Site Security Strategy

2 NORMAN PLACE, READING, RG1 8DA

1. Summary

Purpose: To establish a comprehensive and consistent approach to security management for the Norman Place car park, with the aim of deterring criminal activity, enhancing user safety and confidence, protecting physical assets and revenue systems, and ensuring compliance with legal and regulatory requirements. The strategy outlines the measures, responsibilities, and review mechanisms necessary to maintain a secure and well-managed site.

Scope: This security strategy applies to all operational aspects of the Norman Place car park, including its physical infrastructure, access and exit points, pedestrian pathways, payment and control systems, surveillance infrastructure, and associated security operations. It encompasses both daytime and overnight operations.

Objectives:

1. To deter and reduce incidents of theft, vandalism, and antisocial behaviour within the car park
2. To enhance the real and perceived safety of all users, including vulnerable individuals
3. To ensure the integrity and lawful operation of surveillance systems, including any CCTV and ANPR systems.
4. To protect physical infrastructure, assets, and payment systems from misuse or criminal interference

2. Site Description

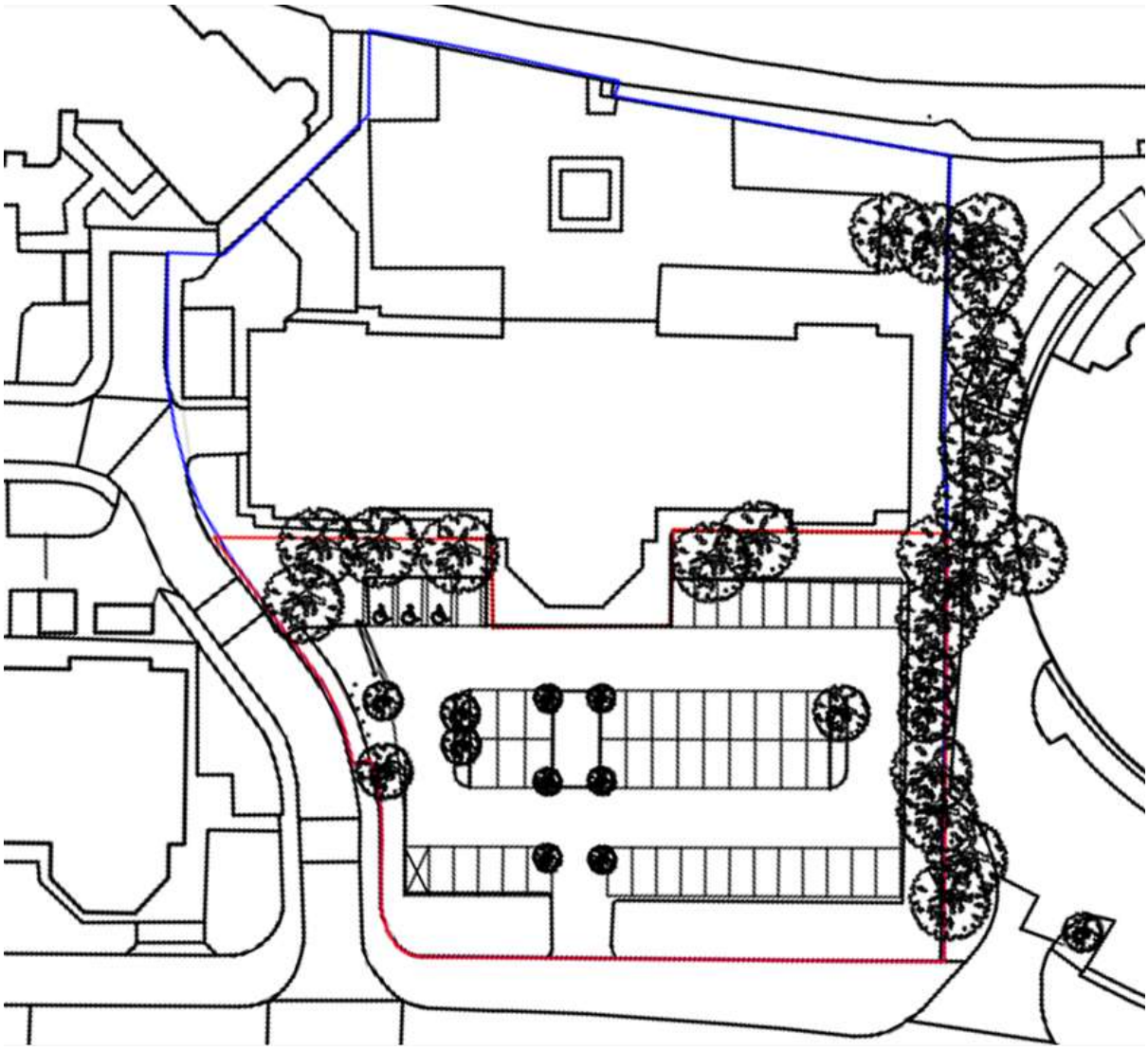
Location: 2 Norman Place, Reading, RG 1 8DA.

Size and Layout: The car park consists of 55 parking bays including 3 accessible parking bays.

Access Points: The car park has 1 entrance / exit.

Operational Hours: The operational hours are 24 hours 7 days per week.

Site Layout



3. Threat and Risk Assessment

Local Crime Trends: Crime data for the Reading area, including data from Thames Valley Police from March 2024 to February 2025, indicates that vehicle crime has reduced by 23.4% vs the previous 24 months. The Reading area had 6.20 vehicle crimes per 1000 population/household. There have been no vehicle crimes reported at the Norman Place car park or surrounding area within the last 12 months.

Key Risks Identified:

1. **Theft of or from vehicles** - Targeted vehicle crime, including theft of personal property, is a known risk in public-use car parks, particularly during overnight or low-traffic hours
2. **Vandalism and criminal damage** - Damage to vehicles, infrastructure and signage which can result in financial loss and safety hazards.

3. **Antisocial behaviour** - Loitering, substance misuse, or aggressive conduct may deter legitimate users and compromise public safety.
4. **Fraud or tampering with payment systems** - Including the use of stolen cards, vandalism to terminals, or manipulation of ticketing systems.

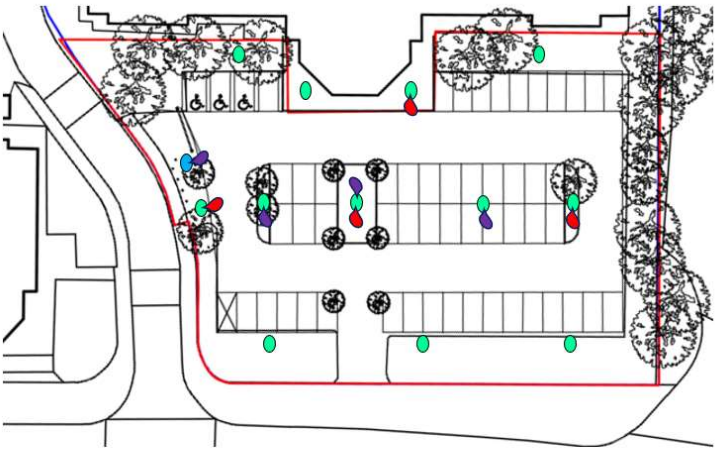
4. Security Measures

1. High lumen LED lighting throughout the car park including parking bays, entrances/exits and pedestrian area. Further information in contained within section 6.0 External Lighting Strategy.
2. Deterrent signage displayed in key areas within the car park reminding customers to not display valuables in vehicles and for all vehicles to remain locked.
3. ANPR System installed in the car park to monitor vehicle access to the site which will act as a deterrent for criminal activity by logging all vehicle movements. Further information is contained within section 5.0 Surveillance Strategy.
4. The car park utilizes cashless payment options which reduces the risk of theft and vandalism targeting cash-handling machines whilst Improving transaction speed for customers without a need to visit a payment machine at the car park.
5. Staffed Patrols provide a visible deterrent to criminal or antisocial behaviour within the car park. Patrols are planned during peak hours of the car park offering reassurance to cark park users and enhancing safety perception of the site.

This is the proposed signage locations and types of deterrent signage being used across the Norman Place car park.

Signage Location Plan

Site Number	Site Name	Site Address
6951	Norman Place – Reading	2 Norman Place, Reading, RG1 8DA



Key	Quantity	Code	Sign Description
	4	CCTV	CCTV Size 450(w) x 450 (h)
	4	PAY1	Pay1 Size: 300(w) x 700(h)
	x	ELP	Existing Lamppost
	x	EP	Existing Post

PAY1

Size: 300(w) x 700(h)

CCTV

Size: 450(w) x 450(h)

5. Surveillance Strategy

The following strategy outlines the approach to surveillance at the site:

Surveillance Objectives:

1. Deter and detect criminal activity by logging all vehicle movements.
2. Provide evidentiary support for investigative processes by offering timestamped vehicle logs and footage.
3. Ensure the integrity and lawful operation of surveillance systems, including ANPR and CCTV where applicable.

CCTV / PIR Camera Integration:

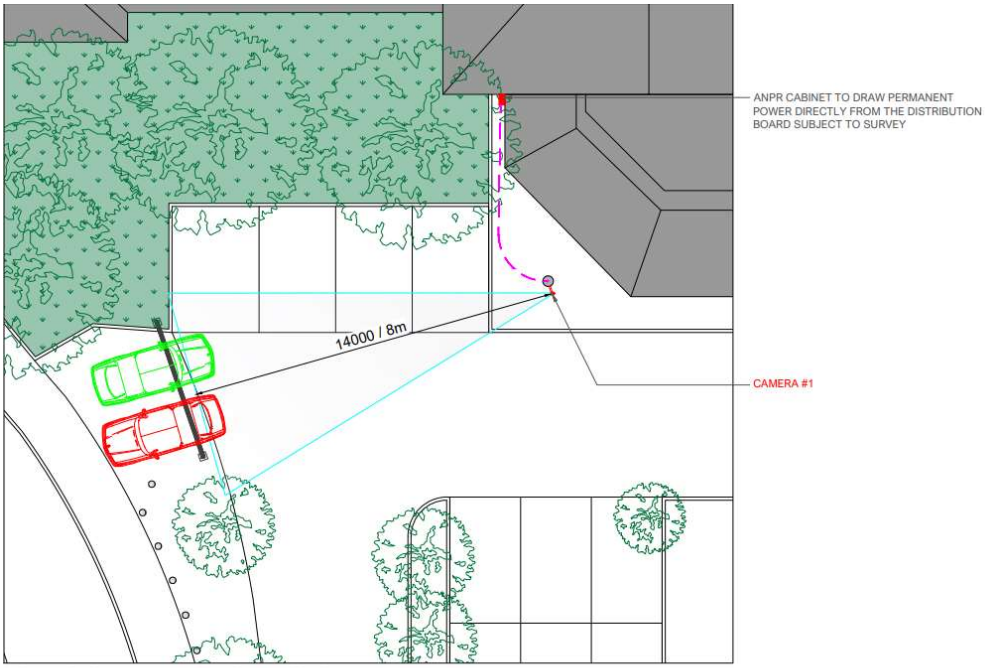
1. The Norman Place car park has two PIR cameras installed via a Videofield Alarm System, these are marked in red on the site layout plan. This system covers the vehicle entrance along with an overview of the central area of the car park. All footage is downloaded, saved and processed by Orbis Protect Ltd.
2. It is proposed that three additional cameras are added and installed to the existing system to increase the coverage of the car park and including the entrances. These additional cameras are marked in blue on the site layout plan.

CCTV / PIR Site Layout

ANPR Integration:

1. The ANPR (Automatic Number Plate Recognition) system provides automated, real-time monitoring of all vehicle movements into and out of the car park.
2. Cameras are positioned at all vehicular entry and exit points and configured to capture number plate data clearly in all lighting and weather conditions.
3. Data captured is cross-referenced with payment logs, parking duration thresholds, and enforcement triggers to automatically identify overstays, unpaid users, or banned vehicles.
4. All ANPR footage and associated data are retained securely and in compliance with data protection legislation. Only authorised personnel may access this data.
5. The system plays a dual role in both surveillance and operational management, with real-time analytics contributing to traffic flow optimisation, peak demand analysis, and user behaviour insights.
6. ANPR performance and coverage will be reviewed quarterly to ensure accuracy, system integrity, and compliance with evolving standards.

ANPR Surveillance Site Layout



VASTERN ROAD CAR PARK ENTRANCE/EXIT CAMERA LOCATION

ANPR INSTALLATION NOTES:
VASTERN ROAD CAR PARK ENTRANCE/EXIT

1 OFF HD DUAL LANE ANPR CAMERA
1 OFF WEC POLE MOUNT PCA1 BRACKET
1 OFF ELECTRICAL/DATA INTERFACE CABINET (SEE DRAWING 0800-DWG-CAB-510-03 FOR DETAIL)

SPECIFIC MAINS POWER DETAIL TO BE CONFIRMED ON INSTALLATION.
ANPR CABINET TO DRAW PERMANENT POWER DIRECTLY FROM THE DISTRIBUTION BOARD, SUBJECT TO SURVEY.

8m LIFT UP / MICRO TRENCH FROM ANPR CAMERA COLUMN TO INTERFACE CABINET LOCATION AS INDICATED SUBJECT TO SURVEY.

ANPR System Specification

MAV IQ:250X

Specifications

Recognition Range	Capture of up to 8m of traffic lanes from 6m to 40m based on 850nm IR on EU retro-reflective plates
Motorised Zoom	Controllable 54° to 4° Horizontal Field of View Lens equivalent 5.1mm to 51mm
Shutter / Iris	1/50 to 1/10,000 / F1.4 (wide) to F4.2 (tele)
Image (ANPR and Overview)	Two HD cameras: 1280(H) x 720(V) effective pixels digitally connected to ANPR processor at 25 fps
IR illumination	4 pulsed LED arrays with lenses (850nm standard. White light, 740nm optional)
Low Light	ANPR: 0.0 Lux with IR illumination OV: 0.05 Lux (Colour/B&W (no IR Cut) selectable)
Optical Filters	IR: Bandpass matched to LEDs OV: Day/Night IR Cut Filter
Camera Control	Integrated web server provides full camera and illuminator setup pages and live preview from any connected browser (no plug-ins required)

ANPR Engine Functionality

ANPR Processor	Dual Core DSP with co-processor and two channel internal parallel video input
ANPR Software / Presets	ANPR license and configuration upload via web based configuration pages for simple remote management
ANPR Engine Protocol	JSON web services provide full access to overview and plate patch images and metadata as push or pull messages for easy integration into applications (O/S independent) and via web pages
ANPR Metadata	Multiple plate tracking with IDs, full availability of plate movement/size data through field of view
ANPR Features	Image cropping options for Overview image, advanced de-skew and yaw correction, character spacing validation, country of origin matching

Physical Specifications

Operating Voltage	10 – 15 VDC protected or PoE+ (802.3at)
Network Connections	10/100 Base-T physical
Power Consumption	Nominally 14W
Size (WxHxD)	163 x 163 x 145mm (cylindrical) excluding connectors, mount and sunshield
Weight	2.5kg excluding mount and sunshield
Enclosure	IP68 hermetically sealed. Hard anodized aluminium with mount options
Temperature / Humidity	-20° to 55°C ambient (Operating) / 0% - 100% RH (sealed)

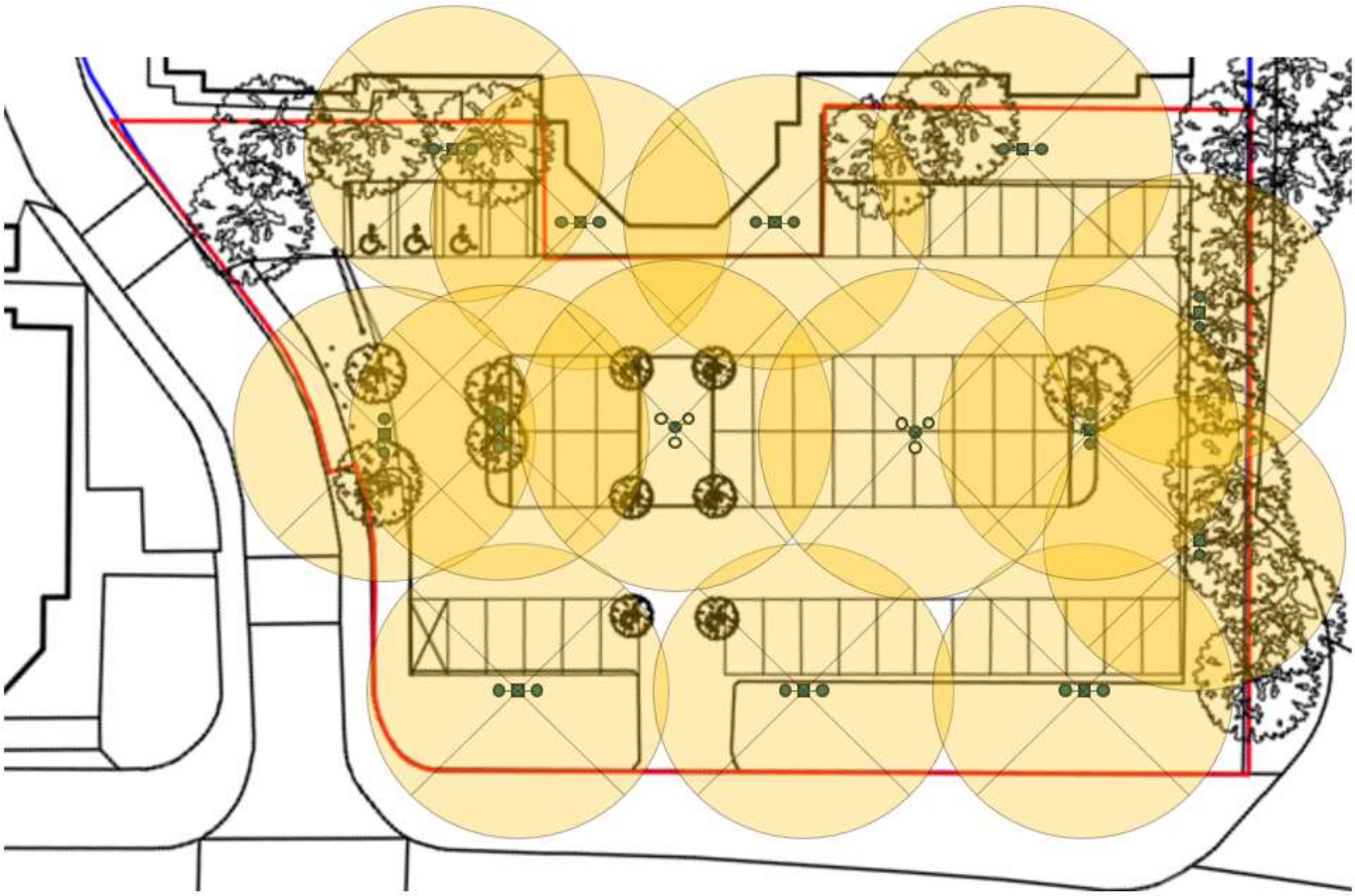
6. External Lighting Strategy

An external lighting strategy has been completed for the public car park located at 2 Norman Place, Reading, RG1 8DA.

Key objectives of the lighting strategy include:

1. Providing adequate illumination for drivers and pedestrians
2. Deter any antisocial behaviour and criminal activity
3. Enhance ANPR system performance at night
4. Comply with environmental and planning regulations

Lighting Site Layout



1. **Illumination Levels:** Minimum average illumination of 20 lux across main parking areas, in accordance with BS 5489-1:2020 (Code of Practice for the Design of Road Lighting)
2. **Lighting Type:** The car park will make use of energy-efficient lighting with low power consumption and long lifespans. Lighting will have a colour rendering index (CRI) 65-80 and a correlated colour temperature (CCT) of 3000-4000K for optimal clarity.
3. **Lighting Placement:**
   The onsite Lighting columns are spaced evenly to avoid dark spots, with a typical mounting height of 4–6 metres. The placement accounts for vehicle height, pedestrian movement, and surveillance camera angles. The Norman Place car park has 14 lighting columns each consisting of 2-3 lights.
4. **Adaptive Controls:** The lighting Incorporates a sensor / system to reduce energy consumption during daylight hours. This system allows for adjustments to the lighting operational hours throughout the year ensuring appropriate lighting levels at all times.
5. **Integration with Surveillance:** The Lighting supports visibility for ANPR systems without causing lens flare or silhouetting. Careful calibration of luminance levels at entry and exit points is monitor for ANPR accuracy.