



# Havering Local Development Framework

## Designing Safer Places Supplementary Planning Document

Adopted February 2010

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## 1. Purpose and scope

- 1.1 Living Ambition is Havering Council's 20 year vision. The Council wants to provide its residents with the highest quality of life in London. In 20 years time Havering will be a new model suburb – a more successful and energised gateway to London, but still flavoured and shaped by its attractive natural environment, unique history and vibrant culture.
- 1.2 One of the key aims of Living Ambition is to ensure that Havering is a safe borough where the Council and police will deliver seamless partnership working to drive out low-level crime and anti-social behaviour. This focused drive will deliver not only London's lowest levels of crime, but also a borough where local people feel as safe in its town centres as they do in their homes. A key means of ensuring that this aim is achieved is by placing issues of community safety and crime prevention at the heart of the planning process to create safe and accessible environments where crime and the fear of crime does not undermine quality of life or community cohesion.
- 1.3 The, vision and objectives of Havering's Core Strategy and the policies in Havering's Local Development Framework - in particular, Core Policy CP17 'Design' and Development Control Policy DC63 'Designing Safer Places' - will be key means of realising this vision. Consequently, good design forms a cross cutting agenda that is incorporated into a number of objectives in Havering's Core Strategy including:
  - DE (A) Create safe, liveable, accessible environments with distinct characters through high quality design-led development.
  - TC (A) Promote and enhance the centres, including local centres, within the town centre hierarchy, ensuring their future vitality and viability by enabling a diverse range of shops, services, housing, cultural and community facilities to be provided in convenient and accessible locations, and securing environmental improvements with recourse to external funding wherever possible.
  - CU (C) Promote the diversification of the borough's evening economy for the safe enjoyment of all sections of the community, particularly in Romford town centre
  - LV (A) Make Havering a place where people will want to live and where local people are able to stay and prosper, by ensuring that local and sub-regional housing need is addressed whilst maintaining and enhancing the character of Havering's residential environment which makes the borough such an attractive place to live.

- 1.4 This Supplementary Planning Document (SPD) outlines the Council's planning policy approach to designing safer places in Havering and provides further detail on how Core Policy CP17, and Development Control Policy DC63, are implemented. It explains how crime prevention measures can be incorporated into a scheme from the start of the design process to create positive places where people are safe and feel safe.

## **2. Status of the SPD**

- 2.1 The SPD forms part of Havering's Local Development Framework (LDF), which along with the London Plan (Consolidated with Alterations since 2008) forms the Development Plan for the Borough. The SPD is therefore material to decisions on planning applications. It has been prepared in line with the requirements of the Planning and Compulsory Purchase Act 2004 and associated regulations and guidance on Supplementary Planning Documents. The SPD has been produced to ensure the adequate safety of users and occupiers by setting out clear **advice** and **guidance** on how these objectives may be achieved.

## **3. How does it fit with the Local Development Framework (LDF)?**

- 3.1 The SPD is one of the Local Development Documents that comprise Havering's Local Development Framework (LDF). It provides further detail on the implementation of Core Policy CP17 (Design) and Development Control Policy DC63 (Delivering Safer Places) and the range of matters covered in these policies. In addition, it provides further detail on the implementation of a number of other Development Control Policies:

DC3: Housing Design and Layout  
DC23: Food, Drink and the Evening Economy  
DC33: Car Parking  
DC72: Planning Obligations

- 3.2 The SPD assists in implementing local objectives in respect of delivering safer places across the Borough by contributing towards the delivery of Havering's Core Strategy (adopted July 2008).

## **4. SPD Context**

- 4.1 Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to do all that they can to prevent crime and disorder in their area and to take crime and disorder into account when carrying out their

functions. When drawing up their planning policies, determining planning applications and discharging other planning responsibilities the local planning authority must consider the likely effect on crime and disorder in their area.

- 4.2 This SPD, based on the Development Control Policies of the LDF, takes account of the latest national and regional planning policy and guidance relating to designing safer places. However, in time this SPD will date, so developers will need to be aware of the latest national and regional planning policy and guidance as this can take precedence or be a material consideration in the planning process where it is more up to date than the policies and guidance in Havering's LDF.
- 4.3 The following policies provide the basis for this SPD. Where relevant, reference is made to the documents listed below in the guidance section of this document.

### **National and Regional Planning Policy and Guidance**

**PPS1: Delivering Sustainable Communities** sets out the over-arching planning policies for the delivery of sustainable development through the planning system. Paragraph 1 of PPS1 states that planning should promote sustainable patterns of development by (amongst other things) ensuring high quality development through good design and ensuring that development supports existing communities and contributes to the creation of safe, sustainable and liveable communities. PPS1 identifies that design policies should encourage developments which 'create safe environments where crime and disorder or fear of crime does not undermine quality of life or community cohesion'.

**PPS3: Housing** states that local planning authorities should create "places, streets and spaces which meet the needs of people, are visually attractive, safe, accessible, functional, inclusive, have their own distinctive identity and maintain and improve local character."

**PPS4: Planning for Sustainable Economic Growth** sets out that "local authorities should consider developing a local strategy for the evening and night time economy which, when co-ordinated with other local strategies, tackles a range of issues from anti-social behaviour and crime prevention to adequate late-night transport provision to support these activities."

**PPS12: Creating strong safe and prosperous communities through Local Spatial Planning** sets out the government's guidance for compiling Local Development Frameworks. It states that local authorities must include policies on design and access and sets out how development

should respond to the local physical, social and economic context, creating safer, stronger, sustainable communities.

**PPG13: Transport** states that, “in the design of individual developments [local authorities] should consider how best to reduce crime and the fear of crime, and seek by the design and layout of developments and areas to secure community safety and road safety.”

**PPG17: Open Space, Sport and Recreation** states that “local authorities should promote better use of open spaces and sport and recreation facilities, by the use of good design to reduce crime.”

**CLG Circular 01/06: Guidance on Changes to the Development Control System** highlights that design and access statements for outline and detailed applications should demonstrate how crime prevention measures have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places set out in ‘Safer Places: The Planning System and Crime Prevention’.

**The London Plan (Consolidated with Alterations since 2004)** Policy 4B.1 Design Principles for a Compact City states that The Mayor will and boroughs should seek to ensure, that developments should address security issues and provide safe, secure and sustainable environments. Policy 4B.6 Safety, Security and Fire Prevention and Protection sets out The Mayor will and boroughs should, seek to create safe, secure and appropriate accessible environments where crime and disorder, including, terrorism, and fear of crime do not undermine the quality of life and community cohesion. The supporting information establishes that developments should be safe and secure, taking into account the objectives of ‘Secured by Design, Designing out Crime and ‘Safer Places’.

**Manual for Streets (2007)** aims to assist in the delivery of streets that help build and strengthen communities, are pleasant and attractive, are cost effective to construct and maintain, and are acceptably safe. It states that the layout of a residential area can have a significant impact on crime against property (homes and cars) and pedestrians and goes on to say that to ensure that crime prevention is properly taken into account, it is important that the way in which permeability is provided is given careful consideration.

**Safer Places - The Planning System and Crime Prevention (2004)** is a companion guide to PPS1 and was first published in 2004. It sets out how the planning system is able to deliver well-designed and safe places. It challenges all those involved in the design and layout of new development to think about the most appropriate crime reduction measures without compromising the quality of the local environment. In doing so, it

emphasises the importance of designing to suit the local context. This guide builds on and complements Government urban design and crime reduction objectives and guidance, including Secured by Design. It focuses on seven attributes of sustainability that are particularly relevant to crime prevention. They are not a set of rules to be applied to all situations. Instead, they should be considered as prompts to thinking about crime prevention and promoting community safety through the planning system.

## **5. Havering Crime and Disorder Profile**

- 5.1 Whilst Havering continues to have some of the lowest levels of crime in London, surveys nevertheless show that local residents regard crime, anti-social behaviour, littering and alcohol related crime as key challenges. This is reflected in the Havering Sustainable Community Strategy 2008-2013 where one of the priorities is to ensure a clean, safe and green borough. The guidance set out in this SPD fully supports the Havering Strategic Partnerships priority to deliver not only London's lowest levels of crime, but also a Borough where people can feel safe as they go about their daily lives.
- 5.2 In the 12 months to the end of **May 2009** there was an average of 78.5 criminal offences per 1,000 population across Havering. This represented an increase of 0.5 on the previous 12 months. The main areas of risk are listed below:
- Burglary = 11.9 per 1,000 population.
  - Criminal Damage = 11.7 per 1,000 population.
  - Theft & Handling = 28.7 per 1,000 population
  - Violence against the person = 14 per 1,000 population

## **6. Pre-application discussion**

- 6.1 Whilst the Police Service is not a Statutory Consultee on planning applications, in the London Borough of Havering they are formally consulted on a wide range of proposals and their response can be a significant material consideration in the planning application process.
- 6.2 Consultation and liaison on development proposals is beneficial in helping to resolve problems and conflicts before formal applications are submitted. National, regional and local planning policy recognises that pre-application discussions are critically important. To reduce the impact of crime and anti social behaviour within the borough and deliver safer, stronger, sustainable communities, applicants should contact the Havering Police Crime Prevention Design Advisor as early as possible in the design /

application process to discuss such matters. Any advice will seek to reconcile the need for a high quality environment that is safe, secure and sustainable, through the concepts of design against crime and the promotion of the principles and practices of the Secured by Design scheme.

- 6.3 Pre-application discussions should expose any potential conflicts in meeting any crime and urban design objectives arising from a proposal and will be based upon local knowledge, crime trends and the *modus operandi* of criminals.

## **7. Planning Applications – formal police consultation**

- 7.1 Havering Police will be formally consulted on the following categories of development;

- (i). Major residential applications, comprising 10 or more dwellings. All such applications must be accompanied by a 'Safer Places Statement' for the purposes of validation as part of the 'Local List' requirements.
- (ii). All other residential applications involving multiple dwellings.
- (iii). Major commercial applications involving office, industrial, retail or leisure schemes in excess of 1,000sqm. All such applications must be accompanied by a 'Safer Places Statement' for the purposes of validation as part of the 'Local List' requirements.
- (iv). New and/or refurbished community facilities, including new or enlarged schools.
- (v). All applications for new class A3, A4, A5 food and drink uses. This category includes hot food take-aways, cafes, restaurants, café bars, late night refreshment houses and public houses.
- (vi). Change of use to new build leisure and entertainment establishments (class D2)
- (vii). Where the intended users/occupants of a development are particularly vulnerable and require higher standards of security or personal safety.
- (viii). Any other application where issues of community safety and/or crime prevention could be material.

## **8. Safer Places Statement**

- 8.1 As part of the Local List requirements all Major applications (as set out in paragraph 8.1 above) require a 'Safer Places Statement' for the purposes



- of validation. In requesting a 'Safer Places Statement' the Local Planning Authority is not seeking additional information, since the detail required should be included as part of a complete Design and Access Statement.
- 8.2 The statement should show how community safety and crime prevention have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places as set out in 'Safer Places: The Planning System and Crime Prevention'. The level of detail required will depend on the scale and complexity of the application and the length of the statement will vary accordingly. Statements must reflect local circumstances and be proportionate. It should explain the design principles and concepts adopted, appropriate to each of the seven attributes outlined in 'Safer Places'.
- 8.3 Crime and anti-social behaviour are more likely to occur if the following seven attributes of sustainable communities are not incorporated:
- Access and movement: places with well defined and well used routes with spaces and entrances that provide for convenient movement without compromising security
  - Structure: places that are structured so that different uses do not cause conflict
  - Surveillance: places where all publicly accessible spaces are overlooked
  - Ownership: places that promote a sense of ownership, respect, territorial responsibility and community
  - Physical protection: places that include necessary, well-designed security features
  - Activity: places where the level of human activity is appropriate to the location and creates a reduced risk of crime and a sense of safety at all times
  - Management and maintenance: places that are designed with management and maintenance in mind, to discourage crime in the present and the future
- 8.4 Whilst a summary is provided in Appendix 1, more detailed guidance relating to the completion of a 'Safer Places Statement' can be found online.
- 8.5 For all other developments the information should be included as part of a full and detailed Design and Access Statement. Please see DCLG Planning Circular 01/06 'Guidance on Changes to The Development Control System', paragraph 87.

## **9. Designing Safer Places – guidance**

- 9.1 The guidance set out in the following paragraphs reflects the principles and practices of Secured by Design (SBD), whilst taking account of local circumstances. The advice given has been proven to reduce the opportunity for crime and the fear of crime, creating safer, stronger, sustainable development. This is recognised by the Homes and Communities Agency in their Design and Quality standards, where all funded affordable housing schemes are required to achieve all available credits for Security, in the Code for Sustainable Homes.
- 9.2 Certain physical features of the built environment strongly associated with criminal and antisocial behaviour are known as ‘crime features’. Examples include ‘movement generators’ (such as inappropriately located footpaths linking major centres of activity through otherwise quiet residential areas), ‘out of scale facilities’ (such as supermarkets intended for the wider rather than the local community) and ‘fear generators’ (places which cause a perception of fear and become abandoned to anti-social behaviour, e.g. poorly lit areas or places that are hidden from sight).
- 9.3 Every effort must be made to avoid creating such crime features, but where they already exist, they form part of the environmental context and so must inform decisions on the planning, and design of new development in the vicinity.

## **10. Layout and orientation of dwellings**

- 10.1 Dwellings should be positioned to maximise the potential for natural surveillance within a development and to create the conditions which will make any potential offender feel vulnerable to observation and detection.
- 10.2 In larger schemes there should be a mix of dwellings, as there is likely to be greater potential for homes to be occupied throughout the day giving increased opportunity for natural surveillance and community interaction.
- 10.3 The layout of a residential area can have a significant impact on crime against property (homes and cars) and people. To ensure that crime prevention is properly taken into account it is important that the way in which permeability is provided is given careful consideration. High permeability is conducive to walking and cycling, but can lead to problems of anti-social behaviour if it is only achieved by providing routes that are poorly overlooked, such as alleyways.



Change of road provides a psychological barrier whilst the positioning of dwellings can ensure good natural surveillance.

## **11. Streets and highways**

- 11.1 Streets should offer a high degree of pedestrian visibility in terms of sightlines, and obstructions; hidden spaces or recesses along the route should be avoided.
- 11.2 Vehicular and pedestrian routes should be designed to ensure that they are visually open, direct and well used. They should not undermine the defensible space of neighbourhoods. Design features can help to identify the acceptable routes through a development, thereby encouraging their use, and in doing so enhance the feeling of safety.
- 11.3 Through-roads, cul-de-sacs and/or grid layout patterns need appropriate consideration, balance and judgement. There are advantages in some patterns over others especially where the pattern frustrates the searching behaviour and escape routes of the criminal. They should be designed, taking full advantage of natural and passive surveillance opportunities, whilst the defensive character should not be compromised through excessive permeability caused by the inclusion of too many or unnecessary footpaths which could allow a potential criminal legitimate access to the rear of properties.
- 11.4 Cul-de-sacs that are short in length and not linked by footpaths can be safe environments in which residents benefit from a lower fear of crime. Research suggests that the cul-de-sacs that experience burglary usually feature one or more of the following characteristics. They often:

- back onto open land or railway lines, or
- are very deep or complicated i.e. cul-de-sacs branching off each other, and/or
- are linked to one another by footpaths.

11.5 **Note:** Where any road, footway, footpath, cycle track or other highway feature is proposed to be adopted or placed on or within an existing highway it will need to be in accordance with the Council's Highway Design Guide and the developer is strongly recommended to discuss any scheme with the Council's Highways team.

## 12. Footpaths

12.1 Routes for pedestrians, cyclists and vehicles should not be segregated from one another. Networks of separate footpaths to unsupervised areas should also be avoided. Where a segregated footpath is deemed to be essential designers should carefully consider the possible impact upon crime. Such routes should be straight, wide, well lit, devoid of potential hiding places and overlooked by surrounding buildings and activities where possible.

12.2 Footpaths providing access to the rear of dwellings should be securely gated at the point of access from the street.

12.3 Where isolated footpaths are unavoidable, and where space permits, they should be at least 3 metres wide (to allow people to pass without infringing on other people's personal space), with at least a 2 metre verge on either side.

12.4 If a pedestrian subway is necessary and there are no other alternative routes it should be as wide and as short as possible, well lit, with a clear line of sight to the exit. Chamfering the access points can help reduce areas of concealment. Radius (convex) entrance/exit walls can reduce the opportunity of inappropriate loitering. The developer should consider wall finishes that enable easy removal of graffiti.

12.5 Where footpaths run next to buildings or roads the path should be open to view. This does not prevent planting, but will influence the choice of species and the density of planting. Planting next to a public highway/path should begin at the outer edge of the verge, starting with low growing plants with taller shrubs and trees to the rear.

12.6 Public footpaths should not run immediately next to doors and windows, therefore buffer zones should be created if necessary to separate a path from a building elevation. This is particularly important in an area with a

- known graffiti problem where the use of defensive planting may be appropriate.
- 12.7 Before placing any seating (or structure capable of being used for seating) next to a footpath, always consider the context in terms of the physical and social environment. Seating can be of public amenity value but also provide a focus for antisocial behaviour.
  - 12.8 Where seating is necessary, and inappropriate loitering may be an issue, consider the use of single seats or stools set several metres apart to deter congregation. In some locations the use of 'leaning-bars' might be more appropriate than seats. Creating space between pedestrians and loiterers can help reduce the fear associated with having to walk past such people and so promote use of the route.
  - 12.9 The need for lighting will be determined by local circumstances. Footpaths that are to include lighting should be lit to the relevant levels as defined in BS 5489.

### **13. Communal areas**

- 13.1 Communal areas such as playgrounds, seating or drying areas have the potential to generate crime, the fear of crime and anti-social behaviour. They should be designed to allow supervision from nearby dwellings with safe routes for users to come and go. Boundaries between public and private space should be clearly defined and open spaces should have design features which prevent unauthorised vehicular access. Communal spaces as described above should not immediately abut residential buildings.
- 13.2 The provision of public **open amenity space** as an integral part of new residential developments should make a valuable contribution towards the quality of the development and the character of the neighbourhood. In order to do this it must be carefully located and designed to suit its intended purpose – mere residual space unwanted by the developer is very unlikely to be acceptable. The open space must be designed with due regard for community safety requirements.
- 13.3 The positioning of **amenity/play space** to the rear of dwellings can increase the potential for complaints arising from increased noise and nuisance.
- 13.4 Where consideration is given to **informal association spaces** for members of the community, particularly young people, these must be subject to surveillance but sited so that local residents will not suffer from

noise pollution. In addition, they should be sited in such a way that those using adjacent foot and cycle paths will not be subject to harassment or otherwise be put in fear.



Upminster Park provides a good example of a children's playground together with a range of other amenities aimed at all age groups.

## **14. Boundaries**

- 14.1 It is important that the boundary between public and private areas is clearly indicated. For the majority of housing developments, it will be desirable for dwelling frontages to be open to view, so walls, fences and hedges will need to be kept low (maximum height 1 metre).





A clearly defined boundary between public and private spaces to the front of a property provides good natural surveillance and security.

- 14.2 Vulnerable areas, such as side and rear gardens, need more defensive barriers by using walls or fencing to a height of 2 metres (including any trellis). All fencing over 2 metres high requires planning permission, but where it forms the boundary with the highway it will require planning permission if it is over 1 metre high. Trellis topped fencing can be useful where the risk is increased with gardens adjoining open land, footpaths or other vulnerable areas.
- 14.3 Sub-divisional fencing design should provide clear demarcation and at the same time enable interaction between neighbours. For the first 2 metres of the boundary starting from the building a 1.8 metre high timber privacy screen should be provided. From the privacy screen to the end of the garden a 1.2 metre high timber fence topped with 600mm of timber trellis should be provided. The trellis will help to deter climbing and the whole of the boundary can be made more secure by using it as a framework to carry deterrent planting (e.g. thorny shrubs) which, if required, can be planted by the developer or the occupier.



Good design of rear boundary fencing with trellis on top.

- 14.4 Boundary walls, bins and fuel stores, low flat roofs or balconies and trees should be designed and located so as not to provide climbing aids to gain access into the property.

**15. Access gates to rear gardens or yards**

- 15.1 Gates to the side of the dwelling that provide access to rear gardens or yards will generally be constructed of timber, be the same height as the fence and be lockable. Such gates should be located on or as near to the front of the building line as possible.

**16. Gable-end walls**

- 16.1 It is important to avoid the creation of windowless elevations and blank walls adjacent to space to which the public have access. This type of elevation, commonly at the end of a terrace, tends to attract graffiti and inappropriate loitering. Where possible, provide at least one window, which can be at first floor level, to give views over the public area.
- 16.2 Where blank gable walls are unavoidable a 1 metre buffer zone using either a 1.2 – 1.4 metre railing (with access gate) or a 1 metre mature height hedge with high thorn content should be used.



16.3 Where there is insufficient room for a buffer zone either grow an appropriate (i.e. non intrusive) climbing plant up the wall on trellis or other supports, or apply a finish to the wall that will allow easy removal of graffiti.

## 17. Surface car parking

17.1 Car parking is often one of the more prominent features of any development. Unless it is carefully designed it can have significant impacts for security. Overall, a flexible approach to parking layouts should be adopted utilising, where appropriate, on and off-site parking and small amounts of courtyard parking. As well as the guidance set out in 'Manual for Streets', developers are also encouraged to refer to English Partnerships' 'Car Parking: What works where' toolkit.



Secure surface car parking with good surveillance and lighting.

17.2 Private communal car parking areas should be in small groups, close and adjacent to homes and within view from routinely occupied rooms of the owners' premises.

- Where car parking is contained within an internal courtyard, it should be protected by a robust, lockable gate.

- Where parking is designed to be adjacent to or between units, a gable end window should be included in the design to allow residents an unrestricted view over their vehicles.
- Communal parking facilities must be lit to the relevant levels as recommended by BS 5489.

## **18. Underground car parking**

- 18.1 Every effort should be made to prevent unauthorised access into such car parks. An access control system should be applied to all pedestrian and vehicular entrances. Inward opening automatic gates or roller grilles must be located at the building line or at the top of ramps to avoid the creation of a recess. They need to be capable of being operated remotely by the driver whilst sitting in their vehicle.
- 18.2 The operation speed of the gates or shutters should be as quick as possible to avoid 'tailgating' by other vehicles. This will allow easy access by a disabled driver, and will normally satisfy the requirements of the highways department who, under normal circumstances, do not permit vehicles to obstruct the pedestrian footway whilst the driver is unlocking a gate.
- 18.3 The component part of the safety device which stops the shutter coming down on a stalled vehicle should be positioned / protected so that it cannot be tampered with.
- 18.4 Walls and ceilings should have light colour finishes to maximise the effectiveness of the lighting. All lighting must be at the levels recommended by BS 5489.
- 18.5 Any internal door that gives access to the residential floors should have an access control system.
- 18.6 The use of closed circuit television and recording should be considered for larger developments where there is a planned management service.



Poor finishing and light levels in underground car parks can create a sense of unease and perpetuate the fear of crime.

## **19. Soft landscaping**

- 19.1 The planting of trees and shrubs in new developments to create attractive residential environments is supported provided the design takes full account of minimising opportunities for crime.
- 19.2 The correct uses of certain species of plants, such as spiny or thorny shrubs, can help prevent graffiti and loitering and create or enhance perimeter security. Defensive planting is not just about prickly shrubs, it is about selecting the right type of plant for the right aspect and environment.
- 19.3 Open branched and columnar trees can be used in a landscape scheme where natural and formal surveillance is required. Climbing plants can be used to cover walls so that they do not become used as canvases for graffiti.
- 19.4 Planting should not impede the opportunity for natural surveillance and security lighting and camera sight lines and must also avoid the creation of potential hiding places.





Suitably designed hard and soft landscaping schemes helps to create attractive, safe residential environments.

- 19.5 As a general recommendation, where good visibility is needed, shrubs should be selected to have a mature growth height no higher than 1 metre and trees should have no foliage below 2 metres, thereby allowing a 1 metre clear field of vision beneath their crowns and above nearby shrubs.

## 20. Lighting

- 20.1 The use of the correct form of lighting can be a very effective means of controlling anti-social behaviour after dark. All new development should include clear proposals for the lighting of both internal and external communal areas. Lighting schemes for both new developments and existing areas should be designed to avoid the creation of dimly lit or shadowed areas, or pools of highly contrasting light and dark.
- 20.2 All street lighting for adopted highways and footpaths, private estate roads and car parks should comply with BS 5489-1:2003+A2:2008 '*Code of practice for the design of road lighting. Lighting of roads and public amenity areas*'.
- 20.3 **Note:** Any street lighting which is to be adopted or placed on an existing highway will need to be in accordance with the Council's Street Lighting Specification and it is recommended that the developer discuss the scheme with the Council's Highways team.

- 20.4 The overall uniformity of light for the majority of development is expected to achieve a rating of 0.4Uo and should never fall below 0.25Uo
- 20.5 The colour rendering qualities of lamps used should achieve a minimum of at least 60Ra (60%) on the Colour Rendering Index.
- 20.6 Landscaping, tree planting and lighting schemes should not be in conflict with each other and light pollution must be minimised.
- 20.7 Any proposed lighting that adjoins a watercourse should be designed so that light spill into the watercourse and buffer zone is minimized. Lighting levels within eight metres of the top bank of the watercourse should be maintained at background levels (Lux level 0-2).

## **21. Physical security guidelines**

- 21.1 Secured by Design is a **minimum** standard for safety and security. This is also the minimum standard for all development in Havering. It is important that an effective and realistic level of physical security, commensurate with the risk, is incorporated into building construction. A particular design or layout together with other local conditions may require additional and/or alternative measures.
- 21.2 The standards quoted relate to residential development and were relevant within the United Kingdom on the date of publication of this SPD. The most recent version of the standard will be that which is relevant at the time a planning application is made.

**Note:** Standards for commercial applications should be appropriate to the proposed use and risks that the development will be exposed to.

- 21.3 Should any conflict arise between statutory requirements, for example listed building regulations, and these guidelines then the statutory provisions will prevail. In such cases applicants will be required to demonstrate alternative mitigation.

## **22. Entrance doors**

- 22.1 Front doorsets should as a minimum be tested/certificated to one of the following standards or equivalent methodology;
- BS.PAS24:2007
  - WCL 1
  - LPS1175 issue 7 Security rating 2.

- 22.2 All external doorsets not designated as main access/egress route should be to an equivalent standard, unless exceptional circumstances exist.
- 22.3 All glazing in and adjacent to doors should include one pane of suitably specific attack resistant glazing.
- 22.4 Communal entrance doorsets need to be fit for purpose taking account of the fact that they will be subject to far more use than individual entrance doorsets. Where appropriate doorsets certified to LPS 1175 SR2 or WCL 2 could be considered.
- 22.5 Where four or more dwellings are served by a common entrance the doors should incorporate an access control system, with an electronic lock release and entry phone linked to individual units. This can be controlled by key code, key fob, proximity reader or other suitable access control media.
- 22.6 Where there are more than ten dwellings using a common entrance the access control system should incorporate audio visual verification.



Poor design and location of main communal entrance, lacking natural surveillance and supervision.

## **23. Letterplates**

23.1 Letterplates or post boxes installed in developments where two or more dwellings share a common entrance should meet the following requirements;

- Comply with BS EN 13724: 2002 and must have a maximum aperture size of 250mm X 40mm.
- A robust external letter box securely fixed to the external face of the building in accordance with the manufacturer's specifications with fire retardation and anti-fishing attributes or,
- A letter plate located within the wall, providing 'through the wall' delivery via a sloping chute into a secure internal letter box with fire retardation and anti-fishing attributes for each household or,
- An internal letter box to serve all households certificated to LPS 1175 SR1 or equivalent methodology, located within a secure lobby.

## **24. Windows**

24.1 All ground floor and other easily accessible windows (without use of a ladder) should as a minimum be tested/certificated to one of the following standards or equivalent methodology;

- BS 7950: 1997 or
- WCL 4

24.2 Because of an increased fear of crime amongst residents of dwellings with ground floor bedroom windows that abut publicly accessible space, there should be a defensible buffer set in front of the window, with a minimum depth of 900mm. The measures adopted can include a mixture of hard and soft landscaping features but will need to be appropriate to the location, design and layout of the development proposed.

24.3 Where windows must meet Building Regulation Requirements with regard to safety glazing and emergency egress, the following additional points should be considered:

- Laminated safety glazing (6.4mm minimum) in windows below 800mm (from floor level) or 1500mm if within 300mm of a door frame.
- Non-key locking hardware on designated emergency egress windows together with laminated glazing (6.4mm minimum).





Defensible planting is not just about prickly thorny shrubs but about using the right plants in the right way as illustrated above.

- 24.4 Where automatic opening window and venting systems controlled by sensors and computers are used, they should include a 'fail safe' system to ensure maintenance of security in the event of failure.

## **25. Roof-lights**

- 25.1 Accessible roof-lights apertures should be protected by roof-lights certified to BS 7950: 1997 or WCL 4, or equivalent methodology. All glazing should be laminated (6.4mm minimum).

## **26. Utilities**

- 26.1 To reduce criminal opportunities, such as bogus callers, utility meters should, where possible, be located to the outside and front of the dwelling where they can be overlooked.
- 26.2 Utility meters in multi occupancy developments should, where possible, be located on the ground floor between access controlled doors (air lock system) so that access can be restricted to the meters.



26.3 Although considered to be extremely undesirable in security terms, it is accepted that utility meters and control equipment that provide a supply by the use of some form of pre-paid token or key may be located within the dwelling

26.4 **Note:** Meters are now available that allow remote readings without having to enter a property. In these cases it would be acceptable practice for the meters to be located inside a property.

## **27. Use Classes A3, A4 and A5**

27.1 All development proposals including changes of use, involving A3 (Restaurant and Cafes), A4 (Drinking Establishments) and A5 (Hot food Takeaways) will need to be considered within the local context, together with the impact the proposed use might have on the local and wider community.

27.2 Proposals that would result in a concentration of similar uses in the one area or where a proposal could have a singular or cumulative impact on an area involving nuisance, amenity, crime prevention and community safety will require careful consideration. Excessive noise, litter, odour, crime and anti social behaviour are potential impacts such uses can have.

27.3 Development Control Policy DC23 (Food, Drink and the Evening Economy) states that all applications involving these facilities must be accompanied by a supporting statement that addresses a range of issues that includes:

- The nature and characteristics of the proposal and possible disturbances and impacts on the surrounding area.
- The scale of the development in terms of the number of patrons it attracts and the catchment area.
- The methods to address potential disturbances including smells, litter, refuse, noise, anti-social behaviour and other general impacts on the amenity of the surrounding area.
- The concentration of food, drink and the evening entertainment facilities in the surrounding area and possible cumulative effects that may result.
- The proposed hours of operation and their relationship to the hours of operation of surrounding facilities.

## **28. Town centres and commercial developments**

- 28.1 Crime can indirectly threaten the vitality and viability of town centres. People may choose alternative places to shop if they consider their personal or vehicular security is at risk whilst shopping. Crime, and the fear of crime, can reduce footfall, customer spending and shop rents leading to downward pressure on retail growth. It is, therefore, important that an effective and realistic level of physical security, commensurate with the level of risk, is incorporated into any retail or office development.
- 28.2 Town centres devoid of activity in the evening are often vulnerable to criminal activity and anti-social behaviour. The encouragement of mixed uses in town centres will help to foster lively and attractive environments outside normal shopping hours.
- 28.3 Where residential uses are proposed over ground floor businesses or shops, the ground and upper floors should have separate entrances onto the street. The living rooms of upper floor dwellings should face onto the street
- 28.4 Where they are related to the proposed development, the Council will seek contributions via legal agreements/conditions for community safety initiatives, such as CCTV linking into Council systems, lighting, or an improved street scene to improve the public realm and pedestrian safety.

## **29. Roller shutters**

- 29.1 The Council is aware of the need to balance the security needs of commercial premises with appearance and amenity. External solid grills and shutters are discouraged because a major source of street lighting in retail areas comes from shop frontages. The use of laminated glass and internal security grills that allow the shop display to light the street and provide visual interest on the street in evening hours is encouraged.
- 29.2 If external shutters are used it is preferable that they are fitted so that they do not protrude from the shop front. They should also be coloured and of a "see through" or "perforated" style. Under no circumstances should shutters to retail premises be left in a raw, galvanised condition, or have prominent projecting shutter boxes. In sensitive locations such as conservation areas, internal lattice grills or laminated glass are more appropriate than shutters.
- 29.3 Solid shutters are considered unacceptable as they create a dead frontage at night and create a negative visual impression of the area. Solid shutters are also susceptible to graffiti which can reinforce a negative impression of

an area. Perforated shutters allow light from within the retail units to disperse onto the street creating additional illumination. Perforated shutters also allow views into the unit. This creates the opportunity for passers-by to window shop, thereby creating activity within the street scene, as well as providing additional surveillance into the unit itself.



Solid roller shutters create dead frontage and attract graffiti. Perforated shutters provide security while allowing visibility.

### **30. Commercial premises**

- 30.1 It is important that a suitable level of physical security commensurate with the risks and visual amenity form part of any design process. The aim being the delivery of a safe, secure environment for all users without presenting a hard or hostile public face. Detailed guidance in relation to minimum Secured by Design standards are available on the Havering website or by speaking with the Havering Police Crime Prevention Design Advisor.
- 30.2 Buildings should be orientated so that the main activity - the retail frontage or office frontage - faces onto the road where the public enters the site. This provides surveillance for everyone entering and exiting the site.
- 30.3 Doors and windows may need extra security: business premises are often unoccupied at night and so require extra security after business hours. However, when commercial premises are in public view the right balance has to be achieved between the most appropriate level of security and its effect on the visual appearance of the building and street scene.
- 30.4 Roads and footpaths that provide access to secure loading areas or yards should be designed to maximise natural surveillance. Physical security measures in the form of fencing, gates, access control and CCTV should be commensurate to all risks. A judgement based on sound planning

reasons will be made in relation to each application as to the suitability and appropriateness of any measures proposed.

- 30.5 Guidance in relation to car parking standards is set out in Development Control Policy DC33. As well as setting out the required level of parking provision for development it also requires that all private off street parking is to 'Secured by Design' standards or equivalent methodology, and all public off street parking is provided to the 'Park Mark Safer Parking Award' standard.
- 30.6 The design of buildings should take account of the need to prevent features which aid climbing. Complex building shapes create hiding places, which reduces both natural and formal surveillance opportunities. Inappropriate recesses in the layout and design of new development could create areas of anonymity and/or focal points for crime and anti-social behaviour.
- 30.7 Low or flat roofs should be avoided where possible. Rain water pipes should be either internal, flush fitting (i.e. square profile) or set into the building line.

### **31. Community facilities / buildings**

- 31.1 A sensible and practical level of security commensurate with the proposed usage and which will not materially affect the delivery of the planned service should be considered. The need for security has to be maintained, allowing for flexibility and accessibility.
- 31.2 The majority of criminal attacks on this type of development involve theft and vandalism. Anti-social behaviour associated with the ongoing presence and use of certain types of facilities also needs to be considered.
- 31.3 Prior to submitting an application for a community facility, the developer and/or the developers' agent should seek guidance and advice from the Havering Police Crime Prevention Design Advisor in relation to the local context crime profile and relevant Secured by Design standards.

### **32. Heritage**

- 32.1 Havering has a major inventory of important heritage sites and conservation areas. The guidance set out in this SPD is not intended to conflict with the requirements of policies relating to heritage contained within the Local Development Framework. Where a conflict arises, for example between listed building regulations and the guidelines, then the

statutory provisions will prevail. In such cases, the developer should demonstrate alternative mitigating measures. Further details and guidance on heritage matters can be found in Development Control Policies DC67-71 and the forthcoming Heritage SPD.

### **33. Planning conditions and obligations**

33.1 Where appropriate, the Council will consider attaching suitably worded community safety conditions to the granting of planning permissions. The adoption of the principles and practices of the Secured by Design scheme and the installation of a CCTV system are examples of such conditions. Where attached they are required to satisfy the following six tests in that they are;

- Necessary;
- Relevant to planning;
- Relevant to the development to be permitted;
- Enforceable;
- Precise, and;
- Reasonable in all other aspects.

33.2 It is the practice of the Local Planning Authority to consult the Havering Police Crime Prevention Design Advisor regarding details submitted for the purposes of discharging community safety conditions.

33.3 In order to ensure that new development is in line with the principles of sustainable development as set out in the Havering Local Development Framework, appropriate measures providing for a safer environment may be sought in connection with a planning application approval. In line with Circular 05/05 (paragraph B5), agreements will only be entered into where the following tests are met:

- Relevant to planning
- Necessary to make the proposed development acceptable in planning terms
- Directly related to the proposed development
- Fairly and reasonably related in scale and kind to the proposed development
- Reasonable in all other respects

## 34. CCTV systems

- 34.1 Where CCTV is provided for, as part of the application process or deemed necessary and required by condition attached to any permission, it should be provided, to the satisfaction of the Local Planning Authority.
- 34.2 There are four key stages when planning for the installation of CCTV. The first step is to define the problem, be it a security threat, public safety issue or other vulnerability. This is known as a **Level 1** Operational Requirement (OR). At this point you should consider whether the installation of a CCTV system is the most appropriate response to these concerns, or if there are alternative options.
- 34.3 Having developed a clear picture of the concerns that need to be addressed, attention can be turned to the specific issues relating to the CCTV system itself. This is known as the **Level 2** Operational Requirement. Development of a Level 2 OR helps the CCTV user / manager to:
- Further define the **areas of concern**
  - Understand **operational issues** and responses
  - Decide on the most suitable **system requirements**
  - Identify any **managerial** implications
  - Define the **outcomes and responses** generated
- 34.4 It is recommended that a full and detailed Operational Requirement document be compiled. User friendly guidance on the completion of an Operational Requirement can be found in the Home Office Scientific Development Branch (HOSDB) publication 28/09 'CCTV Operational Requirements Manual'

## 35. Counter Terrorism and Crowded Places

- 35.1 It is important that appropriate, counter-terrorism measures are integrated in all new developments, including the public realm. If a proposal falls into one of the crowded places categories listed below the advice of the Havering Police Crime Prevention Design Advisor should be sought at the earliest stage possible in the planning process. Where there is a potential or probable risk identified. The Crime Prevention Design Advisor will seek the assistance of a Police Counter Terrorist Security Advisor (CTSA).
- 35.2 In April 2009 the CLG issued for public consultation '*Safer Palaces: A Counter Terrorist Supplement*'. This sets out, how designing out crime (including terrorism), at the earliest stages in the planning process can be

extremely effective in developing safer and more secure environments in which people can live and work.

35.3 Crowded places are identified as attractive likely targets. The working definition of 'crowded places' is widely drawn: crowded places sites are regarded as locations or environments to which members of the public have access and may be considered potentially liable to terrorist attack by virtue of their crowd density. These include the following sectors;

- Bars, Pubs and Night Clubs;
- Restaurants and Hotels;
- Shopping Centres;
- Sports and Entertainment Stadia;
- Cinemas and Theatres;
- Visitor Attractions;
- Major Events;
- Commercial Centres;
- Health sector;
- Education sector;
- Religious sites/places of worship; and
- Town centres.

35.4 The Government's aim in promoting counter terrorism design principles is to help create safer places and buildings so that people are better protected from terrorist attack. As with any design consideration it is most effective if suitable measures are considered as early as possible in the planning process in order for them to be appropriate, cost effective and inconspicuous. All developments should be attractive, accessible and respond to the needs of those who will visit and use it. Recommended counter terrorism measures should not impose upon the style and intention of a place. All measures will be appropriate, balanced and commensurate to the development proposed, based on the risks.

35.5 More information about the risk assessment process and the role of the police CTSA together with the contributions local key stakeholders can make to reduce the vulnerability of crowded places can be found in the publications 'Working Together to Protect Crowded Places' and 'Safer Places: A Counter Terrorism Supplement'.

## **36. Contacts and additional information**

**Havering Police Crime Prevention Design Advisor,**  
c/o London Borough of Havering  
Development and Building Control,  
7<sup>th</sup> Floor, Mercury House,  
Mercury Gardens,  
Romford,  
Essex  
RM1 3SL

Tel: 01708 433100

Email: [planning@haverling.gov.uk](mailto:planning@haverling.gov.uk)

### **Additional information**

**English Partnerships' 'Car Parking: What works where' toolkit**

<https://webarchive.nationalarchives.gov.uk/20160606175017/>

<http://udc.homesandcommunities.co.uk/car-parking-what-works-where>



**Secured by Design**

[www.securedbydesign.com](http://www.securedbydesign.com)

## **Appendix 1: Safer Places Statement – check list**

A 'Safer Places Statement' should show how community safety and crime prevention have been considered in the design of the proposal and how the design reflects the attributes of safe, sustainable places as set out in '**Safer Places: The Planning System and Crime Prevention**'. In designing and considering development proposals, the following points should be considered:

More detailed guidance relating to the completion of a 'Safer Places Statement' can be found online.

### **1. Access and movement**

- Have the consequences of the number and nature of all connections been considered?
- Do all routes lead to somewhere people want to go? Are all routes necessary?
- Do routes provide potential offenders with ready and unnoticed access to potential targets?
- Are routes for different users segregated when they could be integrated?
- Will pedestrians, cyclists and drivers be able to understand which routes they should use?
- Is it easy to understand how to travel through an area?

### **2. Structure**

- Have the types of building been selected and designed with security in mind?
- Is the layout of the development appropriate for the identified crime risk, as well as to meet wider planning objectives?
- Will all uses in an area be compatible and have potential conflicts been thoroughly thought through?
- Does all public space serve a purpose and support an appropriate level of legitimate activity?
- Has the remodelling, removal or re-use of buildings and spaces that are vulnerable to crime been considered?
- Have the potential benefits for crime prevention of restoring historic environments been considered?

### **3. Surveillance**

- Are opportunities for surveillance from the subject and adjacent buildings maximised?
- Will those most likely to observe any criminal or anti-social behaviour respond appropriately?
- Are both of the above true at all times of the day, week and year?
- Have efforts been made to eliminate 'inactive' frontages and corners?
- Where appropriate, such as in public buildings, does the design allow for high visibility into the building or site?
- Are parked cars highly visible but also secure?
- Has lighting been a primary consideration in planning out crime?
- Is the standard of lighting and its maintenance regime adequate and is it resistant to vandalism and damage? Is it well designed and well sited?
- Is CCTV the best way to solve the particular problem and is it the most effective use of resources?
- Is the CCTV part of a wider package of crime prevention measures?
- Will the resources be in place to maintain the CCTV system, including staff to monitor and respond to the pictures, in future years?

### **4. Ownership**

- Will it be clear to users including potential offenders which space is public, communal, semi-private and private?
- Are the boundaries between public, communal and private space defined in the most appropriate manner, be it a physical barrier or a psychological barrier such as changes in paving, surface texture/colour, landscaping and signage?
- Will the place have an identity of its own?
- Are all those who should feel ownership involved in defining the place's identity?
- Are barriers of a high quality of design in their detailing and appropriate to their local context?

## **5. Physical Protection**

- Have the 'target hardening' principles of Secured by Design been addressed?
- Has the potentially negative visual impact of crime prevention measures been addressed and, where these cannot be ameliorated by good design, have the advantages been weighed against their adverse impacts?

## **6. Activity**

- Will as many law abiding people as possible be attracted to use the public realm?
- Is there a strategy for encouraging residential population in town centres?
- Should the evening economy be nurtured, and, if so, is it diverse and inclusive?
- Will what attracts people to the public realm uphold its attractiveness?
- Are all uses in an area compatible and have potential conflicts been thoroughly addressed?
- Are mixed uses successfully integrated with one another?

## **7. Management and maintenance**

- Has care been taken to create a good quality public realm?
- Are appropriate facilities management systems in place? Does the design and layout support these?
- Are users, businesses and residents involved in management?