

# Sandy Town Council

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## **Minutes of a meeting of the Policy, Finance and Resources Committee of Sandy Town Council held in the Council Chamber at 10 Cambridge Road, Sandy, Bedfordshire on Monday 6 January 2014 commencing at 7.30pm**

**Present:** Cllrs P N Aldis, C Butterfield, C Osborne (Chairman), M Pettitt, M Runchman, M Scott, D Sharman, R Smith and S Walsh

**Absent:** None (one casual vacancy)

**In attendance:** Cllrs W Jackson and S Sutton, Mr S Barrett, CBC, Sgt G Kidd, Bedfordshire Police, Mr K Moore and Mr M Reade, HCCTVP and the Town Clerk

### **1 Apologies for absence (56-2013/2014)**

There were no apologies for absence, Cllr Walsh gave apologies for her anticipated early departure from the meeting for a work commitment.

The Chairman welcomed Mr S Barrett, Community Safety Manager at Central Bedfordshire Council, Sgt G Kidd, Bedfordshire Police, and Mr K Moore and Mr M Reade of Hertfordshire CCTV Partnership (HCCTVP).

**RESOLVED** to vary the published order of the agenda to deal with CCTV matters as the first item after declaration of interests and approval of previous minutes.

### **2 Declarations of interest (57-2013/2014)**

None

### **3 Minutes of previous meeting (58-2013/2014)**

**RESOLVED** to approve the minutes of the Policy, Finance and Resources Committee held on 25 November 2013 as a correct record of proceedings.

### **4 CCTV (59-2013/2014)**

Mike Reade, Operations Manager, HCCTVP introduced himself as having taken over from Robbie Holgate in October 2013 and gave a short though comprehensive presentation on the work of HCCTVP and the services currently provided to CBC and Sandy Town Council under the existing CCTV contract between the parties. (Copies of the presentation slides are included in the minute book.)

The Chairman drew attention to two reports from the Town Clerk

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concerning CCTV which had been circulated before the meeting and included statistical and financial information and correspondence.

Discussion was protracted and members and visitors discussed a range of issues in some detail including the quality and accessibility of CCTV evidence, the difficulties of obtaining conviction information particularly in relation to CCTV evidence but also in relation to general arrest information, the frequency and ease with which CCTV evidence had been obtained and used over the recent period in Sandy, HCCTVP's progress in driving down CCTV costs (including monitoring, maintenance and fibre links) since they first took on CCTV provision in Sandy, the use of mobile/redeployable cameras, the future use of wireless technology, the current use of 3G technology, Central Bedfordshire's position on the existing contract, future CCTV provision in the former Mid Beds area, and the costs and implications of decommissioning or recommissioning existing equipment. The value of specific cameras in Sandy was explored as was the feasibility of securing financial contributions from local businesses.

Members stressed that the reason CCTV provision was under such scrutiny was because CBC had refused to pass on CT support grant provided to them by Central Government for the benefit of Town and Parish Councils. This left a deficit of over £42,000 in Sandy's budget.

Crime and anti-social behaviour in Sandy in general was also discussed with Sgt Kidd provided a local policing perspective on the value of CCTV in Sandy confirming that CCTV was the "best friend" of the police on many occasions by reassuring the public, deterring crime and providing valuable evidence. Local PCSOs were very effective but there was no doubt that the use of CCTV had helped the police to reduce ASB and crime. Sgt Kidd agreed that it would be helpful if the police or PCC were in a position to fund CCTV provision and invited us to take this up with Mr Martins, PCC for Bedfordshire. He also agreed to mention this himself but members and police officers were aware of current constraints on police and PCC budgets.

Central Bedfordshire's Community Safety Manager confirmed the position of Central Bedfordshire Council as described in his previous correspondence and the Town Clerk's reports. He went on to confirm that CBC was considering bringing more monitoring into its Dunstable monitoring room via wireless technology and was exploring its options for future CCTV provision including cost saving options. A decision had not yet been made on whether to commit to the 3 year contract with BT which formed one part of CBC's current contract with HCCTVP to which Sandy was joined. Costs for 2014/15 were expected to remain

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similar to the indicative costs provided for 2013/14 but with the addition of an RPI increase on the monitoring element at least. Definitive costs for 2014/15 for Sandy could not be provided.

Representatives of both HCCTVP and CBC confirmed that regardless of any decision on the BT element of the contract Sandy Town Council would be able to give 6 months' notice if it wished to withdraw from the current contract as at present.

Representatives of HCCTVP invited Sandy Town Council to visit the monitoring room at any time and to continue discussions with them about future CCTV provision and pricing.

(Cllr Walsh left the meeting.)

The Chairman thanked all parties for attending and providing valuable information to the council. They then left the meeting.

**RESOLVED** to delay further consideration of the topic until the budget discussions later in the meeting.

## 5 Financial Matters (60-2013/2014)

- i) A detailed report of performance against budget for the year 2013/14 had been provided and this was scrutinized and discussed. **RESOLVED** to note the report.
- ii) A written report from the council's internal auditor following the mid-year internal audit visit had been provided to members. It was noted that the 1% pay increase referred to in the audit report had already been implemented and backdated to 1 April 2013 as previously reported to council. The Clerk provided copies of the most recent bank reconciliations to demonstrate that bank reconciliations were being performed on a regular basis despite the fact that the file had been missing on the day of the audit.  
**RESOLVED** to note the internal audit report
- iii) **RESOLVED** to note the potential financial impact of a by-election in Fallowfield should one be demanded, cost was likely to be in the order of £4,000. The deadline for demanding an election was noon on 13 January 2014.

## 6 Correspondence from Bowls Club (61-2013/2014)

The Chairman drew attention to a report from the Town Clerk and copy correspondence from the Treasurer of the Bowls Club which had been provided to members before the meeting. Cllr Osborne also reported

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that since receipt of this letter he and Cllr Jackson had attended a meeting with the Chairman and Secretary of Sandy Town Bowling Club who had not had sight of the letter and confirmed that they and their committee were unaware of the request contained therein that the council should include funds for the paving of two sides of the Bowling Green in its 2014/15 budget. In the light of this information it was **RESOLVED** to take no action to include any funds for paving of the bowling area in the 2014/15 budget. It was further **RESOLVED** to grant permission for Sandy Town Bowling Club to install two internal electrical sockets in the store room at the Banks Pavilion at the expense of the Club and to make arrangements with the Cricket Club for the Bowls Club to share access to the outdoor tap belonging to the Town Council at the Banks Pavilion. The Town Clerk was asked to monitor future water and electricity bills to note whether this resulted in any significant increase in consumption.

Cllr Jackson advised the committee that the meeting with representatives of the Sandy Town Bowling Club had been very positive and helpful. The representatives were unaware of several letters which had been sent to the Town Council and had prevented the despatch of others. It was hoped to continue the dialogue with the Club in the future.

## **7 Fallowfield (62-2013/2014)**

The committee considered recommendations which were to go to Town Council arising from the meeting of the Community Services and Environment Committee of Sandy Town Council on Monday 16 December 2013 (minute number C52/2013-14). It was noted that additional quotations were not yet available for all the outstanding work and it was **RESOLVED to recommend** to Town Council that when all the financial information was available the funds for any work agreed should be taken from the sum held in reserves for the maintenance of Fallowfield public open space and would not be included in the 2014/15 budget.

The Town Clerk was also asked to consider hire of a more robust chipper to enable the outdoor team to undertake more chipping of pruning/green waste on site in Fallowfield during the winter and also to obtain a view from the Head of Maple Tree School about the impact of proposed changes to railings and barriers on the school.

## **8 Estimates and Precept Setting (63-2013/2014)**

The Chairman introduced the most recent draft of the Town Council's budget for 2014/15 and noted that this was the third time that the draft had been considered. It was noted that the draft did not yet

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incorporate the recommendation approved at Town Council on 2 December 2013 to add 5% of the precept to reserves to form a fund for future capital projects and extensive debate followed. It was also noted that funds for the outsourcing of the accounts work had not been included separately in the budget but would be taken from Cost centre 401 as the staff review took effect.

The Town Clerk drew attention to the fact that no definitive statement had yet been made by DCLG about whether Town and Parish Councils would be subject to capping and referenda in 2014/15 and if so what threshold criteria would trigger a referendum. A statement had been promised early in the New Year but had not yet been made. Therefore the Council could find itself facing a referendum and the costs of this would be roughly equivalent to the cost of a full Town Council election.

**RESOLVED** to amend the budgeted amount for cost centre 509 Christmas Lights account code 7365 from £3000 to £4000.

Future CCTV provision was again discussed at some length.

**RESOLVED** to amend the budgeted amount for cost centre 601 accounting code 6184 from £25,000 to £15,000.

It was also **RESOLVED to recommend** to Town Council that a decision on CCTV be deferred pending further information and negotiation about future costs with CBC and HCCTV and that this item remains on the agenda of future P,F&R meetings to enable a decision to be taken by 31 March 2014.

**RESOLVED** to amend the budgeted amount for cost centre 402 Accounting Code 7101 from £440,869 to £455,704 and to add a sum of £22,043 to an earmarked fund in the reserves to be used for capital spending only.

**RESOLVED to recommend** to Town Council on 13 January 2014 that the final draft of the budget should be adopted and a total precept of £455,704 should be demanded from the precepting authority. This would result in the equivalent of an annual precept of £120.62 for an average Band D property in Sandy for 2014/15 compared with the annual precept of £105.76 for an average Band D property in Sandy in 2013/14, an increase of £14.86 for the year or 28p per week.

## 9 News Release (64-2013/2014)

**RESOLVED** to ask the Town Clerk to prepare a news release for immediate circulation so that members of the community could be made aware of what was planned and why and to allow them the

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opportunity to make representations to the Town Council before a final decision was made.



# HERTFORDSHIRE CCTV PARTNERSHIP

2014

Prepared by Mike Read Herts CCTV Operations Manager

## Partnership Overview

Partnership comprises - Stevenage Borough Council, North Hertfordshire District Council, East Hertfordshire District Council and Hertsmeire Borough Council.

### Partnership Clients include:

Ampthill ,Biggleswade, Sandy and SheffordTown Council, Central Bedfordshire District Council, Hertfordshire District Council (Schools), Stevenage Borough Council (Out Of Hours), Letchworth Heritage Foundation and MANY more.

We continue to be the largest geographical CCTV in Europe with over 522 cameras being monitored with an extra 29 deployable cameras which are used for anti social behaviour problem areas./incidents



**HERTFORDSHIRE**  
**CCTV**  
PARTNERSHIP

## HERTFORDSHIRE CCTV PARTNERSHIP 2014

We have become **MORE THAN** just cameras

- Excellent operators who have adapted to the changes in technologies and cover monitoring 24 hours per day -
- 7 days a week – 365 days of the year
- One full time Police Officer
- Independent Inspectors
- Performance Monitoring
- Partnership working
- Full Code of Practice in place – now adopted throughout the UK and by the Home Office



## Introduction

- Control Room completely refurbished in 2010
- Expanded from 101 in 2002 to 230 Town Centre
- Cameras now fully operational
- Covers 28 Towns
- Client User Group Meetings & Monthly Reports
- Process Management & Statistical Measurement –  
BORIS – totally unique to any CCTV control room  
in the UK.

## **Introduction Cont.**

- Centralising all our data in BORIS has meant that we now have the ability to relay information to clients in real time.
- Monthly reports are forwarded to the council for publication on the internet providing councillors and members of the public with access to monitored crime and arrest data for the preceding months.



## HERTFORDSHIRE CCTV PARTNERSHIP 2014

- CCTV operators monitored 3,851 incidents leading to 1,166 arrests which represented a rate of 30% for the same period in the previous 12 months.
- Central Bedfordshire, (Ampthill, Biggleswade, Sandy and Shefford), had 142 incidents monitored by the control room up to the end of year report, ( sept. 2012 –sept. 2013).



# HERTFORDSHIRE CCTV PARTNERSHIP 2014



<http://www.stevenage.gov.uk>

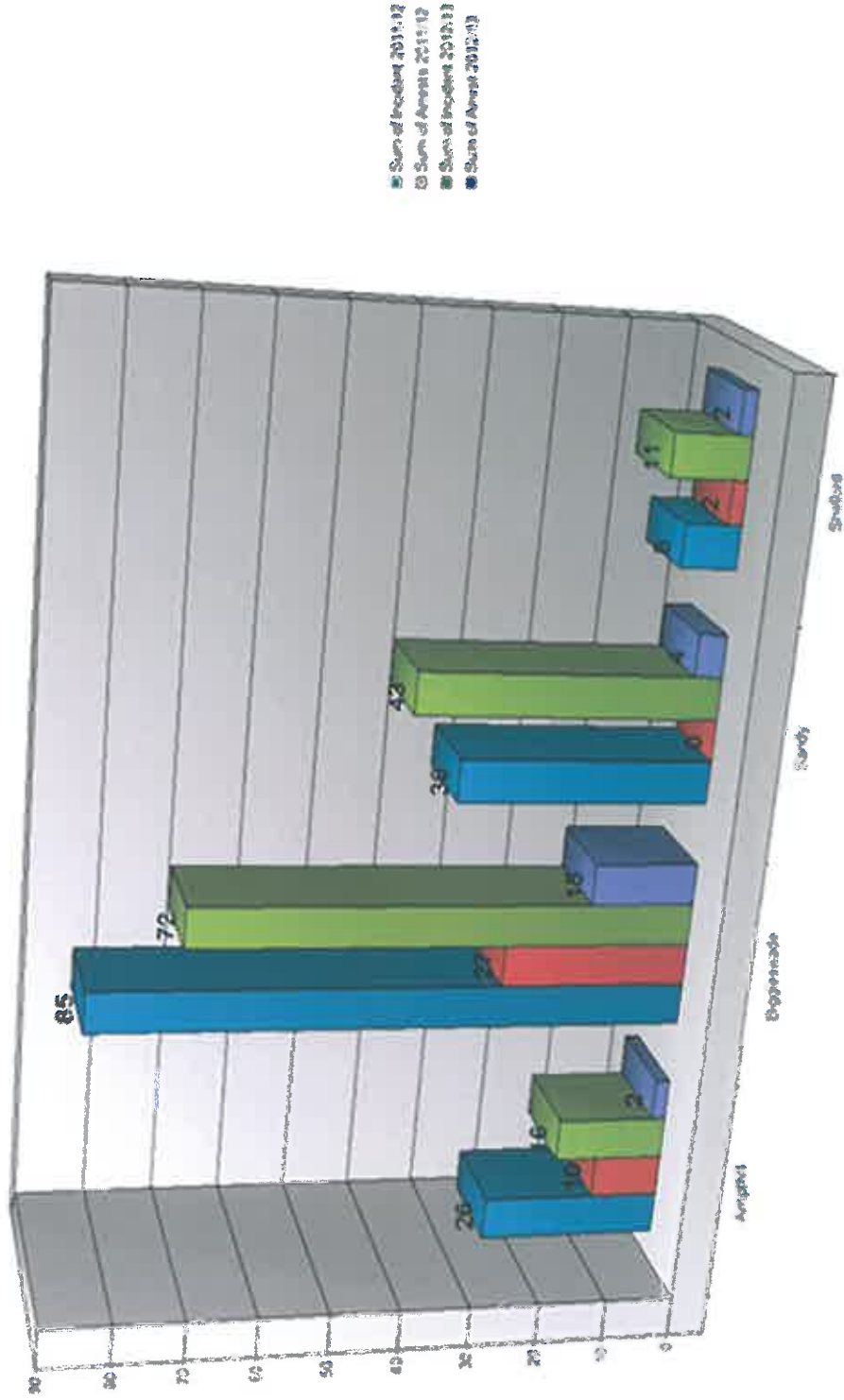
- CCTV
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- [Newsletters](#)



**HERTFORDSHIRE**  
**CCTV**  
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# HERTFORDSHIRE CCTV PARTNERSHIP 2014

## Central Bedfordshire



## Evidential downloads over the last two years

- There have been a total of **52** requests for the production of evidential DVD's in Ampthill
- In Sandy there have been **73** requests.



## HERTFORDSHIRE CCTV PARTNERSHIP 2014

- Camera Shy Newsletter – the newsletter reports details of incidents of all kinds and is available on the Stevenage Borough Website.

**Camera shy** Newsletter



## **Executive Summary ( based upon the results of a National Survey)**

- **90% of survey respondents support the use of Public Area CCTV by Local Authorities**
- **82% believe CCTV saves money by reducing Police and Court time**
- **80% of respondents believe that clearly visible CCTV managed by Local Authorities and Public Bodies does not infringe on their privacy rights**
- **76% consider there is the right amount or too few Public Area CCTV currently operating**
- **71% believe that CCTV in public areas makes them feel safer and reduces crime**
- **70% are against any removal of CCTV cameras by public bodies to meet Government budget cuts**
- **63% believe that Crime and Disorder would increase if CCTV was removed in their area**
- **61% are against any reduction in the monitoring hours of CCTV by Local Authorities even considering the current economic climate.**





HERTFORDSHIRE  
**CCTV**  
PARTNERSHIP

## HERTFORDSHIRE CCTV PARTNERSHIP 2014

Q:- Does the current CCTV service provide value for money.

*“The Partnership believes it provides a competitive, value for money service. The service has a successful history of attracting new clients and partners on a cost competitive basis.”*

Q:- How are costs calculated

“There are 3 main accounts:-

- Maintenance which goes out to Tender every 5 years ( currently Quadrant )
- Monitoring which is Tendered every 5 years ( currently Broadland )
- BT fibre links – recently re-negotiated an **18%** discount over a 3 year term for the CBC and Hertfordshire Partnership”



### Facts

- 60,000 cameras in local authorities
- Crime is down and falling ?
- Ass. of Police Officers want to make CCTV the next forensic science
- Deters crime
- Detects crime
- Displaces crime
- Changes crime
- Provides quality evidence
- Provides intelligence.



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# HERTFORDSHIRE CCTV PARTNERSHIP 2014





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# HERTFORDSHIRE CCTV PARTNERSHIP 2014

# QUESTIONS

