

APPENDIX B

Saltash Section 106 Funding Deployment Panel

Application Form

A. Overview

1. Name & Address of Organisation: Saltash Town Council,
The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX

2. Title of Project: Saltash Town Centre CCTV project.

3. Brief Description of Project:

The project aims to enhance safety in Saltash Town Centre by installing high-quality, modern CCTV systems. These systems are designed to be flexible and relocatable, allowing for repositioning as needed. In addition to recording footage, the CCTV will be passively monitored by an external third-party provider (PCC) under a service level agreement. This arrangement enables quicker responses to incidents and ensures footage is accessible to both the police and the community in the event of a crime or other incident within the coverage area.

The project was initially proposed by Safer Saltash, with a trial conducted by Saltash Town Council during 2023/24 to evaluate the potential benefits of CCTV systems for the Town Centre.

Total Funding Requested **£18,517.82**

4. Dates/instalments that funding is Required:

Saltash Town Council (STC) has approved the installation of five CCTV cameras at key locations identified in consultation with stakeholders as areas that would benefit from enhanced surveillance. Please refer to Services Committee held on 13 February 2025 and 10 April 2025. (Minute resolutions attached.)

STC has secured a service level agreement (SLA) and associated costs for the cameras, valid until the end of August 2025. To meet this deadline, the procurement and installation must be completed within this timeframe.

The Town Council is requesting funding from the S106 Panel

specifically for the procurement and installation of two cameras located within the Town Centre.

5. Please tick to indicate that the following documents have been enclosed

Copy of Accounts (except for public bodies) ☐

Copy of Standing Orders (except for public bodies) ☐

Copy of Insurance for this project (if applicable) ☐

B. Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact Lee Wright
Date 14/05/2025

C. About the applicant organisation

1. Brief description of aims of organization

Saltash Town Council is committed to supporting and delivering meaningful benefits to the people of Saltash through the provision of essential services, the maintenance of community assets, and the support of local, community-based projects across the town

The introduction of CCTV is one such initiative. It has long been requested by residents as a means of improving safety and deterring crime in the Town Centre. The Town Council recognises the importance of this and is actively working with key stakeholders to bring the project to fruition.

2. Status of organisation

Charity ☐ Public Body ☒ Community Organisation ☐
CIC ☐ Other _____ ☐

3. Date founded

1974 as a Town Council, long before as a Borough Council.

- | | |
|-------------------------|--|
| 4. Project Contact name | Lee Wright |
| Position | Admin Officer |
| Contact tel. | 01752 844846 |
| Email | lee.wright@saltash.gov.uk |
| 5. Senior Contact name | Dawn Joyce |
| Position | Office Manager |
| Contact tel. | 01752 844846 |
| Email | dawn.joyce@saltash.gov.uk |

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for:

Saltash Town Council have a track record of delivering large scale projects throughout Saltash.

Recent projects led by Saltash Town Council are the refurbishment of Saltash Library following Devolution from Cornwall Council and its ongoing refurbishment.

In the town centre the Town Council have carried out extensive improvement works alongside other partners in recent years. Such projects include Christmas and Event Lights provision and delivery of the town centre speaker project.

Saltash Town Council continues to maintain key infrastructure on behalf of Cornwall Council, including public toilet facilities at Belle Vue, Alexandra Square, and Longstone Park. These amenities are provided under lease and tenancy-at-will agreements and the Town Council remains committed to their ongoing upkeep and enhancement for the benefit of both residents and visitors.

In collaboration with key stakeholders and partners such as the Town Team the Town Council actively supports vital town centre initiatives. One such project is the Fore Street Green Realm Revitalisation, which has transformed the area with new planters, additional seating, and refreshed public spaces. This initiative, along with market trails and other community-focused efforts, reflects the Council's dedication to creating a vibrant and welcoming town centre.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?

Extremely unlikely possibility, but all assets would likely pass to other government organisation, that would take on similar responsibilities

D. About the Project / Project Element

1. Title of Project / Project Element:

Saltash Town Centre CCTV project.

2. Description

Following a six-month trial, Saltash Town Council engaged with key stakeholders to identify suitable locations for the installation of CCTV. Two of the selected locations are on Fore Street—please refer to the attached map for details.

Saltash Town Council is currently seeking funding for the procurement and installation of these two cameras on Fore Street. Additional cameras are planned for installation in and around the Town Centre, including:

2 x camera's on Old Ferry Road

1 x camera at Burraton Cross

This network will assist in providing comprehensive coverage from Fore Street through to the Waterside and areas beyond the Town Centre.

To support this initiative, the Town Council has secured a Service Level Agreement (SLA) with Plymouth City Council, an external third-party contractor, to carry out annual passive monitoring of the CCTV system.

Positioning the two cameras on Fore Street will assist the police in identifying offenders, deterring criminal activity, and resolving incidents more efficiently through the use of recorded evidence. CCTV also plays a vital role in protecting property and reducing incidents of theft and vandalism.

Evidence of need and want is clearly shown as the Police and Plymouth City Council CCTV centre have requested Town Council support for an Airwaves Sharer's list and a submitted application for a TEA2 sub license from the Home Office. This will allow Cornwall

Police Station direct communications to the CCTV control room for faster and more effective prevention of crime.

Two cameras requested for s106 funding:

- Camera 1: on street column R017, Fore Street;
- Camera 2: on street column R011, Fore Street;

For information only:

Beyond the Town Centre there are three cameras which form a key part of the design and will allow individuals or vehicles to be tracked once beyond, or, on the approach to the Town Centre, thus also helping to protect the wider town.

The Town Council acknowledge that the three additional cameras (listed below) are not eligible under S106 funding but form a vital part of the entire project:

- Camera 3 - on street column B052, Old Ferry Road nr Ashtorre;
- Camera 4: on street column B045, Old Ferry Road;
- Camera 5 – Burraton Cross Traffic Lights;

Similar systems have now been installed and are operational in most Cornish Towns of a similar size, and many smaller ones.

Saltash is joining a well-established and proven CCTV network operated by Plymouth City Council, which ensures a guaranteed level of operational capability and ongoing support.

The Town Council will absorb ongoing maintenance, management and energy costs for all five cameras.

The current annual operational cost is £3,000 for the Service Level Agreement (SLA), with electricity costs yet to be determined, as the cameras have not yet been installed or activated. These ongoing costs should be taken into account during the review of the Saltash Town Council budget to ensure the long-term sustainability of the project.

3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them:

- i) Town Centre Regeneration ☒
The importance of a high-quality CCTV system has been consistently highlighted over the years as a key component of a safe and thriving Town Centre.

In collaboration with partner organisations, Saltash Town Council has developed a comprehensive design that will provide extensive coverage across the main Town Centre. The overarching goal is not only to enhance the perception of safety but to ensure that residents, visitors, and businesses are genuinely safer and better protected in the event of an incident.

There has been strong and sustained support for CCTV on social media over several years, with positive feedback from both the public and local traders.

- ii) Generation of Employment Space ☒

Whilst the project does not seek to directly generate employment space, its primary objective is to enhance safety within Saltash Town Centre. By creating a safer environment, the initiative is expected to encourage greater footfall and investment, making the area more attractive to both visitors and prospective businesses.

iii) Other Community Benefit ☒

STC expect that the scheme will make the Town Centre safer and will have a direct impact on levels of crime and reported crime in and around the Town Centre.

STC hopes that the Town Centre will avoid the mantle of being a 'no go' area, at any time and will help to make the entire Town Centre and wider Town feel like a better and safe place to live, visit and work.

The community benefit is extremely hard to quantify, but we are convinced that it is the community that stands to benefit most from the knowledge that the Town Centre is a welcoming and a safe place for all.

4. Details of volunteer time involved in project:

The project is a collaboration with both paid and volunteer organisations who have all input time to debate and work up the design.

5. Details of other sources/amounts of funding secured:

Saltash Town Council are making a significant contribution to the project and are committed to the ongoing maintenance and running costs in relation to delivery and for future years.

6. Details of other sources/amounts of funding pending:

Saltash Town Council have not sought further funding for this project to date.

7. Breakdown of costs

Item	Cost	Source of cost (including estimate)
D1 Capital costs (For all 5 camera's not inclusive of delivery) (3 Camera's to be paid for by STC) (2 cameras requesting s106 funding)	£44,915.00 £26,949.00 £17,966.00	Quotation attached
Year 1 - Monitoring costs p.a. (For all 5 cameras, to be paid for by STC)	£3,000	Quotation attached
D2 Installation Costs (total for 5 Camera's) (3 Camera's to be paid for by STC) (2 cameras requesting s106 funding)	£1,379.55 £827.73 £551.82	Quotation attached
Energy Costs (For 5 Cameras to be paid for by STC)	TBC	
Total Costs (For 5 cameras, procurement, installation and ongoing annual passive monitoring)	£49,294.55	
Total costs accrued by STC Total Costs (2 Cameras requesting s106)	£31,328.55 £18,517.82	

8. Total costs requested from Section 106 Funding: **£18,517.82**

9. If approved, when would the project begin?

Saltash Town Council is aiming to complete the installation by the end of August in order to secure the current procurement costs.

10. When would the project be complete?

Contractor to confirm at the stage of appointment.

11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid):

Annual operating costs will be factored into the Town Council budget setting process. No request for S106 Funding has been requested.

12. Do you require insurance for this project? Yes ☒ No ☐

If yes, please give details:

The equipment will be insured by Saltash Town Council.

13. Does the project require work valued at £2,500 or above from any individual supplier? Yes ☒

Yes ☒

No O

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

PLEASE NOTE: Due to the specialised nature of the work, Saltash Town Council do not require to adhere to the Town Council's Financial Regulations (three quotes) due to the provider being the sole supplier in Plymouth / Cornwall with direct connections to the Police and Fire Commissioners.

14. Does the project require work valued at £25,000 or above from any individual supplier? As above Yes ☒ No

Yes ☒

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

15. Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage:

Cornwall Council has given permission to install on CC street lighting columns.

16. Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
Not receiving all the funding	Medium	Possible delay or scaling back of the CCTV installation, which could undermine public confidence in the Town Council's commitment to community safety.
Not receiving all the required permissions	Low	Permissions already sought and granted
Equipment takes longer to arrive due to global shortages	Medium	This could result in a delay for delivery, but this is a long-term project

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.

E. Project Management

1. Project Manager name Lee Wright
 Position Admin Officer
 Contact tel. 01752 844846
 Email lee.wright@saltash.gov.uk

2. Breakdown of Project Management Costs: N/A

F. Total Costs requested from Section 106 Funding

1. Costs from Section D1	£17,966.00
2. Costs from Section D2	£551.82
3. Costs from Section E	£N/A
TOTAL COSTS	£18,517.82

G. Treatment of Value Added Tax

Please note that the grants under this scheme are provided net of VAT.