

OUTLINE SITE/BUILDING REQUIREMENTS

CUSTODY CENTRES

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Introduction:

The following information is a broad statement of requirements for the new phase of Borough based custody centres in accordance with the MPA Estate Strategy approved in December 2006.

The purpose of this document is to provide broad guidelines to both explain the need for the matters covered and to enable all stakeholders to be aware of the approach taken by the MPS/MPA.

The operational policing aspects that govern location are led by the MPS Custody Directorate within MPS Territorial Policing.

The building and planning aspects, including financial matters, are led by the MPS Property Services Department.

Definition of a Custody Centre:

Custody centres is a general term used by other Police Authorities and is used by the MPS/MPA as a term representing centralised single point Borough custody facilities for each London Borough where persons detained are taken into Custody. The generic template sees these as either stand alone facilities or combined with existing MPS operations and comprising c30 cell capacity with supporting infrastructure and space for other criminal justice and social partners.

Estate Strategy:

The full details of the MPA / MPS Estate Strategy can be found on the MPA web site under the heading of the Full Authority meeting in December 2006.

The full details of the Custody Service Improvement Review in support of additional and repositioned custody facilities can also be found on the MPA web site.

Hard copies of these documents can be obtained on request to the contact points stated at the end of this document.

ITEM/SUB ITEM	DETAIL	HEADLINE REASONS
SITE/BUILDING:		
Site Dimensions	The site needs to have a minimum depth of c140 metres and a minimum width of c40 metres.	Support site searches, enable evaluation of opportunities.
Site Size	A minimum of site size of c1 hectare (including any external land areas that town planning allows to be taken into account).	As above; assist those in site searches.
SITE/LEVELS:		
Across the width	The site needs to be broadly "level".	It is essential that in all but extreme situations, custody facilities are on "one level" to meet operational needs.
Across the depth	The site needs to be broadly level or with a gradient of c.20 degrees.	Unless the site can support an "undercroft" to the custody area; any other configuration would make the site size, build cost and operational aspects unsupportable in value for money terms.
Ground conditions	Foundation and alterations will require variable but broadly heavy loadings. Full "contamination" reports etc. will be required to assess suitability.	Dependent largely on availability of location. Cost will be an issue in regard to "contaminated" land.
Road Access	The site must have easy access/egress from at least two directions (ie not be at the end of a cul de sac or remote from the wider road network in the case of an "estate setting") with at least one access to be on to a 2 way street. The site must allow access for a range of vehicles up to HGV.	Minimise impact on local road networks and ensure that operational access is not compromised in terms of taking persons in to custody.

ITEM/SUB ITEM	DETAIL	HEADLINE REASONS
SITE/LEVELS:		
Parking	No visitor or commuter parking is required other than statutory Planning/Disabled provision. Operational vehicle space will be required of the order of 4 to 8 spaces with appropriate turning circles etc. In denser locations, some compromise on this may be acceptable if it can be managed within individual site locations.	In support of GLA transport policies and those of Local Authorities, sites will be identified with suitable public transport connections.
Public Transport	Preferred locations will have suitable public transport connections	As above.
Building Size	This will vary but should be a minimum of: <ul style="list-style-type: none"> • Custody: 965 sq m • Offices: 270 sq m • Lockers/amenity space: 175sq m • Prisoner property storage/evidential storage: • Yard: 200 sq m • Ancillary/storage: 75 sq m Office space will need to be a mixture of cellular for stakeholders and open plan.	To accommodate the support functions, the criminal justice partners involved and facilities to meet the needs of representatives of those detained.
For Policing Operations	Efficient and resource productive locations will be determined by the Custody Directorate based on local crime and police operational assessments.	To minimise unnecessary travel times across the areas the facilities serve. To ensure effective use of front line resources.

ITEM/SUB ITEM	DETAIL	HEADLINE REASONS
SITE/LEVELS:		
For suitable town planning/neighbour	<ul style="list-style-type: none"> • The site must be suitable; based on professional assessment of town planning criteria. Adjoining uses should not be incompatible with health, safety or related matters in relation to the custody operations. • The site should, where possible, minimise overlooking but this will be judged on a case by case basis and solutions may be design led. • Where possible and practicable, in a time sense, the preferred location is in a “mixed use” area but in some London areas this may not be practical and will be subject to wider local, town planning based, assessments. 	In addition to operational policing needs, consideration is given to London, Government and Local Planning policies and guidance will be sought from Local Planning Authorities etc, as necessary.
For visitors	<ul style="list-style-type: none"> • Most custody centres will not operate as public “front counters” for citizens or victims. Visitors, however, will include relatives, criminal justice partners, legal advisers to those in custody, and so on, and suitable facilities will need to be provided. • The sites should, therefore, be reasonably accessible 24/7 and not isolated from public transport. No visitor parking will be made available. 	To meet operational needs. To meet MPS Citizen Focus agenda whilst mindful of GLA transport policies. To ensure the rights of detainees etc. are not compromised or unduly inappropriate.

ITEM/SUB ITEM	DETAIL	HEADLINE REASONS
SITE/LEVELS:		
For released detainees/detainees	It is sensible that released detainees can move away from the custody centres, as with current police stations, swiftly and easily. Therefore sites should be close to public transport or in areas which are serviced by other prompt transport arrangements, isolated locations (24/7) are to be avoided.	As above
For released detainees/detainees (cont)	Detainees should have ready access, via accessibility to lawyers and relatives, and this should not be unduly constrained by isolation of the site.	Rights of the individuals and wider community issues need to be considered.
TECHNICAL ISSUES:		
These are extensive and the list is designed to be informative only.	<ul style="list-style-type: none"> • Suitable for energy and environmental sustainability. • Robust utility service capacity. • Away from flood and related sewerage risks. • Relevant telecom/data availability. • Site contamination and water table issues. • Attenuated noise considerations for services/servicing. • Traffic generation and environmental related issues. • Natural day light to each cell to enable occupant to discern change of day/night. • Perimeter security / boundary to be appropriate for purpose. 	Required to meet operational needs. Required to meet EU and UK rights issues and published guidance on the treatment of detainees.

ITEM/SUB ITEM	DETAIL	HEADLINE REASONS
TOWN PLANNING		
Existing MPA sites	Police use is considered a sui generis use in town planning terms. Custody use is consequently considered not a “use” issue” but design issues will require consent.	In accordance with Town & Country Planning Acts and statutory instruments etc.
New sites	New sites should be supported by the Local Planning Authority in terms of change of use where ever possible.	Guidance will be sought from Local Planning Authorities, as necessary in line with London and UK guidance.
Exited “old” MPS sites	Where the receipts generated from the disposal of an existing site are required to “fund” a relocation to a new site, the Local Planning Authority will be approached to support the enabling development approach of the existing site and not seek retention of the site “for community use”.	In accordance with the MPA/MPS Estates Strategy, funds released through the disposal of assets need to be used to re-invest in the estate and fund the modernisation of the estate. Focus is therefore given to maximise receipts generated so that funds can be re-invested. If appropriate reinvestment funds are not released estate modernisation will only be achieved by diverting resources away from front line policing and this is not regarded as affordable or desirable.



ITEM/SUB ITEM	DETAIL	HEADLINE REASONS
ENVIRONMENTAL ASSESSMENT:		
Scope of Town Planning Submission	<p>The current planning policy regime requires a series of planning considerations to be addressed through the submission of specialist reports addressing:</p> <ul style="list-style-type: none"> i) Planning Policy Assessment; ii) Design and Access Statement; iii) Noise Assessment; iv) Transport Assessment; v) Sustainability Statement; vi) Energy Impact Assessment; vii) Arboriculture/Demand Assessment (if required); viii) Historic Buildings Assessment. ix) Statement on community engagement / involvement. x) Geotechnical Study xi) Archaeological Assessment <p>The type and scale of development is significantly lower than the indicative criteria and thresholds provided by the Town & Country Planning (Environmental Impact Assessment) Regulations 1999.</p> <p>A screening opinion will be sought, from Local and</p>	<p>The present requirements for planning consent are far removed from submitting a simple paper form.</p> <p>The MPA and MPS are committed to extensive consideration of the matters listed in fulfilment of the MPS commitment to follow the “spirit” of EIAs. Full and formal EIAs will only be undertaken where the legislation requires.</p> <p>Further details on EIA are available on the relevant Government web sites.</p>

	relevant Planning Authorities, to confirm the development is not EIA development.	“Screening” is a professionally based approach widely adopted in dealing with applications and will be used by the MPA/ MPS.
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Contact Details:

All enquiries and responses should be sent initially to:

MPS Property Services (in respect of sites and town planning):

Assistant Director Feasibility & Viability (Property)

Property Services, Floor 12 (West)

Empress State Building, Empress Approach

Lillie Road

London SW6 1TR

Tel: 020 7161 2338 e-mail roger.harding@met.police.uk

E mail correspondents are advised that attachments larger than 2Mb will not be transmitted by MPS systems and should be sent on CD (not DVD please).