



Swale House Security & Access Design Walkthrough

PROPOSED SECURITY DESIGN & ACCESS OVERVIEW

This walkthrough has been put together to provide Swale Borough Council with a clear visual overview of the proposed security and access improvements at Swale House, focusing on the three key access points into the car park and undercroft area.

The proposed design has been developed to address the current security concerns around the building, while ensuring that any improvements remain practical for the staff, councillors, visitors, contractors and delivery drivers who use Swale House on a daily basis.

The proposal focuses on three key areas:

Side Parking – Disabled & Pedestrian Access

Maintaining a safe and accessible pedestrian route into the building while introducing controlled access to the secured area.

Vehicle Car Park – Pedestrian Access

Providing a secure and controlled pedestrian entrance for people accessing Swale House from the car park.

Main Vehicle Entrance – Vehicle Access

Introducing automated gates, ANPR and video intercom access to control vehicles entering the site, while maintaining straightforward access for authorised vehicles, visitors and deliveries.

The aim of the proposed design is not simply to fence off the undercroft, but to create a clearly defined and controlled perimeter around Swale House that helps reduce unauthorised access and antisocial behaviour, while maintaining the day-to-day operation and accessibility of the site.

The following pages provide a visual walkthrough of each area, showing how the proposed fencing, gates and access-control systems could look within the existing surroundings, together with a simple explanation of how pedestrians and vehicles will enter and leave the secured area.

Overall, the proposed solution is intended to create a safer and more controlled environment around Swale House, giving staff, councillors and visitors greater confidence when accessing and leaving the building, particularly during quieter periods and out-of-hours meetings.

Please note: The images within this document are indicative visualisations produced to demonstrate the proposed concept and intended layout. Final positioning, dimensions and equipment may vary following final site measurements and technical design.



SIDE PARKING – DISABLED & PEDESTRIAN ACCESS



VEHICLE CAR PARK – PEDESTRIAN ACCESS





HOW THE PROPOSED PEDESTRIAN ACCESS SYSTEM WILL WORK

The proposed access system has been designed to keep entry and exit from the undercroft area of Swale House simple for authorised users, while providing a secure barrier against unauthorised access.

1. Arriving at the Gate

When arriving at the pedestrian gate, there will be two ways to gain access, depending on whether the person is an authorised user or visitor.

Staff & Authorised Users

Existing staff / Members access cards/fobs or a PIN code can be used to release the gate. Once access has been granted, the gate will unlock, allowing the person to enter before automatically securing again.

Where possible, the system will be configured to work with the Council's existing access credentials, subject to compatibility with the current system.

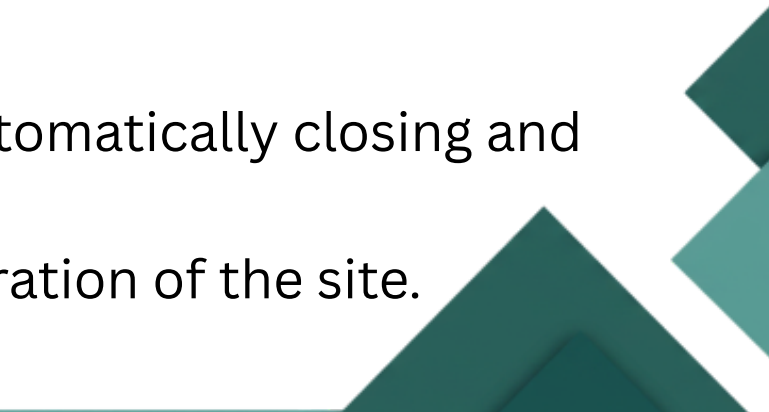
2. Visitors or Staff / Members Without Their Access Card

For visitors, contractors, deliveries, or Staff / Members who do not have their access card with them, a video intercom will be positioned at the entrance.

The intercom will connect through to the main office, allowing an authorised member of staff to see and speak to the person at the gate before deciding whether to grant access.

Once approved, the gate can be released remotely from inside the building. The visitor can then enter, with the gate automatically closing and securing after approximately 10 seconds.

The closing time can be adjusted and agreed with Swale Borough Council during installation to suit the day-to-day operation of the site.





HOW THE PROPOSED PEDESTRIAN ACCESS SYSTEM WILL WORK

3. Leaving the Secured Area

Exiting will be kept deliberately simple.

A clearly positioned green push-to-exit button will be installed internally. Pressing the button will release the gate for approximately 5 seconds, allowing the user to exit before the gate automatically closes and secures again.

The release period can also be adjusted during commissioning if a longer period is required for accessibility or operational reasons.

4. Emergency & Fire Alarm Integration

The proposed system will also be designed with safe emergency egress in mind.

As part of the installation, we will investigate integration with Swale House's existing fire alarm/access-control arrangements so that, where compatible and compliant with the required fire strategy, activation of the fire alarm will automatically release the relevant gate, allowing occupants to leave the secured area without needing to use an access card, PIN or intercom.

The final emergency release arrangement will be agreed with the Council and the relevant fire alarm/access-control provider before commissioning to ensure the installation works correctly with the building's existing life-safety systems.

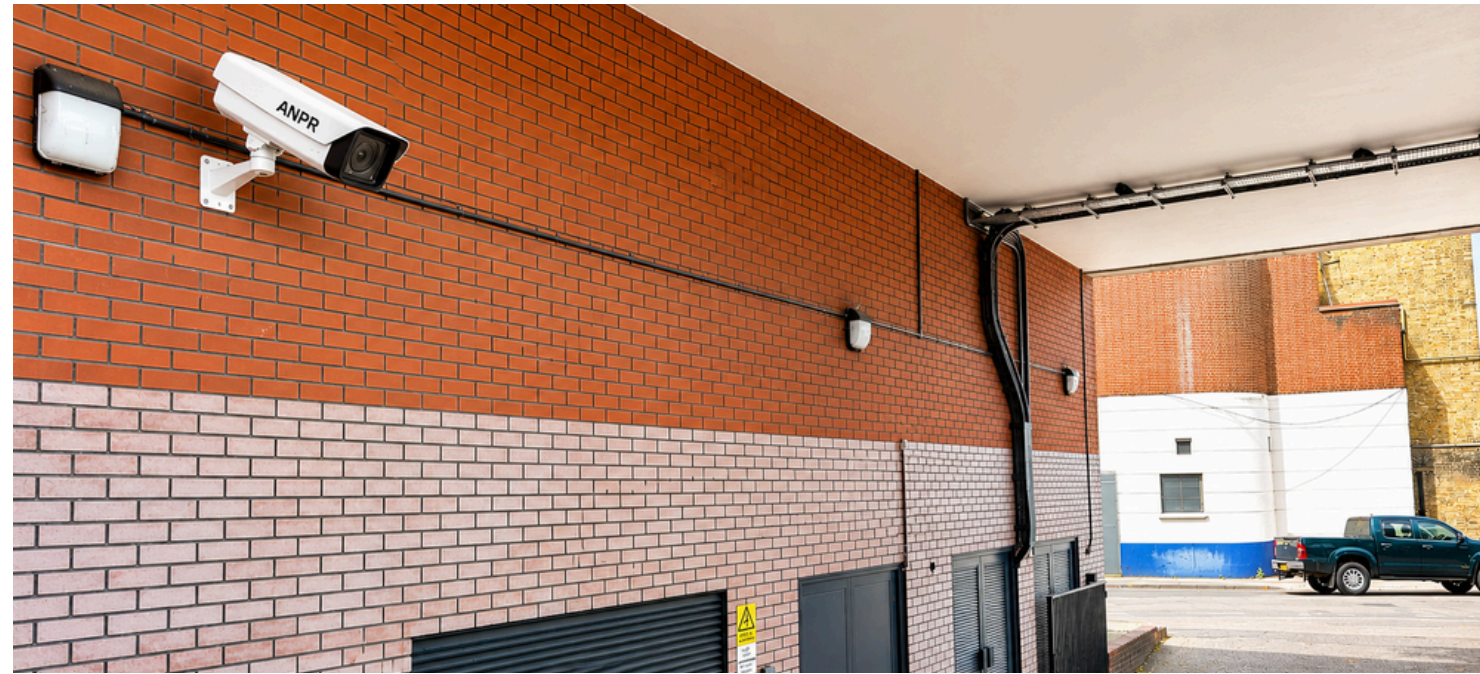
The End Result

During normal operation, the gates remain secure and access-controlled. Staff/ Members can continue to enter using familiar credentials, visitors can be verified before being allowed in, exiting remains straightforward, and appropriate emergency release provisions are maintained.

The aim is to make the system secure when it needs to be, but simple and intuitive for the people who use Swale House every day.



MAIN CAR PARK ENTRANCE





HOW THE PROPOSED VEHICLE ACCESS SYSTEM WILL WORK

The proposed main vehicle entrance has been designed to provide controlled and secure access into the Swale House car park, while keeping entry and exit simple for staff, members, regular visitors, deliveries and approved contractors.

1. Arriving at the Main Gates

As a vehicle approaches the main entrance, there will be two ways to gain access, depending on whether the vehicle has been pre-authorised.

Staff / Members / Authorised Vehicles

Vehicles that regularly require access to Swale House — such as Staff / Member vehicles, approved contractors and regular delivery drivers — can have their registration number added to the approved vehicle list.

An ANPR (Automatic Number Plate Recognition) camera positioned at the entrance will automatically read the vehicle registration as it approaches.

If the registration is recognised as an authorised vehicle:

Vehicle Approaches → ANPR Reads Registration → Registration Approved → Gates Open Automatically

There will be no requirement for the driver to leave their vehicle, use an access card or contact the office.

2. Visitors & Unregistered Vehicles

For visitors or vehicles that are not registered on the system, a video intercom will be installed at the main entrance.

The driver will simply press the intercom, which will connect them directly to the main office.

Staff will then be able to speak to the visitor, confirm who they are and remotely release the gates when access is approved.

Visitor Arrives → Presses Intercom → Office Confirms Visitor → Gates Released → Vehicle Enters





HOW THE PROPOSED VEHICLE ACCESS SYSTEM WILL WORK

3. Automatic Gate Closing

Once a vehicle has safely passed through the entrance, the gates will automatically close and secure the car park again.

The system will include the appropriate vehicle safety detection to prevent the gates from closing while a vehicle is passing through the entrance .

Opening and closing timings can also be adjusted during installation and commissioning to suit the day-to-day requirements of Swale House.

4. Exiting the Car Park

Leaving the car park will be completely automatic and will not require ANPR recognition, an access card or contact with the office.

A vehicle detection ground loop will be installed within the exit route, positioned towards the top of the car park before the existing KEEP CLEAR road markings.

As a vehicle drives over the loop, the system will detect its presence and automatically open the main gates.

Once the vehicle has safely passed through the gates, they will automatically close again, returning the entrance to its secure position.

Vehicle Approaches Exit → Ground Loop Detects Vehicle → Gates Open → Vehicle Exits → Gates Automatically Close

5. The End Result

The proposed system creates a simple but controlled vehicle journey through Swale House.

Regular authorised vehicles can enter automatically using ANPR, occasional visitors can be verified through the intercom, and all vehicles can leave without needing assistance from staff.

This provides Swale Borough Council with a more secure car park entrance without creating unnecessary delays or making access complicated for the people who use the site every day.



EXAMPLE USE OF FENCING SPACE



The new fencing could also provide Swale Borough Council with an opportunity to use the space for advertising, community messaging and public awareness campaigns.

The example shown above demonstrates how branded panels could be added to the fencing and changed throughout the year to support different topics, campaigns or seasonal messages.

This could include sustainability and environmental goals, local events, community initiatives, public information, Christmas campaigns or other key council messages.

The image above is simply an example of how the available fencing space could be utilised.