



Local Policing Service Improvement & Engagement Department

Your Ref: LU/76/25/PL

Our Ref: LM/ARU/25/04A

Date 30th April 2025

Contact Name: Lee Melbourne

Dear Mr Davis,

RE: Former Waitrose Site Avon Road Littlehampton BN17 6AT

Thank you for your correspondence of the 29th of April 2025, advising me of a planning application for the demolition of a vacant supermarket building and erection of four-storey hotel with ancillary restaurant, public realm, landscape improvements, retention of associated car park and all associated works 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.

This planning application is seeking permission for the erection of a four-storey hotel.

Mr Davis
Planning Officer
Planning Control
Arun District Council

I would like to take this opportunity to direct the applicant to the website: www.securedbydesign.com where the Secured by Design Non-Residential Guide for 2025 (formerly known as the Commercial Guide) can be found. This 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.

I am pleased to note as indicated within the accompanying Design & Access statement the suite of crime prevention measures that will be implemented into the site as these will be effective in reducing potential incidents of crime.

The following information will be of assistance to the applicant:

CCTV guidance for police requirements: [HO \(publishing.service.gov.uk\)](http://HO.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 \(ico.org.uk\)](http://CCTV | Search | Information Commissioner's Office (ico.org.uk))

I note that Electric Vehicle Charging points will be provided with infrastructure installed for future installation of charging points for a further 4 vehicles.

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 the 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'.

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.

Lighting is an effective security measure and where implemented, it should conform to the recommendations within BS5489-1:2020.

Once the development is completed - The applicant may wish to consider applying for a Parkmark accreditation for the car parking areas. 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

The applicant is also strongly advised to consult directly with the licensing team at Sussex Police before making plans for licensed premises serving alcohol or conducting other licensable activities at this site.

The Sussex Police Licensing Team may have some of their own requirements that they wish to be implemented into the premises before they are satisfied it meets licensing objectives on the day-to-day operation of the premises which is why it is extremely important the applicant contacts them.

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

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

Arun District Council, Civic Centre, Maltravers Rd
Littlehampton, West Sussex, BN17 5LF

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>



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 Improving the wellbeing of Arun	 Delivering the right homes in the right places	 Supporting our environment to support us	 Fulfilling Arun's economic potential	 
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From: Melbourne, Lee 03605 [REDACTED]
Sent: 30 April 2025 08:40
To: Planning.Responses <Planning.Responses@arun.gov.uk>
Subject: ARU 25 04A - Former Waitrose Site Avon Road Littlehampton BN17 6AT

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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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