



Local Policing Service Improvement & Engagement Department

Your Ref: DM/26/0949

Our Ref: LM/MID/26/04A

Date: 17th June 2026

Contact Name: Lee Melbourne

Dear Ms Lynn,

RE: 101 South Road Haywards Heath West Sussex RH16 4LR

Thank you for your correspondence of the 16th of June 2026, advising me of a planning application for a proposed change of use from former A3 café to retail use within Class E (formerly A1) with extension of opening hours, and use of a small section of pavement area 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.

The level of crime and anti-social behaviour in the Mid Sussex district is below average when compared with the rest of Sussex, as indicated within Police.uk however, 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.

The proposal seeks to change the premises from a café use to a retail grocery store.

To protect the premises out of business hours consideration should be given to the siting of an intruder alarm.

As indicated within the planning application - I note that the applicant will be fitting a number of CCTV cameras.

Ms Lynn
Planning Officer
Planning Services Division
Mid Sussex District Council

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.

The following documents will be of assistance to the applicant:

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

I note that the applicant is proposing a pavement display.

As stated in The Manual For Streets Publication (2): *The first step to improve conditions for pedestrians is to remove any unnecessary obstacles.*

If this pavement display is approved - to prevent potential incidents of theft provision for it to be bolted down securely should be a consideration.

I note that the opening hours will be as follows:

Sunday to Friday: 07:00 – 24:00 & Saturday: 07:00 – 01:00

My main concerns with the extension of opening hours is the amenity of the residents who live in close proximity. Should this planning application be approved - a large degree of sensitivity will be required to make sure the surrounding local community is not unduly disturbed, and it will therefore be a matter for the applicant to ensure that this is managed in the most appropriate manner.

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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