



## Local Policing Service Improvement & Engagement Department

Your Ref: LU/250/25/RES      Our Ref: LM/ARU/26/02A      Date: 12<sup>th</sup> January 2026

Contact Name: Lee Melbourne

Dear Ms Kersley,

**RE: Local Centre and Phase 6B Hampton Park Littlehampton**

Thank you for your correspondence of the 9th of January 2026, advising me of a planning application for the approval of reserved matters following the grant of LU/47/11/ (amended by LU/182/15/PL) for 111 No dwellings, 1472sqm of retail floor space, 418sqm of community centre floor space, a civic public open space (0.35ha), a community car park and a super LEAP (incorporating fitness equipment/trail) comprising 0.62ha. 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 as indicated within Police.uk additional measures to mitigate against any identified local crime trends and site-specific requirements should always be considered.

I note that this reserved matters application comprises of:

A local centre comprising of 1,472 of retail floor space, 418sqm of community centre floor space, 94 residential dwellings, a civic public open space, (0.35ha) and a community car park. Additionally, 17 residential dwellings on the former youth facility land parcel and a super leap (incorporating a fitness trail) on the former community facilities land use parcel comprising 0.6ha.

Ms Kersley  
Planning Officer  
Planning Control  
Arun District Council

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.

#### **Retail/Community Centre/Local Centre/Community Car Park:**

From a crime prevention perspective to protect these the retail and community centre buildings out of hours consideration should be given to the siting of an intruder alarm.

Although video surveillance systems (VSS) are not a solution to all security problems it can help deter criminals and assist with the identification of offenders after a crime has been committed.

Should CCTV be a consideration the following documents will be of assistance to the applicant:

CCTV guidance for police requirements: [HO \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk)

CCTV at Commercial Business <https://www.gov.uk/can-i-use-cctv-at-my-commercial-premises>

[CCTV | Search | Information Commissioner's Office \(ico.org.uk\)](https://www.ico.org.uk)

With regards to the community car park - 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, identify a route they could take to avoid a potential issue. Recent events that have made national news and 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.

Should CCTV be a consideration – please find details above.

Once complete - the applicant may also wish to consider applying for a Parkmark accreditation for the car parking area. Parkmark 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. Details can be found at [www.parkmark.com](http://www.parkmark.com)

#### **Super Leap**

Areas of play 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 be designed to allow natural surveillance from nearby dwellings with safe and accessible routes for users to come and go. Boundaries between public and private space should be clearly defined and open spaces must have features which prevent unauthorised vehicular access.

#### **Residential:**

I would like to take this opportunity to direct the applicant to the website: [www.securedbydesign.com](http://www.securedbydesign.com) where the Secured by Design Residential Guide for 2025 (formerly known as the Homes Guide) can be found. The guide incorporates the latest security standards, developed to address emerging criminal methods of attack, and includes references to the Building Regulations and other statutory requirements across the United Kingdom.

With regards to the proposed apartments - 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 advised as they have been proven to be the cause of antisocial behaviour and unlawful access to communal developments.

With regards to postal arrangements within the development - 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).

I recommend the postal arrangements for the apartments and the houses is through the wall or externally mounted secure post boxes as the absence of the letter aperture effectively reduces unnecessary access to the block.

Where parking occurs within the development - it is important that parking spaces are within view of an active room within the property. 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 any proposed EV charging points - it is important when considering their location that the provisions of any relevant building regulations are complied with and that consultation is undertaken with the relevant fire strategy authority, be this a local authority appointment or a fire and rescue service officer, to ensure that appropriate advice is incorporated into designs and specifications.

With regards to footpath and bicycle route design - routes for pedestrians, cyclists and vehicles should be integrated into the development in order to 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 any proposed cycle parking within 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'. NB: should they be a consideration - vertical cycle racks can be difficult for some sections of the community to use.

It is also the developer or developer's agent's responsibility to inform the Responsible Person(s), Fire and Rescue Service and Building Control of any bicycle storage facilities and/or other areas that may require the charging and storage of Lithium-ion powered vehicles or devices, within buildings or the wider site footprint, to ensure that the necessary fire suppression measures for the charging and storage of lithium-ion powered vehicles have been considered and specified.

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, identify a route they could take to avoid a potential issue. Recent events that have made national news and 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 offer comments in response.

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**

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

**From:** Elaine Walby on behalf of Planning.Responses  
**Sent:** 12 January 2026 16:40  
**To:** Planning Scanning  
**Subject:** FW: ARU 26 02A - Local Centre and Phase 6B Hampton Park Littlehampton  
**Attachments:** ARU 26 02A - Local Centre and Phase 6B Hampton Park Littlehampton.pdf

PL-Consultation- Sussex Police response

Ref: LU/250/25/RES


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[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>


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**From:** Melbourne, Lee [REDACTED]  
**Sent:** 12 January 2026 13:03  
**To:** Planning.Responses <Planning.Responses@arun.gov.uk>  
**Subject:** ARU 26 02A - Local Centre and Phase 6B Hampton Park Littlehampton

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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.



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

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