

Hole Farm Security Plan



1 Background

A new community woodland is being created at Hole Farm. National Highways are the landowner and are working with Forestry England (FE) to develop the site. FE will then manage the site on a long lease. As part of the lease arrangements will come the security and site access responsibilities with considerations as outlined in this document. Forestry England will only be responsible for land within the lease boundary, with National Highways and a private resident remaining responsible for areas outside of the proposed community woodland.

2 Purpose of this document

This document has been compiled to outline the proposals for Hole Farm’s security and access points to reduce any chances of anti-social behaviour on site. This document has been created in correspondence with Essex Police who will continue to be consulted with as the site develops. See Appendix 1 for further details.

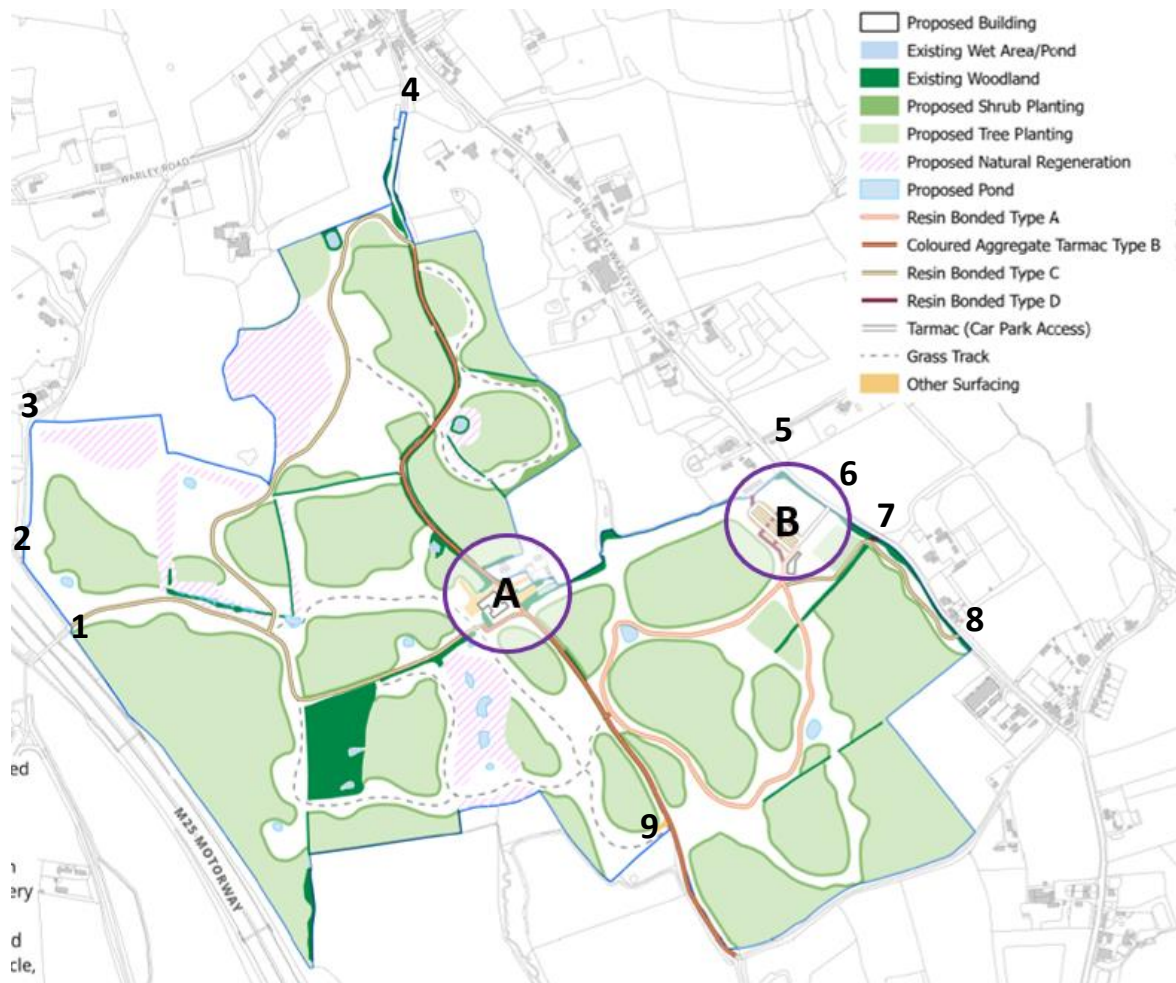


Figure 1 - Map showing access points (1-9) and development areas (A and B)

For the purpose of this document, two key zones have been identified. Zone A refers to the cluster of buildings in the centre of the site and incorporates the proposed new community room, Forestry England site office and yard, and a community tree nursery. Zone B is located to the east of the site and incorporates the proposed car park, café kiosk and associated

visitor facilities. The access points to the site have also been identified and labelled 1-9 on the above map for reference in this document.

3 Office/yard area (A)

At the centre of the site (point A on Figure 1) we are proposing there will be a site office (for Forestry England staff), community tree nursery (run by the Thames Chase Trust), a community room, yard space for operational work, a barn for storage and area for timber stacking.

This area will also be shared access to the adjacent private residential properties so the barn and Forestry England buildings will need their own security and ditching and/or gates to prevent vehicle access onto the rest of the site from here.

3.1 Operational hours and usage

Office: There is likely to be one Forestry England (FE) staff member visiting daily for inspections between 8am - 5pm on weekdays and infrequent visits from other staff members.

Community tree nursery: Thames Chase Trust (TCT) staff and volunteers will be on site to manage the tree nursery, currently they have a weekly volunteer group at their existing tree nursery. Any access to the buildings will be with prior arrangement from FE.

Community room: This space is intended to be hired out and used for different group activities or school groups. The use of this room will be managed by FE.

Barn/yard: This space will be used for storage and a covered work area. The barn will need to be secure to allow tools and equipment to be stored safely outside of work hours. There will also be a space for future timber stacking in the yard area.

Car parking: Vehicles to this building cluster will include cars and 4x4s used by FE and TCT staff. When the community room is in use there is provision for additional vehicle parking for cars and/or minibuses.

3.2 Potential security risks

Items at risk	Risk	Mitigation
EV charging point	Vandalism	<ul style="list-style-type: none"> Secure casing.
Office and community building	Vandalism, break-ins, theft of electronic/office equipment	<ul style="list-style-type: none"> Secure doors/shutters for overnight. Lighting for lock ups in the winter.
Bike rack and bicycles	Vandalism and theft	<ul style="list-style-type: none"> Have covered but visible. Lighting.
Barn and yard area	Break-in, vandalism and theft	<ul style="list-style-type: none"> Securely locked when not in use. Locked gate into yard area.
Community tree nursery	Vandalism and theft	<ul style="list-style-type: none"> Lockable storage made available so all equipment and tools can be locked away when not in use.

Working/events after hours	Antisocial behaviour at night	<ul style="list-style-type: none"> • Lighting around the building for secure lock up after dark. • Sensor lighting in the car park area for use after hours. • FE lone working policy for staff.
----------------------------	-------------------------------	---

4 Car park and café area (B)

A 94-space car park with EV charging points will be located at a new entrance point off the B186. There will also be provision for coach parking and accessible parking bays. Next to it will be a modular style take away café, public toilets, outdoor seating and a bike rack. There will also be a wooden ‘welcome shelter’ to provide cover for up to 30 people as you enter the site from here.

4.1 Opening hours

The car park will be open dawn to dusk, this will be 6am to 4pm in the winter, and 6am to 9pm in the summer. This is the same as the other Forestry England sites in the area. The café will only operate within these opening hours. There will be a vehicle barrier at the entrance that will be locked outside of these opening hours. Therefore, there will be no need for flood lighting in the car park.

4.2 Potential security risks

Items at risk	Risk	Mitigation
EV charging points	Vandalism	<ul style="list-style-type: none"> • Secure casing.
Café building	Vandalism, theft of equipment/supplies/cash	<ul style="list-style-type: none"> • Secure doors/shutters for overnight. • Lighting for lock ups in the winter. • Potential for a graffiti feature wall.
Bike rack	Vandalism and theft	<ul style="list-style-type: none"> • Have covered but visible. • Lighting.
Car park entrance	Fly tipping	<ul style="list-style-type: none"> • Situate vehicle barrier at roadside that is locked at night. • Height barrier into car park (only opened for café deliveries).
Car park	Anti-social behaviour including: damage, graffiti, intimidating behaviour, abandoned vehicles, unwanted vehicles or camping onsite	<ul style="list-style-type: none"> • Keep car park locked at night. • Café will provide a site presence during opening times/daylight. • CCTV. • Emergency contact information displayed on signs and notice boards.
Pay & display machines	Vandalism, break-ins, theft	<ul style="list-style-type: none"> • Secure casing. • The P&D machines will be cashless with an option to pay by phone.
Access by quad bikes/dirt bikes	Posing risk to site users and vandalising site	<ul style="list-style-type: none"> • Install kissing gates at pedestrian entrance points to the site.

Defibrillator	Vandalism	<ul style="list-style-type: none"> This will need to be situated outside of the building for easy access so a secure casing will be required.
Staff locking up after hours	Antisocial behaviour at night.	<ul style="list-style-type: none"> Low level lighting around café kiosk.

5 Access points (1-9)

Hole Farm Community Woodland will provide access for all, whether travelling on foot, via bicycle, horse, or with the assistance of mobility aids such as scooters or wheelchairs. We will need to provide this access while deterring unwanted vehicles onsite, including quadbikes and dirt bikes.

The following sections describe the proposals for the different access points to Hole Farm, labelled 1-9 on Figure 1.

5.1 Anglian Water track and entrance point (5)

This entrance point won't be used for access to the site and is likely to sit outside the management lease of Forestry England and will therefore remain the responsibility of National Highways. However, due to the public right of way (PROW) running along this route access needs to be maintained to it. The below map shows Public Footpath 110 follows the Anglian Water track for a short section from Great Warley street and onto the field.

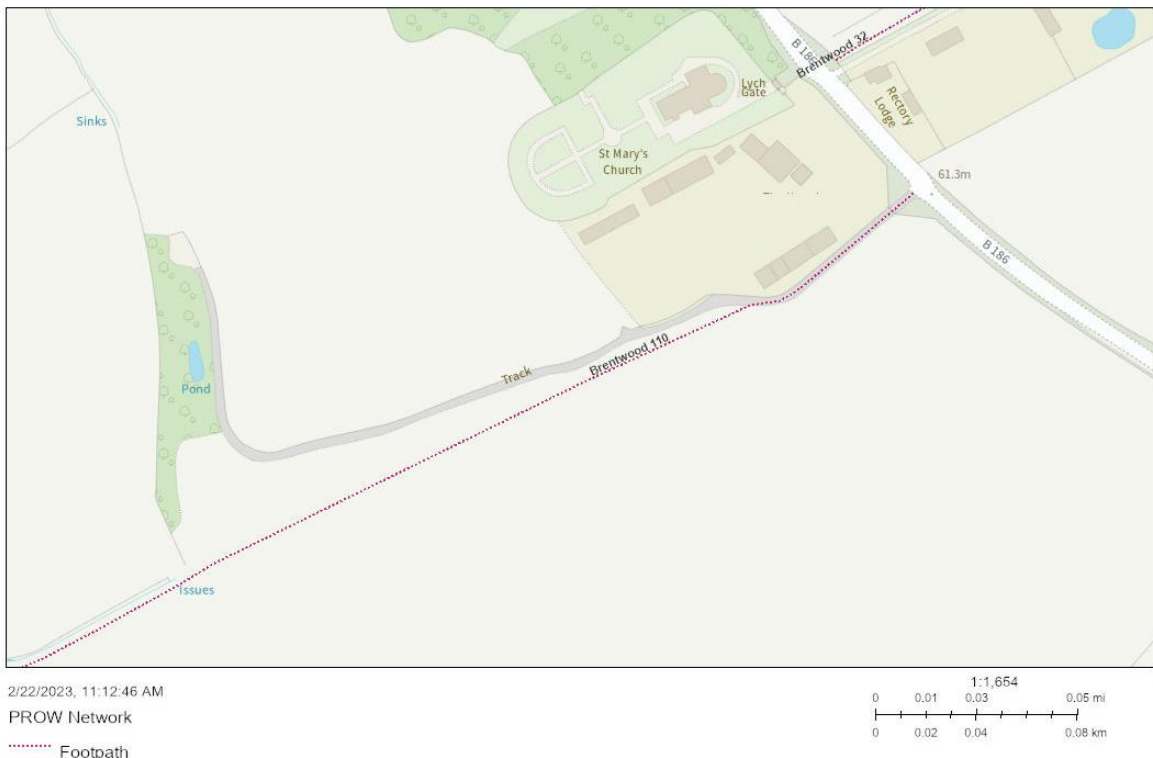
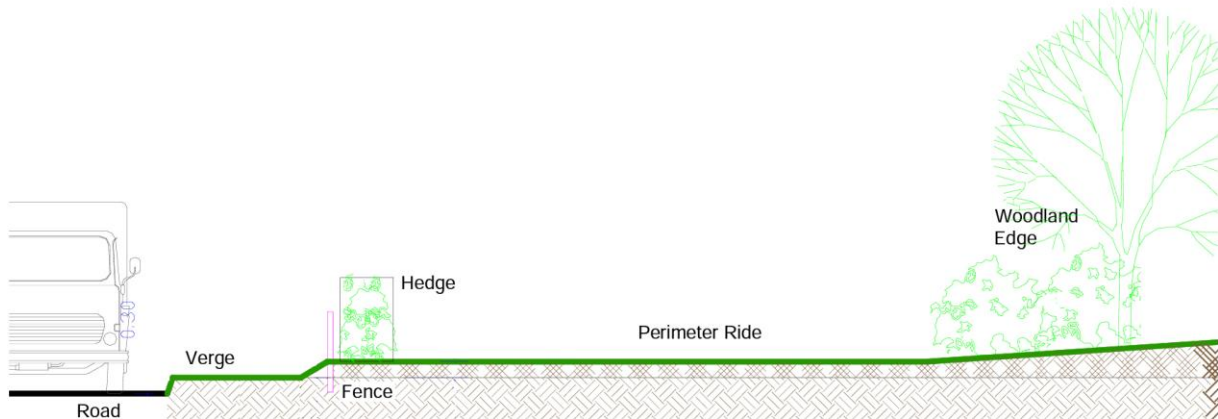


Figure 2 - Essex highways Public Rights of Way TTR0 Map

To prevent access from vehicles off the track a fence and hedge will be needed along its length. An example of this is shown below. To prevent blocking the PROW, a kissing gate is recommended at the point where this hedge will cross the PROW. The relevant permissions will be required from Essex Highways before installing any structure along a PROW, otherwise a gap will need to be maintained to allow access along this route. This will also provide access into the proposed car park.



5.2 Car park entrance (6)

Point 6 on the Figure 1 map shows the location of the new proposed entrance to the car park.

A vehicle barrier will be located near the road that will be locked at night to prevent access after dark and deter fly tipping.

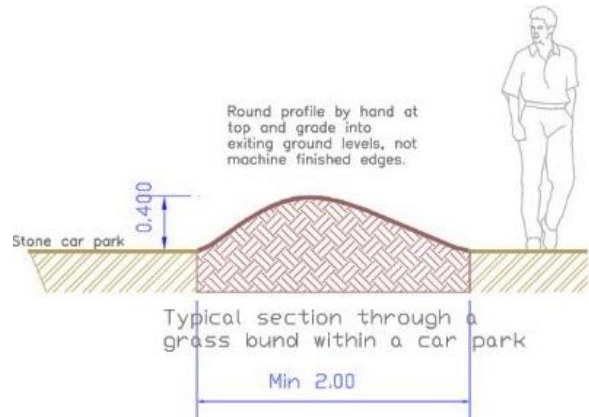
A height barrier will be situated further in to prevent large vehicles entering the car park. This will be a distance from the road that will allow space for delivery lorries, bin lorries and coaches to pull in that will require access to the café or car park. The café staff and/or FE staff will be able to open the height barrier as required.

Around the car park, bunding or boulders should be installed to prevent vehicles from accessing the rest of the site.

Automatic numberplate recognition (ANPR) will be installed to enforce car park payments.

Essex police recommended installing CCTV to deter anti-social behaviour and fly-tipping. Either a camera stationed near the entrance or by the café kiosk is proposed. Suitable lighting will need to be installed for this CCTV.

Examples of bunding and barriers:



5.3 Non-vehicular entrance points (1, 2, 3, 7, 8)

To allow access to as many visitors as possible without allowing quadbikes or dirt bikes onto site a mixture of kissing gates, stiles and horse step overs will be used at these entrance points (labelled 1, 2, 3, 7 and 8 on the above map).

Point 2 and 3 are existing access points onto the site. Kissing gates are proposed to be installed here. Point 2 sits on the PROW therefore the relevant permissions will need to be obtained from Essex Highways before any gates are installed at this point.

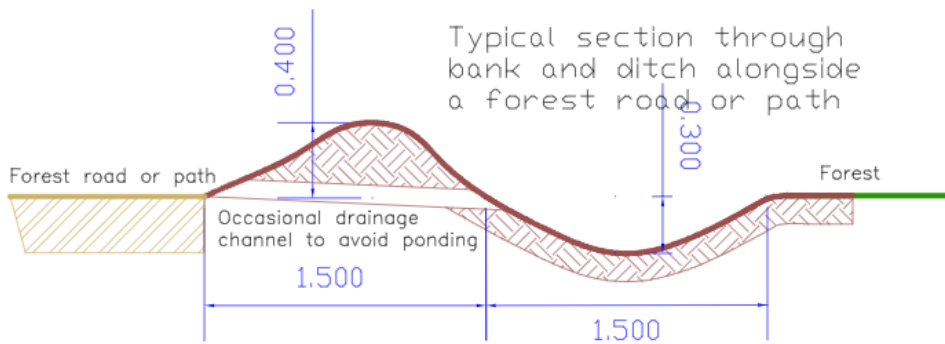
Point 1 will provide access over the M25 footbridge to connect with Folkes Lane Woodland on the other side. To maintain connectivity between the two sites accessible access will be required to allow mobility scooters and cyclists easy movement across this bridge. This will require a wide enough kissing gate. A horse step over will also be required here as it connects to a bridleway.



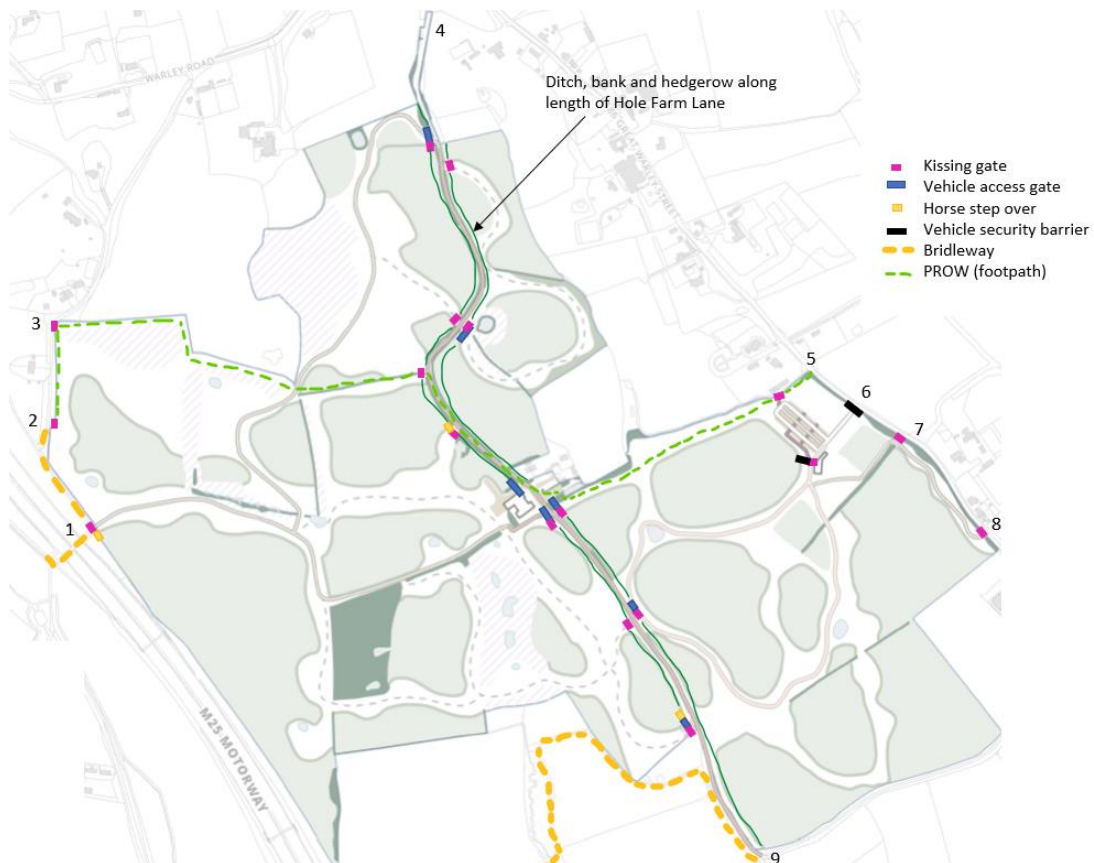
5.4 Hole Farm Lane (4 and 9)

Hole Farm Lane will provide access to the buildings in the centre of the site for FE, TCT, community room users, minibuses, the residents, bin lorries, delivery drivers, etc. Although point 4 and 9 are proposed to have gates installed additional site security measures will be needed due to the number of different users. The length of Hole Farm Lane will therefore have a ditch and bank with a hedgerow on either side to prevent vehicles accessing the site. The majority of Hole Farm Lane already has existing ditch, bunds and hedgerows which will be improved and enhanced.

Examples of ditch and bunds:



To allow the movement of visitors across Hole Farm Lane, and allow access onto site for maintenance and management, a series of gates and access points will be positioned along Hole Farm Lane. The below map shows the proposed locations of vehicle gates, kissing gates and horse step overs required.



Point 4 (the north of Hole Farm Lane) provides access into Great Warley village. As it stands, there is no public right of way through here so visitors will not be encouraged to use this access point. It will be used for resident access only. Pending the application for a proposed bridleway on this lane, this could require public access.

Point 9 (the south of Hole Farm Lane) is the proposed main entrance to the office, yard area and community tree nursery. It will also be used by visitors to connect to the existing bridleway there.

6 Emergency services access

All access gates will be padlocked with a combination code. Forestry England ensures the emergency services have the access codes to all the gates on our sites. The emergency services are issued with these codes annually, or as they are changed. The Forestry England Thames Chase team meet annually with the fire services in review of incidents - most recently this happened in Autumn 2022 following the dry summer last year.

Access for emergency vehicles to the farm buildings cluster will be from the north or south of Hole Farm Lane (points 4 and 9). Access onto site from this point can be through the vehicle access gates shown on the map above. Access to the visitor facilities (car park and café kiosk) will be from the new proposed entrance off Great Warley Street. Access will be enabled onto site here through a vehicle barrier.

Forestry England's signage will include emergency information, such as the nearest A&E, location information and contact details for reporting incidents. During opening hours the café will serve as a meeting point on site. Forestry England uses the EcoOnline reporting system to report any crime or anti-social behaviour that takes place on our sites and contacts the relevant services as necessary.

7 Site management

National Highways intend to lease Hole Farm to Forestry England to manage as a community woodland. Upon signing this lease, Hole Farm Community Woodland will become part of Forestry England's Thames Beat woodlands which are managed by a team of staff and volunteers based out of the Thames Chase Forest Centre, Upminster, Essex RM14 3NS. The Thames Beat team manages 10 existing community woodlands in the area, with Folkes Lane (RM14 1TH) being the closest to Hole Farm. The operational team is comprised of rangers and forest craftspeople working to a Beat Manager, who is responsible for overseeing the day-to-day maintenance and management of the site.

The philosophy behind Forestry England's approach to day-to-day visitor safety is grounded in the key principles established by the [Visitor Safety Group \(VSG\)](#) who have worked for over 20 years to create a consistent approach to visitor safety management across the countryside sector.

All Thames Beat Forestry England woodlands are inspected on at least a weekly basis to check the condition and security of the sites. Under the UK Woodland Assurance Standard 4.0¹, there is a requirement for all certified organisations such as Forestry England to have an emergency plan under section 2.12.2. "There shall be an emergency response plan

¹ UK Woodland Assurance Standard, Verion 4.0 [Background and purpose - UKWAS](#)



appropriate to the level of risk”. Forestry England will ensure that it has reasonable resources and information to deal with foreseeable potential emergencies whether man-made or naturally occurring on the estate. We will work closely with emergency services on the emergency plan for the site in the event of an incident, including our procedures for incidents out-of-hours.

8 Appendices

Appendix 1 - Essex Police correspondence - RE: Hole Farm security and crime prevention

Ellis, Georgina

From: Heather Gurden 42073976 [REDACTED]@essex.police.uk>
Sent: 10 February 2023 13:35
To: Ellis, Georgina; Emma Potter 42072038; [REDACTED]@lowerthamescrossing.co.uk; Elyssa Byrne; [REDACTED]@lowerthamescrossing.co.uk; Aona Stuart
Cc: Robinson, Sally
Subject: RE: EXTERNAL - Hole Farm security and crime prevention

This Message originated outside your organisation.

Good Afternoon Georgina,

Please forgive my tardiness at responding to this email sooner, but we have been overwhelmed by high priority work.

Thank you for the comprehensive responses to our questions.

We will discuss with our Rural Engagement Colleagues and hopefully they will be able to supply some suitable dates for a joint site visit to take place, so that they are familiar with the proposed design and layout.

We would welcome any updates as and when they are available and look forward to having further discussions with you all.

Have a great weekend

Kindest Regards

Heather

Heather Gurden AD Cert ED&CP, LCGI,MSyI,CAS
Strategic Designing Out Crime Officer (SDOCO)
HQ Local Policing Support Unit
Essex Police
telephone: [REDACTED]
e-mail: [REDACTED]@essex.police.uk
[Local Policing Support Unit - Home \(sharepoint.com\)](#)

Contact Essex Police on 101. **Always dial 999 in an emergency**



Delivering Policing Capabilities for a Digital Age #ThinkDigital





From: Ellis, Georgina <[REDACTED]@forestryengland.uk>
Sent: 20 January 2023 17:04
To: Emma Potter 42072038 <[REDACTED]@essex.police.uk>; Heather Gurden 42073976 <[REDACTED]@essex.police.uk>; [REDACTED]@lowerthamescrossing.co.uk; Elyssa Byrne <[REDACTED]@lowerthamescrossing.co.uk>; [REDACTED]@lowerthamescrossing.co.uk; Aona Stuart <[REDACTED]@lowerthamescrossing.co.uk>
Cc: Robinson, Sally <[REDACTED]@forestryengland.uk>
Subject: EXTERNAL - Hole Farm security and crime prevention

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi all,

Thank you for the meeting yesterday. I've updated the attached document to reflect our discussions. Please note this is a working document as I'm sure we'll find other problems and solutions as the site develops.

To directly answer your questions Emma and Heather:

- The pay and display machines in the car park will be cashless
- The inclusion of CCTV has been noted and added to the list of requirements needed in the car park.
- I've noted the installation of a defibrillator will need to be looked into
- The café staff will need to be first aid trained.
- Our notice boards will include emergency information for any members of the public that need help when there are no staff on site.
- In terms of site management, as I explained, Hole Farm will become part of Forestry England's Thames Beat woodlands which are managed by the FE team based at the Thames Chase Forest Centre office. Currently the sites are subject to weekly site and facility inspections which Hole Farm will also become a part of. The philosophy behind FE's approach is grounded in the key principles established by the [Visitor Safety Group](#) (VSG) who have worked for over 20 years to create a consistent approach to visitor safety management across the countryside sector.
- I've also passed your information on about the Essex Horse Watch to aid future management of the site.
- In regards to traffic and tail back during events, National Highways traffic management survey should cover this. If events were being run at Hole Farm the maximum capacity will be looked at – the overflow space at Hole Farm will double the car park capacity in the summer. When events are suggested to be held on FE sites we have a permissions process which takes into account the timing of the event, who it is aimed at, how many people it will attract, etc. and what impact it will have on the site and surrounding area. Events that will have a negative impact are not given permission to go ahead.

Thanks again, and we'll keep in touch as the site develops. If and when your rural crime team would like a visit please let me know.

All the best,

Georgina

From: Emma Potter 42072038 <[REDACTED]@essex.police.uk>
Sent: 16 January 2023 09:53
To: Ellis, Georgina <[REDACTED]@forestryengland.uk>
Subject: RE: EXTERNAL - RE: Hole Farm security and crime prevention

This Message originated outside your organisation.

Of course – that is not a problem



Cheers

Emma

Emma Potter
Designing out Crime Officer
Local Policing Support Unit
Essex Police HQ
Mobile: [REDACTED]
Email: [REDACTED]@essex.police.uk
Website: www.essex.police.uk



From: Ellis, Georgina [REDACTED]@forestryengland.uk>
Sent: 16 January 2023 09:52
To: Emma Potter 42072038 [REDACTED]@essex.police.uk>
Subject: RE: EXTERNAL - RE: Hole Farm security and crime prevention

Thanks Emma, sounds like Thursday would be the teams preference if that works for you

All the best,

G

From: Emma Potter 42072038 [REDACTED]@essex.police.uk>
Sent: 16 January 2023 09:51
To: Ellis, Georgina [REDACTED]@forestryengland.uk>
Subject: RE: EXTERNAL - RE: Hole Farm security and crime prevention

This Message originated outside your organisation.

Good morning Georgina

Thank you for getting back to me with your availability.

Further to this email, I will send out the Teams invitation.

Many thanks

Emma

Emma Potter
Designing out Crime Officer
Local Policing Support Unit
Essex Police HQ
[REDACTED]
Email: [REDACTED]@essex.police.uk
Website: www.essex.police.uk



From: Ellis, Georgina [REDACTED]@forestryengland.uk>
Sent: 13 January 2023 15:51



To: Emma Potter 42072038 [redacted]@essex.police.uk>; Heather Gurden 42073976 [redacted]@essex.police.uk>; [redacted]@lowerthamescrossing.co.uk; Elyssa Byrne [redacted]@lowerthamescrossing.co.uk>
Cc: Clare Donnelly [redacted]@lowerthamescrossing.co.uk>; Aona Stuart [redacted]@lowerthamescrossing.co.uk>
Subject: RE: EXTERNAL - RE: Hole Farm security and crime prevention

Thanks Emma,

We're available to do Thursday 19th 11am-12pm, or Friday 20th 11am – 1pm.

All the best,

Georgina

From: Emma Potter 42072038 [redacted]@essex.police.uk>
Sent: 13 January 2023 14:37
To: Ellis, Georgina [redacted]@forestryengland.uk>; Heather Gurden 42073976 [redacted]@essex.police.uk>; [redacted]@lowerthamescrossing.co.uk; Elyssa Byrne [redacted]@lowerthamescrossing.co.uk>
Cc: Clare Donnelly [redacted]@lowerthamescrossing.co.uk>; Aona Stuart [redacted]@lowerthamescrossing.co.uk>
Subject: RE: EXTERNAL - RE: Hole Farm security and crime prevention

This Message originated outside your organisation.

Good afternoon

Apologies for the delay in getting back to you.

Thank you for sending through the documents and we would really welcome the opportunity to discuss this within a Teams meeting.

To help, both myself and heather are available on the either of the below next week:

Thursday 19th January any time between 10.30am and midday or Friday 20th January any time between 10.30am to 1pm

If any of these suit, I am more than happy to set up a Teams Call

Many thanks

Emma

Emma Potter
Designing out Crime Officer
Local Policing Support Unit
Essex Police HQ
Mobile [redacted]
Email: [redacted]@essex.police.uk
Website: www.essex.police.uk

