To receive a report on CCTV and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 10/02/2025

Officer Writing the Report: Administrative Officer

Pursuant to: Services Committee 14 December 2023 113/23/24

4. To seek advice from Plymouth City Council on the most suitable monitoring hours for a proposed three camera Closed Circuit Television (CCTV) scheme in order to obtain a formal quote.

Officers Recommendations

To delegate to the Administration Officer to:

1. Purchase three OR five CCTV cameras (refer to section, Budget Overview for costings) with a five -year connectivity plan, which will run concurrently with the manufacturer's warranty from Company B working within budget 6270 PF EMF Crime Reduction;

2. To submit a s106 application for camera's located in the Fore Street area in line with funding criteria;

3. Appoint Plymouth City Council (PCC) for the monitoring of, reporting and information sharing in relation to CCTV cameras (refer to section, Budget Overview for costings) associated costs allocated to budget 6229 SE CCTV Annual Maintenance Budget;

4. To confirm suitability, associated electricity costs, permission to use lighting columns from Cornwall Council and or other stakeholder with any additional improvements, road closures etc are all unknown cost at present to be allocated to 6229 SE CCTV Annual Maintenance Budget (working within budget);

5. To comply with the relevant CCTV regulations, such as, Data Protection Impact Assessment (DPIA) Appendix 6 provided by PCC;

6. To delegate to the Town Clerk to sign the Service Level Agreement (SLA) Appendix 5 on behalf of the Town Council;

7. To delegate to the Town Clerk to sign off an application to join the Airwave Sharers List and complete a TEA2 sub-licence to be submitted by 1 September 2025

Members are asked to confirm the areas identified of needing 365-degree CCTV coverage rather than specific columns – refer to **Appendix 1** for further information.

Report Summary

Following the 6-month trial period the Administration Department liaised with key stakeholders such as Safer Saltash to identify nine suitable locations (Appendix 1) for CCTV cameras to be installed.

These locations have been supplied to PCC CCTV and Street Lighting Engineer to make any recommendations and or, alterations.

Administration is awaiting confirmation of proposed CCTV location suitability upon which further permissions to erect CCTV and improve, if required, electricity supply from Cornwall Council.

There are two options for monitoring - Active Monitoring & Passive Monitoring.

Active monitoring is not a suitable nor financially viable option for Saltash Town Council.

For information - Passive monitoring is when an operator is monitoring the cameras displayed on a large monitor wall, operating the cameras as required, when either highlighted by an incoming communication or at the operator's discretion.

During the six-month trial period Passive monitoring was utilised with data received.

PCC would charge an annual service charge per camera, this charge is to manage your data recorded on the system in compliance with the data protection act, process requests and seizures, such as subject access requests, police seizures etc.

These costs are detailed in the SLA agreement see Appendix 5.

Cornwall Police and PCC would like to work with Saltash Town Council to request an Airwave radio handset allowing the emergency services a direct point of contact with PCC CCTV Operatives via a dedicated Airwave radio terminal.

An application to join the Airwave Sharers List and TEA2 sub licence would be required to completed by 1 September 2025.

Please note: The cameras are relocatable though the associated costs will need to be confirmed.

DPIA Certification will be required for each CCTV Camera and location should cameras be relocated for future events.

How Does This Meet the Business Plan?

Aims

Strategic Priority 1 – Boosting Jobs and Economic Prosperity - Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Budget Overview

Option 1:

Item Description	Quantity	Unit Price	Total Net Cost
CCTV Camera including connectivity, delivery and fittings	3	£8,999.67	£26,999.00
CCTV Monitoring Service Level Agreement	3	£600	£1800.00
Total Net Cost			**£28,799.00**

Option 2:

Item Description	Quantity	Unit Price	Total Net Cost
CCTV Camera including connectivity, delivery and fittings	5	£8,963	£44,915.00
CCTV Monitoring Service Level Agreement	5	£600	£3,000
Total Net Cost			**£47,915.00**

Additional costs required to be considered that are yet to be ascertained:

- Installation
- Signage
- Insurance
- Electricity

Budget Codes and Availability:

6270 PF EMF Crime Reduction Budget remaining £58,360

6229 SE CCTV Annual Maintenance Budget remaining £7,313

Committed Spend: Approximately £200 - £300 CCTV Maintenance 2025/26

Quotes Provided:

Option 1:

- Company A: £28,497.00

    - 3 CCTV Installations including connectivity

- Company B: £26,999.00

    - 3 CCTV Installations including connectivity

Option 2:

- Company B: £44,915.00

    - 5 CCTV Installations including connectivity

Company B was the preferred option they offered competitive prices for the same product. Therefore, a quote for option 2 was not sought from Company A as it was not required.

PCC CCTV Monitoring Service Level Agreement: £1,800 p.a.

Financial Regulations/ Procurement Threshold

Does this project meet the procurement threshold?

No.

Due to the specialised nature of the contract and equipment being provided best value for money has been sought however only two quotes have been able to be acquired.

SLA provider PCC only use these CCTV cameras due to them being the only 4G/5G cameras currently compatible with their system set up, the supplier is additionally on the PCC's recommended suppliers list approved by the Council's IT department.

Signature of Officer:
L Wright – Administration Officer