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Local Policing Supporting Team

Your Ref: BE/135/18/PL

Our Ref: NW/ARU/17/31C

Date: 22nd January 2019

Contact Name: Neville Wren

Dear Mr Eastham

RE Saltbox Field , land off Rowan Way, Bognor Regis PO22 9NW

Thank you for your correspondence of 21st December 2018 advising me of a 'Hybrid application comprising of outline application for the principle of employment uses B1-B8.

Full application for Class B8 warehouse with fuel island & car parking (Unit 2), 2 No. Class B1/B8 employment units with associated parking & servicing (Units 6 & 7), Class A1 retail food store with car parking & servicing (Unit 9), 2 No. drive thru units with car parking & servicing (Units 4 & 5), car showroom, workshops (Including MOT testing), vehicle storage, external display areas, service areas & parking (Unit 8) together with access roads, associated ground & engineering works, landscaping & ancillary works.

This application affects the character & appearance of the Shripney Conservation Area & a Public Right of Way', 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. With the level of crime and anti-social behaviour in Arun district being average when compared with the rest of Sussex, I have no major concerns with the proposals, however, additional measures to mitigate against any identified local crime trends should be considered.

I have had the opportunity to examine the detail within the application and due to it being hybrid, my crime prevention comments will be directed towards the full application specifications.

Each phase of the development has the potential for different uses and different occupiers, as yet, some unknown.

I also refer to my previous letter NW/ARU/17/31A regarding BE/102/17/OUT sent to you on 11 September 2017, but now exclude comments regarding the provision of a public house, gym and hotel which are no longer included in this application.

I direct the applicant or their agent to our website at www.securedbydesign.com where the Secured by Design (SBD) Commercial Development 2015 document can be found. This is a comprehensive document that encapsulates both commercial developments where the public have no formal access, e.g. factory or office buildings, and those where public access is integral to the commercial use such as retail premises, leisure centres and public buildings. This will be able to provide the applicant with in-depth advice pertinent to the design and layout.

Mr M Eastham
Planning Officer
Planning Control
Arun District Council

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

Accredited products that are fit for purpose and appropriate along with natural surveillance, access control will assist the development in creating a safe and secure environment in which partake in leisure and retail activities.

This application has a single uncontrolled road access / egress from the roundabout on the A259 Shripney Road and so access can be gained 24 hours a day by anyone in a vehicle or on foot for legitimate access or unauthorised access. This multi-use entrance would be very difficult and impracticable to provide security for the whole application which is very permeable, and so each unit must ensure it provides its own security measures.

Routes through the site should be designed to ensure they are visually open, direct and well used to provide casual observation.

I recommend that all warehouse units have secure perimeter fencing with gated entrances and controlled access.

In order to prevent fuel thefts or thefts of or from parked goods vehicles, especially overnight when premises are unattended, measures should be put in place by individual occupiers to deter and prevent thefts.

If the units are to remain open plan, then earth bunds, ditches or dense hedgerows and low fencing (maximum height one metre to allow observation,) may block exits and help deter vehicles being stolen combined with an exit barrier such as bollards or drop down barriers.

Security fencing materials may include welded mesh and expanded metals. Welded mesh allows a view through it, whereas palisade fencing when viewed at certain angles can reduce visibility. Storage areas including the food store (Unit 8) where vulnerable equipment is located such as the refrigeration unit and any electrical substations, telephone switching boxes, underground or vulnerable service covers etc must also be secure to prevent tampering and interference, especially if used for intruder alarm purposes or are carrying vulnerable essential services.

I would recommend the fuel island within unit 2 is well within sight of occupied offices and protected by CCTV. If the warehouse is not occupied during night time hours I would suggest the fuel tank is also alarmed.

I reiterate comments from my previous letter that Unit 1 has a perimeter fence with a gated entrance at its western end. I would recommend that its northern entrance also has controlled gated access to deter unauthorised persons and vehicles entering the loading / manoeuvring areas.

Between Industrial Units 6 & 7 I would recommend there is a substantial fence or dense planting and security gate with access control to ensure there is no access from public areas.

Public access should be kept separate from warehouse working areas and offices, and staff car parks should be kept separate from public parking where possible. For business operations expecting large numbers of visitors, reception areas should be staffed at all times. Access beyond the reception should be controlled using automatic locking doors or by the receptionist or proximity reader, but must allow emergency egress. Reception must have a clear view of the exterior approach to the entrance doors.

Immediately to the south of the rear of unit 9 is a public right of way which could provide an easy route , isolated from view, to use to attempt access to the rear of the car show room or storage area without being detected, and so security fencing is also required along length of the premises. I note that 2.4 metre high security fencing is to be installed. There must be no external features that would allow climbing over or access underneath it.

Similarly, the rear of units 2 and 3 are out of view and possibly accessible from the 'village buffer' and should also install similar height security fencing.

I note the car show room has steel hoop barriers to prevent the theft of the vehicles on show in the open forecourt , but as they are still vulnerable to unauthorised access and criminal damage, additional CCTV and lighting would be an added deterrent (CCTV alone may not prevent crime occurring). Any CCTV considered should be commensurate with lighting systems.

Consideration should be given to a controlled pedestrian access from Shipney Road and also to the car park entrance into Warehouse Unit 3 to prevent unauthorised persons or vehicles entering the industrial units. This will also benefit security for the cycle racks near the Shipney Road access.

SBD Commercial Developments 2015 Page 36, Chapter 46:3 to 46.8 gives recommendations regarding the secure storage of bicycles in a commercial environment.

Page 43 Chapter 56:1 of that document also refers to external door set aperture standards for commercial buildings where there is an expectation that the security will be required to meet the following minimum standards when the building is unoccupied. PAS 24:2016, or LPS 1175 Issue 7 Security Rating 2, Or STS 201, or STS 202 Issue 3 BR2. I would also recommend laminated glazing that conforms to a minimum specification of BS 356 P1A. In a remote industrial area I would recommend the higher security option of LPS1175 Issue 7 SR2.

SBD Commercial Developments 2015 Chapter 51 gives recommendations regarding glazed curtain walling and window wall installation and Chapters 52 and 53 provides advice regarding minimum standards for roller shutters and grilles.

Intrusion resistance is to be included within the building skins and any party walls of each unit to remove the potential for any unauthorised access. Please see SBD Commercial Development 2015 document.

All industrial units should be fitted with a monitored intruder alarm system. More advice can be found at www.securedbydesign.com, 'Security systems policy'. SBD commercial Developments Chapter 64 refers .

Where required, consideration should also be given to the installation of a safe or secure walls and doors for computer server rooms. Chapter 68:1 refers.

Chapter 70 gives advice regarding Arson protection measures. All fire doors should be devoid of external door furniture and have warning signage regarding improper use, located nearby.

In order to safeguard the interests of car park customers within units 8, 5 and 4, I draw your attention to the British Parking Association 'Park Mark' accreditation for the car parking areas. Park Mark and the Safer Parking Scheme is owned by Police Crime Prevention Initiatives Ltd on behalf of the police service and managed by the British Parking Association. It is aimed at reducing both crime and the fear of crime in parking facilities.

Guidelines to qualify for the scheme and advice can be found at [http://www.britishparking.co.uk/write/Documents/safer%20parking/SPS Assessment Guidelines2016.pdf](http://www.britishparking.co.uk/write/Documents/safer%20parking/SPS%20Assessment%20Guidelines2016.pdf)

Measures to store supermarket trolleys securely should be put in place to prevent anti-social behaviour at night and also prevent loose trolleys coming into contact with vehicles.

All lighting within the development is to conform to the recommendations within BS 5489 2013. Lighting will be an important consideration around unit 8 the food store, together with units 4 and 5 take away facilities where members of the public may frequent during the late evenings during the hours of darkness, depending on opening hours.

I am pleased to see a development wide CCTV system is being installed to monitor activity across the site. This should be 24 hr remotely monitored, ensuring that the lighting is commensurate with the CCTV equipment and fit for purpose.

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

Should CCTV be a consideration I recommend that a set of Operational Requirements is created? This will enable the CCTV system to be used to its best ability ensuring that it is fit for purpose. Details on how to set up a set of O.R.'s can be found on the Home Office website; see CCTV Operational Requirements Manual 2009.

The development of an Operational Requirement Statement is essential; this document is unique to each system and will be used for the design and performance specification of the system. It is a statement of problems, not solutions, highlighting areas covered by the system and the times and description of activities giving cause for concern.

Further details regarding CCTV and Data Protection can be found at the Information Commissioners Office website at https://icosearch.ico.org.uk/s/search.html?query=CCTV&collection=ico-meta&profile=_default

For the majority of commercial buildings it is expected that mail delivery will take place during business hours and handed in at the reception. For out of hours delivery Chapter 63 gives further advice to deter fishing for mail and fire retardation attributes.

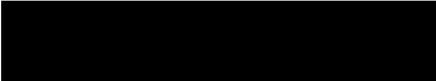
Secured by Design provides an interactive guide to Commercial Security
<http://www.securedbydesign.com/industry-advice-and-guides/interactive-design-guide/>

This toolkit will help explore the principles of designing-out crime within a fictional commercial development, the development illustrates poorly designed features and more secure alternative solutions. A series of scenarios, including the layout of communal spaces, use of lighting, access and landscape planting, highlight the design decisions that would increase the risk of crime and anti-social behaviour. It also details the relevant and current standards required by ACPO Secured by Design and should be used together with SBD Commercial Developments 2015 for referral.

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.

I would also ask you to note that Sussex Police is now exploring the impact of growth on the provision of policing infrastructure over the coming years and further comment on this application may be made by our Joint Commercial Planning Manager.

Yours sincerely


Neville Wren
Designing Out Crime Officer
Sussex Police Headquarters

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