, and should not result in significant adverse impact on the locality, its surrounds and vistas.

All development within an ASLC should demonstrate, as part of the Heritage Impact Assessment, how the proposals have regard to the reasons for the area's designation and the character and appearance of the area.

Policy CH15: Listed Buildings and Structures

To recognise the value of Listed Buildings (including Listed Structures) within Crawley, the council will ensure that any proposed works to them are consistent with the character, appearance and heritage value of any statutory Listed Building/Structure, in line with national legislation, policy and guidance.

Any changes must preserve or enhance the design and character of the Listed Building and have regard to its historic significance. A Heritage Impact Assessment is required to be submitted demonstrating how proposals will protect the value of the listed building, its setting, and its key features.

Listed Buildings should be retained and, therefore, the demolition, or part thereof, of a Listed Building will only be acceptable in exceptional circumstances, where:

- i. there are clearly defined reasons why the building cannot be retained in its original or a reasonably modified form; and
- ii. a significant benefit that cannot have facilitated the retention of the building can be demonstrated.

If demolition is seen to be acceptable, the council will require the building to have been recorded to Historic England Level 4 and submitted to the Historic Environment Record. Any development on the site of a demolished Listed Building must have regard to the original building.

Policy CH16: Locally Listed Buildings

All development will seek to secure the retention of buildings included on the Crawley Borough Local Building List. Development should also maintain features of interest, and respect or preserve the character or setting of the building.

Development proposals affecting Locally Listed Buildings must demonstrate in the Heritage Impact Assessment that proposals take account of the following criteria:

- i) The Historic interest of the building.
- ii) The Architectural interest of the building.
- iii) The Townscape value of the building.
- iv) The Communal value of the building and its surroundings.

Proposals seeking the demolition or partial demolition of a Locally Listed Building may be acceptable in exceptional circumstances if the development proposals:

- a) reflect or retain the key features of the original building; and
- b) significantly outweigh the merit of retaining of the original building with regard to social, economic and environmental benefit to the wider area; and
- c) records the building up to Historic England Level 4, unless previously agreed with the Local Planning Authority, and submits that record to the Historic Environment Record in consultation with the Local Authority.

The council will also assess the merit of designating new locally listed buildings in consultation with local residents and will define the characteristics of the buildings that warrant this level of protection.

Policy CH17: Historic Parks and Gardens

The following sites are designated and shown on the Local Plan Map as Historic Parks and Gardens:

- Worth Park
- Land South of St Nicholas' Church
- Broadfield Park
- Tilgate Park
- Goffs Park
- Memorial Gardens.

The council will support development, unless it will have a negative impact upon the historic setting and character of the designated Historic Park or Garden.

All development proposals within the boundaries of the Historic Parks and Gardens as identified on the Local Plan Map will be required to demonstrate, through a Heritage Impact Assessment, that the proposals have regard to the designation, its character, key features and the setting of the area and that proposals respect or enhance the area.

Appendix D

Application Process

Pre-application advice

D1 The council is keen to be involved in discussions with applicants and developers from an early stage of a scheme. Entering pre-application discussions early with the council, regardless of the scale or type of development proposed, can help resolve any possible issues early on and can lead to a smoother application process and a more successful development.

Pre-application advice can also be sought for development associated with a heritage asset or for projects associated with the public realm.

D2 Applicants and developers are encouraged to contact the Development Management team at the very beginning of a scheme being planned and designed in order to allow for a coordinated approach that meets the requirements of the applicant, as well as the needs of the council.

Pre-application advice and enquiries can be forwarded to the council via the designated online form available [here](#).

Community Engagement

D3 An active and involved community is key to creating enjoyable and successful places. Therefore, the council encourages community engagement through public consultations on development proposals, through taking part in conservation area committees or even through creating a neighbourhood plan.

D4 The NPPF¹⁰ states that developments that have engaged with the public from the early stages and have incorporated public feedback into the design are more likely to go through the planning system successfully.

Planning Application

D5 The Development Management team at Crawley Borough Council deal with all planning applications for the borough. You can submit a planning application through the government website – the [Planning Portal](#)¹¹ – or you can download and print an application form through the Development Management website¹² and send it to: The Planning Department, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ.

D6 Drawings must be to an accurate metric scale and show existing and proposed elevations and floor plans. You also might be required to provide additional information. It may be necessary to show the elevations of neighbouring properties so that a proposed development can be judged as to how it will fit into its surroundings.

The planning application process usually takes between 8 – 12 weeks from submission to decision. More complicated or controversial projects may take longer.

¹⁰ NPPF, Paragraph 66 (2012) DCLG

¹¹ <http://www.planningportal.gov.uk/planning/applications/planningapplications>

¹² http://www.crawley.gov.uk/pw/Planning_and_Development/index.htm

When you receive permission

- D7 The planning permission document will usually lay down certain conditions. For example, it may state that materials have to be approved by the council before building work starts.
- D8 It is important that the approved planning permission drawings and conditions are followed. If you do not comply with the conditions you will not have a valid planning permission.

If Planning Permission is refused

- D9 The council has to give reasons when it refuses permission. If you are unhappy about these reasons, please talk to the Development Management Team. You can submit one other application with modified plans for a similar development free of charge within 12 months of the decision of the first application. Alternatively, you have the right to appeal to the Planning Inspectorate at PINS¹³.

Design and Access Statement, Heritage Impact Assessment and other Statutory Documents

- D10 A Design and Access Statement (DAS) is a document that is submitted alongside a planning application. It describes the development; the design process it has been through in order to reach its submitted form; and explains the applicant's rationale for the development. It should show that the context of the development has been considered during the design process and that the development is easily and safely accessible.
- D11 Design and Access Statements are normally required for major planning applications; applications that involve a Listed Building; or applications within a conservation area (for one or more dwellings or a building or buildings where the floor space created by the development is 100 square metres or more). They should include enough information in order to make the proposal clear to anyone reading it. The use of maps and images is encouraged, as it can help explain the narrative of the project more successfully.
- D12 A good DAS should be detailed in order to relay all the necessary information, but also concise. In most cases, it should include the following information:
- Context
 - Use
 - Scale
 - Layout
 - Access
 - Design
 - Landscaping
 - Sustainability
 - Maintenance

¹³ <https://www.gov.uk/government/organisations/planning-inspectorate>

- D13 Alongside the DAS, some developments will require additional statutory documents to be submitted. If a development is within a Conservation Area, Area of Special Local Character or a Historic Park and Garden or affecting a Listed Building or Locally Listed Building, then additional information such as a Heritage Impact Assessment will need to be submitted.
- D15 For further information on additional documents required for submission for a development, please contact the Development Management team at the council.

Building Regulations

- D16 Most building work (whether it requires planning permission or not) requires an application to be made for Building Regulations Consent. This is to ensure that work is carried out to the correct standards as regards to construction, including: drainage, fire precautions, disabled access, and so on.
- D17 The design of a development may need to be revised in order to obtain Building Regulations Consent. This may require amendments to the approved planning permission drawings, or a new planning application. You should check with the development management team at the council in relation to any amendments required by building control. Sussex Building Control, the Local Authority Building Control service can be contacted on www.sussexbuildingcontrol.org.
- D18 It is recommended that applicants consider Building Regulations during the early design stages and before applying for planning permission in order to minimise delays.
- D19 If construction work is likely to encroach upon your neighbour's building or boundaries, a party wall agreement may be required to be drawn up between yourself and your neighbour. However, this is not a planning issue. Please contact an approved party wall surveyor for more information.

D20 Please seek professional advice from an authorised agent, architect or planner before preparing an application.

The council cannot provide a list of professionals.

D21 If in any doubt about whether planning permission or other consents are required, or if you wish to discuss your proposals before submitting a planning application, contact the Development Management team at the council.

Annex 1:

Crawley Borough Parking Standards

The standards set out below are indicative minimum standards, setting out the level of provision which the council will generally expect in new developments. Where a lower level of provision is proposed, the council will expect this to be justified on site-specific grounds. Evidence should be provided to demonstrate where overflow parking demands can be accommodated (on-street or elsewhere), that there is sufficient capacity for these demands to be met and that mitigation can be provided where necessary to ensure that overflow parking would not create a highway safety issue. This could include, where appropriate, measures included in a Travel Plan, or the funding of additional waiting restrictions.

The associated car parking zone maps can be found at the end of this Annex. These maps are not to scale. For a scaled version please download the electronic copy found on the council website.

Residential Uses

Parking standards for residential development are based on likely demand in terms of car ownership, taking into account the accessibility of the area by modes of transport other than the car. Other factors that will be taken into account include age, household types and the type of housing. The standards seek that throughout the town, development on average will provide 1.5 spaces per dwelling.

Dwellings

| | 1 bed | 2 bed | 3 plus bed |
|--|--------------|----------------|-------------------|
| Town centre | 1 space | 1 space | 2-3 spaces |
| Three Bridges | 1 space | 1.2-1.5 spaces | 2-3 spaces |
| Other locations | 1.2 spaces | 1.5 spaces | 2-3 spaces |
| Units over shops up to a threshold of 5 units | 0 | 0 | 0 |

Notes:

The standards are per dwelling, and do not distinguish between flats and houses. The boundaries of the zones are shown on zone plans. These boundaries are indicative only, and consideration will be given to applying similar standards in close proximity to the boundaries.

In the case of an application to extend or convert a 3 bed dwelling to a 4 bed dwelling, an additional car parking space will not be sought.

Where it is proposed that parking spaces will be allocated to individual dwellings, the parking provision should include allowance for visitor parking and/or flexible, unallocated spaces as appropriate to the circumstances of the site, so as to ensure efficient use of space.

Other residential uses

| Description | Use Class | Standard |
|---|------------------|---------------------------------------|
| Sheltered accommodation and flats for the elderly * | | 1 space per 2 units, plus staff space |

| Description | Use Class | Standard |
|------------------------------------|-----------|--|
| Care and residential nursing homes | C2 | 1 space per 20 residents and; 1 visitor space per 8 residents and; 1 staff space per 5 residents |
| Houses in multiple occupation | | 0.5 spaces per unit |
| Hostels | | 1 space per 4 residents 1 visitor space for every 20 residents |

* Sheltered accommodation is where development is provided with internal communal facilities and warden accommodation. In other cases the residential standard will apply.

B1 Offices

In order to reflect different levels of accessibility within the town, a zonal approach to applying parking standards for office development is adopted. The three zones are the town centre, around Three Bridges Station and Manor Royal. The boundaries of the three zones are set out on the attached maps.

| Zone 1 – Town Centre | Zone 2 – Three Bridges | Zone 3 – Manor Royal | Other locations |
|------------------------------|------------------------------|------------------------------|--------------------------|
| 1 space per 41m ² | 1 space per 35m ² | 1 space per 31m ² | 1 space 30m ² |

Notes:

These standards are indicative and are intended to reflect likely demand. Provision below these standards may be acceptable if it can be demonstrated how the total access needs of the development can be met.

The suggested boundaries of the zones are shown on zone plans. These boundaries are indicative only, and consideration will be given to similar standards in close proximity to the boundaries.

Other Industrial and Retail Uses

| | Use Class | Car Parking | Lorry Parking |
|--------------------|-----------|--|---|
| Food retail * | A1 | 1 space per 14m ² | |
| Non-food retail * | A1 | 1 space per 20m ² | |
| Financial services | A2 | 1 space per 30m ² | |
| Restaurants, cafes | A3 | 1 space per 5m ² public area and 2 spaces per bar for staff | |
| Industrial | B2 | 1 space per 40m ² | 1 space per 500m ² . 1 space minimum |
| Warehousing | B8 | 1 space per 100m ² | 1 space per 500m ² . 1 space minimum |

* For extensions and small shop units under 100m² – no spaces will be sought.

Other Uses

Any uses not listed in the following table will be considered on their own merits.

| | | Car Parking | Lorry Parking |
|----------------------|--|--|---|
| Car sales | | 1 space per 30m ² of internal and external gross display area. Staff spaces to be clearly designated. | On merits but to include space for off-loading car transporters |
| Motor repair garages | | 1 space per 45m ² for staff and 3 spaces per service bay (or 25m ²). | Assessed individually |

| | | Car Parking | Lorry Parking |
|--|----|--|---|
| Places of assembly/leisure | D2 | 1 space per 22m ² | |
| Large scale places of assembly serving more than a local catchment | | 1 space per 15m ² | |
| Cinemas and conference facilities | | 1 space per 5 seats | |
| Stadia | | 1 space per 15 seats | |
| Vets and medical centres | | 1 space per practitioner plus 4 spaces per consulting room plus 1 space per 20m ² of office space | |
| Hotels and guesthouses | | 1 space per bedroom | |
| Schools | | Assessed individually within the context of a travel plan using 1 space per 2 staff as a guide | |
| Higher and further education | | 1 space per 2 staff 1 space per 15 students | |
| Children's Nurseries | | Assessed individually using 1 space per 2 staff as a guide with provision for dropping off | |
| Playing fields | | 12 spaces per hectare | |
| Hospitals | | Assessed individually based on a travel plan | |
| Garden centres | | 1 space per 20m ² for covered sales 1 space per 30m ² for uncovered sales | Under 1,000m ² – 2 spaces Over 1,000m ² – 3 spaces |
| Wholesale cash and carry | | 1 space per 50m ² | 1 space per 200m ² |
| Open storage | | 1 space per 100m ² | Assessed individually |
| Tennis, badminton and squash courts | | 2 spaces per court | |
| Swimming pools | | 1 space per 10m ² of pool area | |
| Golf courses | | 4 spaces per hole | |
| Riding schools/stables | | 2 spaces per loose box | |
| Indoor equestrian centres | | 1 space per 20m ² of arena | 1 space per 150m ² of arena |

Disabled Parking

The Department for Transport has published guidance entitled "Inclusive Mobility": A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure (December 2002). This document includes technical advice on a range of

mobility/access related issues, including recommended standards for parking provision. Additional guidance is provided in the government publication 'Manual for Streets' <https://www.gov.uk/government/publications/manual-for-streets>.

For employment uses - a minimum of one space or 5% of total parking provision.

For car parks associated with shopping areas, leisure, recreation and places open to the general public - a minimum of one space per disabled employee plus 6 percent of total capacity.

Car Parking Space Sizes

The dimensions of parking spaces should follow guidance set out in 'Manual for Streets' (see link above). Perpendicular car parking spaces should have a minimum width of 2.4m and a minimum length of 4.8m.

Cycle Parking

All cycle parking must be sheltered and secure and in accordance with local guidance and best practice design. However, flexibility and innovation will be encouraged. It is essential that cycle parking is considered carefully within the design of new development.

Non Residential Uses

| Use class | | Staff | Visitors |
|--------------------------------|----|-------------------------------|--------------------------------|
| Retail uses | A1 | 1 space per 100m ² | 1 space per 100m ² |
| Financial services | A2 | 1 space per 100m ² | 1 space per 200m ² |
| Restaurants/Takeaways | A3 | 1 space per 4 staff | 1 space per 25m ² |
| Offices | B1 | 1 space per 150m ² | 1 space per 500m ² |
| Industrial | B2 | 1 space per 200m ² | 1 space per 500m ² |
| Warehousing | B8 | 1 space per 500m ² | 1 space per 1000m ² |
| Places of assembly and leisure | D2 | 1 space per 4 staff | Assessed individually |
| | | | |

Residential Uses

No additional cycle parking spaces will be required where a garage is provided.

One bed dwellings -

One space per dwelling and 1 space per 8 dwellings for visitors

Two bed dwellings or more -

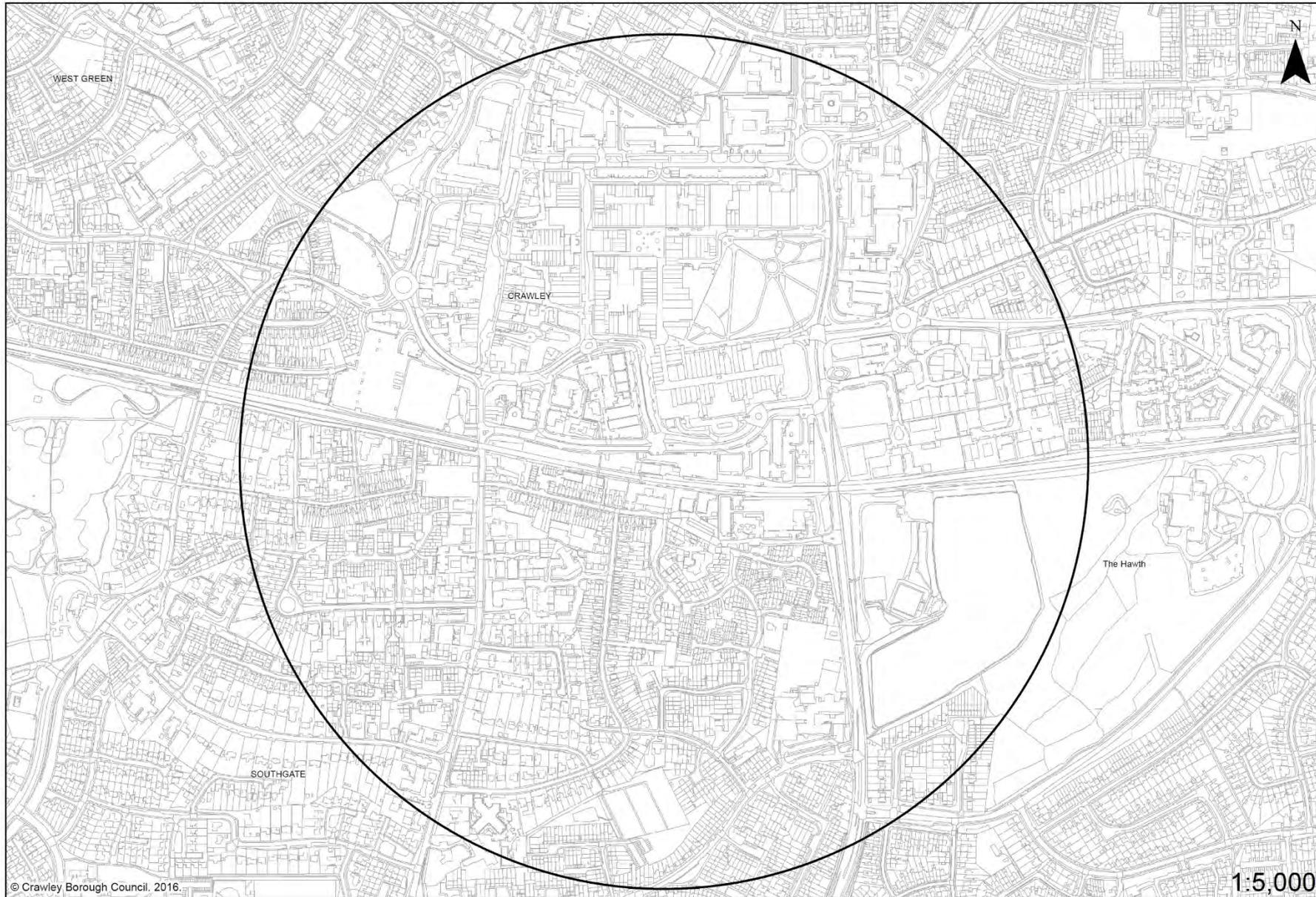
2 spaces per dwelling and 1 space per 8 dwellings for visitors

Motorcycle Parking

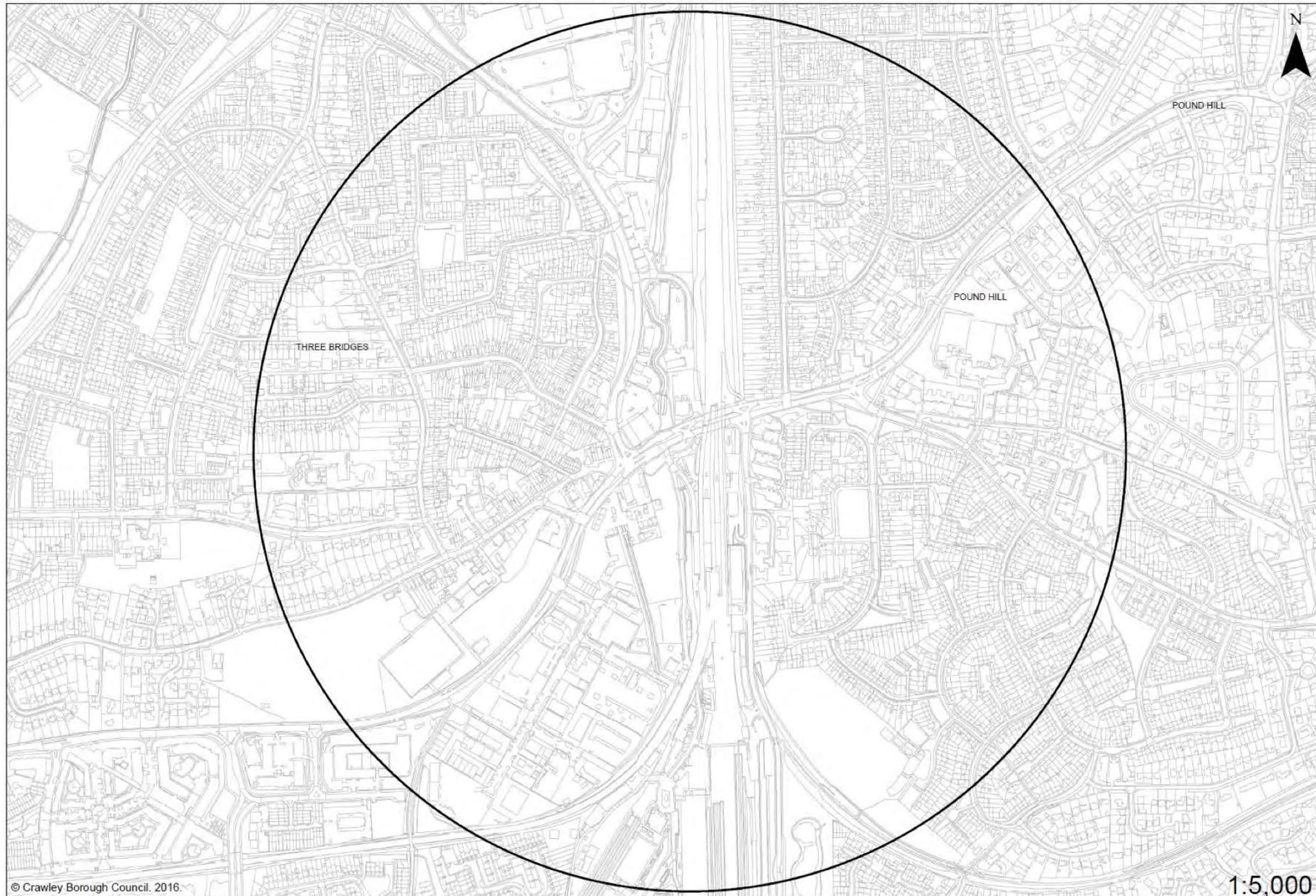
1 space plus one space per 10 car parking spaces.

For retail uses involving bulky purchases the provision may be reduced to 1 space per 25 car parking spaces.

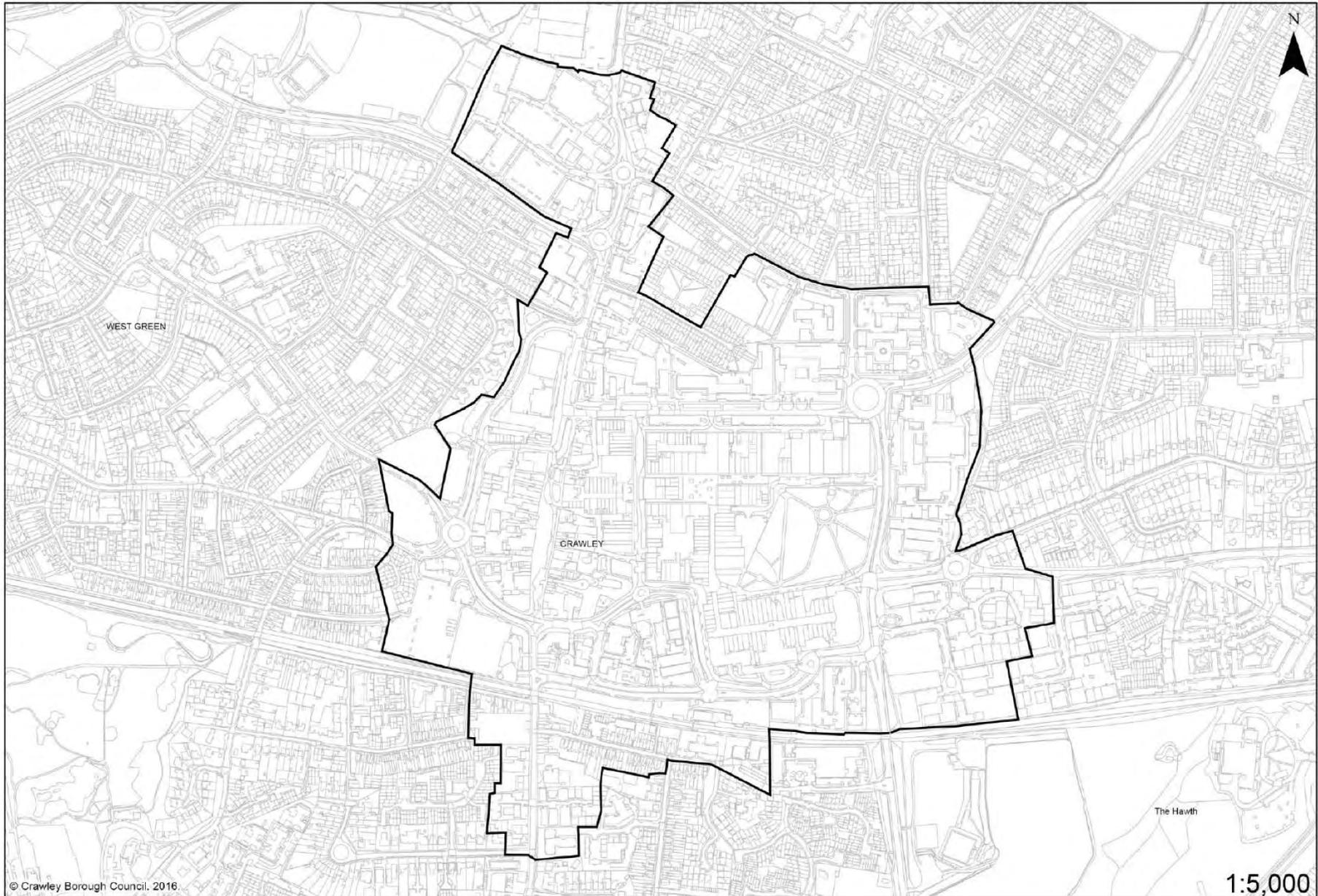
TOWN CENTRE RESIDENTIAL



THREE BRIDGES B1 OFFICE (ZONE 2) AND RESIDENTIAL



B1 (OFFICE) ZONE 1 - TOWN CENTRE



B1 (OFFICES) ZONE 3 - MANOR ROYAL



Annex 2: Public Art

The council is committed to promoting public art in the urban environment. A policy relating to public art is included in the Crawley Local Plan: Policy CH3(b).

Successful public art should strive to be one or more of the following:-

- Imaginative and distinctive
- Thought provoking and stimulating
- Harmonious and relevant to place
- Engaging, absorbing, attractive and distinguishing
- Inspiring, intriguing and reflective
- Vibrant
- Fun

Community Participation

Public art is often more successful when the community feel a sense of ownership and in order to achieve this, public consultations with the local community can be a very helpful tool.

The involvement of the community to an appropriate level will be necessary in most cases.

Involving the public from the start facilitates the generation of ideas. In such cases, design for real techniques may be employed which involves the manipulation of scale models and enables participants to think about the proposed changes.

In some circumstances there may be opportunities for communities to become commissioners, selectors, and managers of work. A self-selecting group of interested people could define the commission, select the artist, and be actively involved in the management and implementation of the scheme. This approach can instil a level of confidence and optimism, however, it needs careful management so as not to compromise the work of the artist.

A Brief

When commissioning public art, an artist's brief should be prepared to assist in the selection of the artist and the proposed works. This will reflect the nature of the site and the perceived role of the work of art. A brief should require the artist to provide an outline scheme including details such as plans, sketch illustrations of the proposals, drawing out the meaning of location/context, technical information on materials, structural improvements and maintenance, the results of community consultation and surveys together with a suggested schedule of work and estimated costings. Additionally, a brief can include

- a vision
- budget
- selection process
- roles and responsibilities
- site description
- timetable and phasing
- contractual matters
- technical requirements
- materials

- maintenance and robustness
- copyright

The artist can perform a variety of roles. However they will normally work as an integrated member of a development team, which may include engineers, environmentalists, conservationists, planners and the local community, to develop an approach to design resolution.

On prominent or important sites the council may wish to be directly involved in the commissioning of public art, although the developer will always be encouraged to be involved in the selection process. Early negotiations will clarify whether the council should be involved in the commissioning of the art. If the council is not involved in the commissioning of works, prior approval will be needed before it is finally undertaken. Developers should be aware that planning permission may be needed depending on the form and location of the public art.

Who to Contact

Developers wishing to incorporate public art into their proposals can contact Victoria Wise, the council's Community Services Manager by email at victoria.wise@crawley.gov.uk at the earliest opportunity.

A Section 106 planning agreement may be used for the inclusion of art works within a development project. Under such an agreement the developer will be expected to commit money and set out the requirements relating to the financing and maintenance of the proposal. The percentage of capital costs can vary from 0.5% to 5% or more according to the resources and the project size.

Annex 3:

Guidance on Planning and Mobile Phone Masts

Introduction

The availability and use of mobile phones is critical to public services, businesses and the general public. Consequently, there is an ongoing and rapid expansion of the telecommunications infrastructure in cities, towns and open countryside across the country.

Network operators view Crawley, Gatwick and the M23 corridor as a prime area in which to install greater network capacity, better service coverage and the latest generation systems.

This Annex to the Urban Design SPD has been produced to provide detailed guidance for applications for the erection of and/or change to mobile telecommunication masts. This Annex aims to minimize the impact of the proliferation of masts across the borough.

General Policy

The government expects local authorities to facilitate the growth of new networks and help telecommunications operators to identify potential sites for masts and apparatus. It also advises local authorities not to impose additional precautionary requirements upon operators.

Local authorities are also encouraged to make their land available for telecommunications development.

Crawley Borough Council's policy on mobile phone masts is to permit their development, provided that:

- Government advice and precautionary requirements with respect to emission levels and the direction of the greatest emission or beam of intensity are fulfilled.
- All alternatives have been considered and the development is designed and sited to minimize the visual impact and effect upon the character and amenity of the surrounding area.
- The number of separate dishes, antenna aerials and masts is kept to the minimum necessary and the opportunity for sharing facilities has been fully and properly explored.

To ensure that the local community has an opportunity to voice their concerns, all controversial applications where the recommendation is to approve will be referred to the Development Management Committee if requested by a Council Member, or if there are objections received within the prescribed notification period. In such cases, a decision will be made by Council Members.

The council will accept installations on council property, or land where it is considered to be the most suitable site in terms of minimizing the loss of local amenity, reducing problems of proliferation and overcoming concerns about public health and safety.

What this means in Crawley

In accordance with government guidance, the council maintains a register of all erected and permitted installations within the borough.

The council will:

- Seek the removal of all installations, which are no longer operational and are not in a programme for re-use and reactivation, unless it identifies that there appears to be an opportunity for the installation to be used by another operator's network. In such cases, the council will encourage the landowner and operator concerned to make the installation available for another to use;
- Help identify suitable sites for mobile phone masts when operators require assistance, or where an operator's initially suggested site is considered unacceptable.
- Promote mast sharing where it is appropriate, including encouraging operators to share suitable existing masts, structures and buildings. However, if mast sharing is not appropriate, for example due to technical constraints, the council will promote site sharing. By site sharing, the council means that there could be two or more masts located close to one another. Sometimes this can be the best option, as it can minimize the detrimental impact on visual amenity if two or more masts are located in a cluster, rather than having many masts spread over a greater distance.
- Indicate to operators positions and locations where more masts and installations may not be appropriate. This includes sites where more masts or installations will result in a severe loss to local amenity or an unacceptable level of proliferation of masts and installations.

Council Commitment

The council will take a pro-active role in the process of site selection. It has a part to play, by exercising its planning powers, in the decision of whether a proposal should go ahead and in what form. The council will strive to work in the best interests of the community to ensure that proposals cause the least possible loss of amenity, avoid problems of proliferation and minimize concerns about public health and safety.

The Main Issues

There are three main issues to be addressed in relation to the installation of mobile phone masts and telecommunication equipment.

These are:

- The impact on visual amenity;
- The proliferation of masts and ground equipment; and
- Possible risks to public health and safety.

The Impact On Visual Amenity

Mast and antenna proposals should be designed and located to have a minimum impact on visual amenity. Masts, antennae and associated ground equipment should not be positioned to dominate, or distract from the streetscape, character and appearance of an area or place.

Roof top installations often have less impact on visual amenity and the character of an area. However, care should be taken to ensure that they do not appear to be a discordant feature on the building they are sited upon.

The visual impact of antennae can sometimes be reduced by attaching them to existing masts and structures, for instance to floodlighting and CCTV columns and overhead electricity line pylons.

Lamp column style masts sited on highway and in other places, for example, on open land and amenity space, can often cause a great deal of concern in terms of their effect upon visual amenity and the streetscape. Wherever possible, they should be designed to fit in with existing street furniture, potentially being combined with street lamps. If possible, they should avoid being noticeably taller or different in design. Their positioning needs also to avoid creating visual clutter.

Lattice type masts are normally only an appropriate design solution where there are already other similar structures, for example, in railway goods yards. They can also be acceptable when sited within or against the backdrop of areas of trees.

There may also be opportunities to combine a mast proposal with a public art initiative to create a sculptural piece, which houses the necessary equipment.

The practice of attempting to disguise a mast as a tree is discouraged, except within very sensitive landscapes or streets, where options, which attempt a disguise, may be the best solution.

Large base station masts can have the advantages of accommodating several antenna systems or having a wide signal coverage where several smaller masts or antenna systems might otherwise be needed. However, they and their associated equipment compounds can be very substantial and intrusive features, therefore particular care must be taken in their siting. In general, they are not appropriate to site on the street, on open land or amenity space. Fully screened locations, for example within woodland or positions where there are other similar types of equipment and structures, such as electricity sub-stations, or railway goods yards may be acceptable.

In some situations, it is not the mast and antennae that give rise to the greatest problems or impact upon the visual amenity of an area, but the associated equipment boxes, cabinets and base station compounds. When choosing a site for an installation, full consideration is needed of the impact of associated ground equipment and the possible need for its design, screening or landscaping.

It is important that masts and ground equipment do not obstruct the highway, nor detract from the visual amenity of an area.

West Sussex County Council as Highway Authority are consulted as part of the planning process regarding the siting and appearance of a mobile phone mast and ancillary equipment.

The Highways Agency is responsible for the M23 Motorway. Therefore, the Highways Agency should be consulted about proposals for mobile phone masts, which are on land they control.

Proliferation

The wide use of mobile phones and the ongoing roll out of fourth generation mobile phone technology continues to lead to the need for significantly more antenna systems and masts. This raises concerns about the proliferation of telecommunications equipment in some locations. Each antenna is limited to a finite number of simultaneous calls and consequently in areas of high call demand (like busy urban areas and major transport interchanges); there is a need for a relatively dense network of antenna systems and masts. Signal range and coverage is affected by the height of the antennae and local topography, which can also determine the number and location of antennae and masts.

To minimise the potential for the undesirable proliferation of masts, it is most desirable that every opportunity is taken to avoid the need for separate masts and

ground equipment. Mast sharing is generally to be encouraged. On occasions, a more desirable option is to allow a larger mast or base station installation (in an appropriate location), to replace the need for several smaller and separate installations. The greater use of existing buildings and other structures can also reduce undesirable proliferation.

Health and Safety

It has not been established that there is any certain and direct link between exposure to the electromagnetic fields (EMF's) emitted by telecommunications apparatus and human health and safety. However, it is recognised that the public remains concerned about the possible health effects of exposure to EMF's. It is the government's view that a reasonable precautionary approach should be taken.

Applications for Phone Masts

The council's Requirements for Prior Approval Notifications and Applications for Planning Permission Applications for both prior approvals and full planning permission must include:

- a) A written description of the proposed development;
- b) A plan indicating its proposed location;
- c) Evidence that the owner or agricultural tenant of the land to which the application relates has been notified;
- d) Where the proposed development consists of the installation of a mast within 3 kilometres of the Gatwick Airport perimeter, evidence that the Civil Aviation Authority, has been notified of the proposal; and
- e) The appropriate fee.

The council will have regard to the Official Safeguarding Map for Gatwick Airport and will carry out the requirements of consultation with the Civil Aviation Authority as specified on the Map.

Applications should also include:

- a) Evidence that the opportunity to use existing masts, buildings or structures have been fully considered before submitting an application to erect a new mast;
- b) Information explaining the purpose and justifying the need for the mast;
- c) Where the proposed development is on or near a school, or college or place where large number of children regularly gather and play, evidence should be submitted that they have been notified and, as appropriate, consulted about the proposal;
- d) A statement that the total EMF emissions will not exceed ICNIRP guidelines;
- e) A statement indicating the height of the proposed antenna, the frequency and modulation characteristics, and details of power output;
- f) An indication of the direction of antennae and the extent of the beam of greatest intensity.

It is strongly suggested that the following information is included with all applications when they are made to enable everyone to be properly and fully informed and to avoid unnecessary delays in reaching a decision.

- Ordnance Survey based plans of the area, with plots showing signal strength, coverage and how the proposed mast fits into the existing network;
- A statement of the site search and selection process to justify the proposal, indicating the objections to or problems with alternative locations and why existing installations in the area cannot be upgraded or used to satisfy need;
- A statement of why mast and site sharing is not achievable or practicable;
- Information about mast design, with an emphasis on the measures to be taken to reduce or avoid adverse impact on the amenity of the surrounding area.

Where a mobile phone mast is proposed in close proximity to residential properties, it is strongly suggested that (where they exist) local residents groups and associations be contacted by the operator in advance of the application being submitted. Operators should notify the council when this is done.

Operators will also be asked to submit an annual update of their future mast rollout and network programme for Crawley.