



## Local Policing Service Improvement & Engagement Department

Your Ref: BR/64/25/PL

Our Ref: LM/ARU/25/07A

Date 15<sup>th</sup> May 2025

Contact Name: Lee Melbourne

Dear Ms Kersley,

**RE: 3 and 4 Queens Square Bognor Regis PO21 1SA**

Thank you for your correspondence of the 14<sup>th</sup> of May 2025, advising me of a planning application for a change of use from 2 No separate adjoining bed and breakfast accommodation units (each having owners accommodation, communal lounge and dining areas at ground floor and 7 No B&B bedrooms at first and second floors) to 10 No flats 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.

I note as indicated in the accompanying letter that this planning application seeks to ratify the use of the properties to their former use as 10 self-contained flats.

Ms Kersley  
Planning Officer  
Planning Control  
Arun District Council

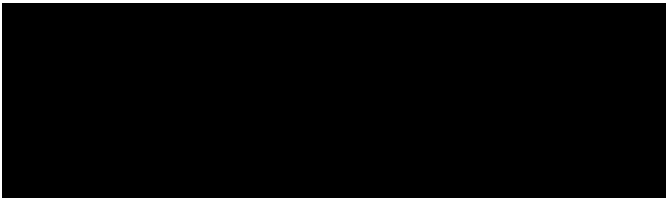
I have reviewed the plans as submitted and have no comments to make from a crime prevention perspective.

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 response



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 notifications of planning applications in your area please go to <https://www1.arun.gov.uk/planning-application-finder>



**Our priorities...**

 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	 
--	---	---	--	--

**From:** Melbourne, Lee [Redacted]  
**Sent:** 15 May 2025 08:20  
**To:** Planning.Responses <Planning.Responses@arun.gov.uk>  
**Subject:** ARU 25 07A - 3 and 4 Queens Square Bognor Regis PO21 1SA

**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 consultee comments as requested on the above application.  
Kind regards,  
Lee  
**Miss Lee A Melbourne (Pronouns She/Her/Hers)**

Designing Out Crime Officer  
Local Policing Service Improvement and Engagement Department  
Sussex Police Headquarters  
Amberley Block  
Church Lane  
Lewes  
East Sussex  
BN7 2DZ

I 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.