



## Local Policing Service Improvement & Engagement Department

Your Ref: AL/137/24/RES

Our Ref: LM/ARU/22/34C

Date 23<sup>rd</sup> December 2024

Contact Name: Lee Melbourne

Dear Mr Davis,

### **RE: Land rear of Meadow Way including 24 Meadow Way Westergate**

Thank you for your correspondence of the 23<sup>rd</sup> of December 2024, advising me of a planning application for approval of reserved matters following outline consent AL/178/22/OUT for appearance, landscaping, layout, and scale for 89 No. dwellings with open space and associated works (resubmission following AL/50/24/RES) at the above location, for which you seek advice from a crime prevention viewpoint.

The National Planning Policy Framework demonstrates the government's aim to achieve healthy, inclusive, and safe places which are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of attractive, well-designed, clear, and legible pedestrian and cycle routes, and high-quality public space, which encourage the active and continual use of public areas.

Although the level of crime and anti-social behaviour in the Arun District is average when compared with the rest of Sussex, additional measures to mitigate against any identified local crime trends and site-specific requirements should always be considered.

I have had the opportunity to examine the detail within the application and in an attempt to reduce the opportunity for crime and the fear of crime I offer the following comments using Crime Prevention Through Environmental Design (CPTED) principles and from a Secured by Design (SBD) perspective. SBD is owned by the UK Police service and supported by the Home Office and Building Control Departments in England (Part Q Security – Dwellings), that recommends a minimum standard of security using proven, tested, and accredited products. Further details can be found at [www.securedbydesign.com](http://www.securedbydesign.com)

Mr Davis  
Planning Officer  
Planning Control  
Arun District Council

---

Sussex Police Headquarters  
Malling House, Malling, Lewes, East Sussex, BN7 2DZ

I direct the applicant or their agent to our website at [www.securedbydesign.com](http://www.securedbydesign.com) where the SBD Homes 2024 document can be found. The Secured by Design scheme is a Police initiative to guide and encourage those engaged within the specification, design and build of new homes, and those undertaking major or minor property refurbishment, to adopt crime prevention measures. The advice given in this guide has been proven to reduce the opportunity for crime and the fear of crime, creating safer, more secure, and sustainable environments.

The orientation of the dwellings will ensure that all publicly accessible areas benefit from overlooking and good natural surveillance.

I note that there are 212 allocated parking spaces, and that provision has also been made for visitor parking. Where parking occurs within the development it should be designed to ensure good natural surveillance and ideally be within view of an active room. An active room is where there is direct and visual connection between the room and the street or the car parking area. Such visual connections can be expected from rooms such as kitchens and living rooms, but not from bedrooms and bathrooms.

With regards to the apartment block (Plots 81-89) from a crime prevention perspective, it will be imperative that access control is implemented into the design and layout to ensure control of entry is for authorised persons only. Tradesperson or timed-release mechanisms are not recommended as they have been proven to be the cause of antisocial behaviour and unlawful access to communal developments.

There are increasing crime problems associated with letter plate apertures, such as identity theft, arson, hate crime, lock manipulation and 'fishing' for personal items (which may include post, vehicle and house keys, credit cards, etc). In order to address such problems SBD strongly recommends, where possible, that mail delivery is via a secure external letter box meeting the requirements of the Door and Hardware Federation standard Technical Standard 009 (TS 009) or delivery 'through the wall' into a secure area of the dwellings and apartment block. These should be easily accessible i.e., at a suitable height for a range of users.

With regards to footpath and bicycle route design within the development - routes for pedestrians, cyclists and vehicles should be integrated and assist easy, intuitive wayfinding through the application of inclusive design by increasing activity and therefore natural surveillance, proven deterrents for crime and anti-social behaviour. As stated in the Department for Transport Local Transport Note 1/20 (July 2020) Cycle Infrastructure Design: "Cycle networks should be planned and designed to allow people to reach their day-to-day destinations easily, along routes that connect, are simple to navigate and are of a consistently high quality."

With regards to cycle storage throughout the development - research by the 'Design against Crime Centre' suggests that cyclists should be encouraged to lock both wheels and the crossbar to a stand rather than just the crossbar and therefore a design of cycle stand that enables this method of locking to be used is recommended. The minimum requirements for such equipment are as follows: • Galvanised steel bar construction (minimum thickness 3mm), filled with concrete; • Minimum foundation depth of 300mm with welded 'anchor bar'.

With regards to the proposed areas of play within the development – they should be situated in an environment that is stimulating and safe for all children, be overlooked with good natural surveillance to ensure the safety of users and the protection of equipment, which can be vulnerable to misuse. They should also be designed to allow natural surveillance from nearby dwellings with safe and accessible routes for users to come and go.

---

Sussex Police Headquarters  
Malling House, Malling, Lewes, East Sussex, BN7 2DZ

Boundaries between public and private space should be clearly defined and open spaces must have features which prevent unauthorised vehicular access. To provide a dog free environment, I would ask that consideration is given to surrounding play areas with railings and self-closing gates.

In order to maintain as much natural surveillance as possible – ground planting throughout the development should not be higher than 1 metre with tree canopies no lower than 2 metres. This arrangement provides a window of observation throughout the area. This will enable capable guardians to report incidents to the authorities should they occur. A capable guardian has a 'human element' that is usually a person who, by their mere presence would deter potential offenders from perpetrating a crime.

Lighting is an effective security measure and a useful tool for public reassurance in that it enables people to see at night that they are safe or, to assess a developing threat and if necessary, to identify a route they could take to avoid potential issues. Recent events that have made national news have become the focus of concern over safety in public places means that there is merit in recognising the enormous value people place on being able to move around in public places at night under high quality lighting systems.

Where lighting is implemented, it should conform to the recommendations within BS5489-1:2020.

Finally, construction sites often suffer from theft, criminal damage, arson, and anti-social behaviour, all of which can have a major impact on completion dates and overall development costs.

The SBD Construction Site Security Guide 2021 is designed to be risk commensurate and provides advice on how to secure the site from the moment the hoarding goes up until the moment the development is handed over to the client or end user. The advice is based on proven crime prevention principles that are known to reduce criminal opportunity by creating safer, more secure, and sustainable environments. It applies to all construction sites regardless of their size and is intended for all staff including security personnel.

It is also recommended that contact is sought by the developer with local Neighbourhood Police Team (NPT) to establish good relations whilst the development is in the construction phase.

Further advice on construction site security can be obtained from the Secured by Design Website: [www.securedbydesign.com/images/CONSTRUCTION\\_SITE\\_SECURITY\\_GUIDE\\_A4\\_8pp.pdf](http://www.securedbydesign.com/images/CONSTRUCTION_SITE_SECURITY_GUIDE_A4_8pp.pdf) Thank you for giving me an opportunity to comment.

The Crime & Disorder Act 1998 heightens the importance of taking crime prevention into account when planning decisions are made. Section 17 of the Act places a clear duty on both police and local authorities to exercise their various functions with due regard to the likely effect on the prevention of crime and disorder. You are asked to accord due weight to the advice offered in this letter which would demonstrate your authority's commitment to work in partnership and comply with the spirit of The Crime & Disorder Act.

Yours sincerely

**Miss Lee A Melbourne**  
**Designing Out Crime Officer**  
**Local Policing Service Improvement & Engagement Department**  
**Sussex Police Headquarters**

---

Sussex Police Headquarters  
Malling House, Malling, Lewes, East Sussex, BN7 2DZ

Arun District Council, Civic Centre, Maltravers Rd, Littlehampton, West Sussex, BN17 5LF  
[www.arun.gov.uk](http://www.arun.gov.uk)

**To register to receive notification of planning applications in your area please go to**  
<https://www1.arun.gov.uk/planning-application-finder>



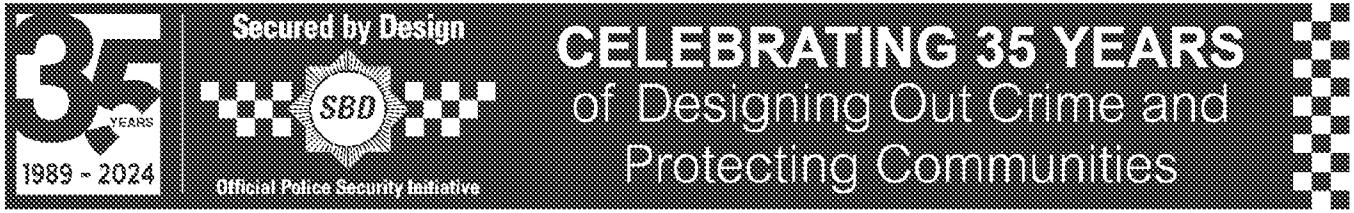
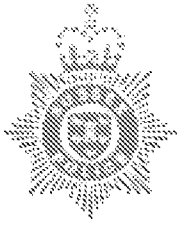
**From:** Melbourne, Lee [REDACTED]  
**Sent:** 23 December 2024 14:32  
**To:** Planning.Responses <Planning.Responses@arun.gov.uk>  
**Subject:** ARU 22 34C - Land to the rear of Meadow Way Including 24 Meadow Way Westergate

CAUTION: This email originated from outside of the organisation. You should take extra care when clicking links or opening attachments - if you are unsure the content is safe contact the IT Helpdesk before clicking or opening.

Dear Planning Officer,  
Please find my consultee comments as requested on the above application.  
Kind regards,  
Lee

Miss Lee A Melbourne (Pronouns She/Her/Hers) | Designing Out Crime Officer | Secured by Design | Secured Environments | Accredited Parkmark Assessor |  
Local Policing Service Improvement and Engagement Department  
Sussex Police Headquarters | Amberley Block | Church Lane | Lewes | East Sussex | BN7 2DZ |  
[REDACTED]

Please note my working day are Monday to Thursday.  
I also work flexibly so I am sending this email at a time that suits me. Please be assured that I do not expect you to respond outside of your normal working day.



You can report crime and incidents online at

<https://www.sussex.police.uk/report-online>

We want to know your views - see what's new and give us your feedback and suggestions at

[www.sussex.police.uk](http://www.sussex.police.uk)

If you have received this message in error, please contact the sender as soon as possible - you may not copy it, or make use of any information contained in it for any purpose, or disclose its contents to any other person. Messages sent and received by Sussex Police are not private and may be the subject of monitoring.