

Report of Rochford District CCTV Working Group to Rayleigh Town Council.

1. Purpose.

1.1 This report is submitted to Rayleigh Town Council for consideration in respect of the work undertaken by the Rochford District Council CCTV Working group.

2. Background.

2.1 On 14th July 2020, an interim report of the RDC CCTV Working group was presented to the Full Council of Rochford District Council. This report concluded that based upon crime statistics that indicated elevated levels of recorded offences in Rayleigh and Rochford, that these locations may benefit from the installation of CCTV as a crime reduction and crime detection tool, in addition to benefits linked to public perceptions of safety. In addition, a public survey indicated wide spread support for CCTV. The report is added as an Appendix to this document.

2.2 Work was then commissioned to examine potential locations for CCTV camera installation, system specification and associated costings. RDC appointed a consultant with significant experience in the field to assist with these determinations. This report is based upon the recommendations of the consultant on camera siting, specification and connectivity.

2.3 Budgetary provision has been made available within the RDC annual budget for 2021/22 for a Community Safety Fund amounting to £100,000 which is proposed to cover costs associated with CCTV proposals and other District wide Community Safety initiatives.

2.4 The Community Safety Fund will help fund capital expenditure only amounting to up to 75% of the capital costs of any CCTV project. Ongoing revenue costs associated with operating any CCTV system will be met by the Rayleigh Town Council, who would benefit from the CCTV system.

2.5 The RDC CCTV Working Group met on 7th July 2021, and the Leader of RDC committed that RDC would meet all costs associated with bringing the CCTV system into operation, and provide support with the procurement and associated processes required to bring the asset into being.

2.6 However, RDC will not assume any ongoing managerial function, oversight role or operational involvement in any CCTV scheme.

3. Overview

3.1 The proposed system for Rayleigh would be centred around the High Street and consists of 5 column mounted PTZ (Point/Tilt/Zoom) cameras that would be connected via wi-fi (with the addition of a wi-fi “hop” to ensure line of sight connectivity between the cameras) with a fibre feed to the monitoring station. This solution offers a more reliable “feed” to the monitoring station as bandwidth capacity on the fibre feed will be greater than on a 4G network and less likely to suffer interference or signal drop out that potentially may occur on a 4G network. The proposed locations are displayed in the image below:



3.2 Essex Highways were approached to seek permission to utilise existing street lighting columns on which to mount permanent CCTV cameras in both locations. Permission was declined. This has necessitated proposals to install dedicated columns with dedicated power supplies.

3.3 Each camera would be subject of a 3 year warranty with a life expectancy of up to 7 years.

3.4 In respect of Rayleigh, indicative costs are shown in the table below:

Rayleigh scheme	No.	Unit cost	Total capital	Total revenue
Cameras, HIK 1080p, PTZ dome and bracket	5	1000	5000	
Silvernet point to point 5GHz, 95Mb/s	6	1350	8100	
CISCO IE1000 4 channel switch	1	950	950	
BT RS1000d leased fibre connection to control room	1	8750	8750	1200
Camera maintenance and support	5	150		750
Columns				
Altron 1545 cabinet-base camera columns 8m	5	3500	17500	
UKPN power 230V (UMS)	5	1500	7500	
Traffic management	5	650	3250	
Slimline column (for wireless hop)	1	3000	3000	
Installation & commissioning fees			1650	
Monitoring (24/7)				5,750
			55,700	
			61,270 (inc.10% contingency)	7,700

3.5. The monitoring costs (based upon 24/7 monitoring for 5 cameras) are subject of an annual uplift charge (in the region of 3%).

4. Funding.

4.1 The announcement of the Community Safety Fund within the RDC budget 2021/22 has allowed for a specific funding stream to assist with the implementation of this proposal.

4.2 Based upon the indicative costs shown at 3.4, RDC will provide up to 75% of the total capital costs associated with the proposal. Based upon the indicative costs, this sum will be £45,952 (£61,270 x 75%) with capital costs falling to RTC amounting to £15,318.

4.3 At the time of submission of this report, the RDC Community Safety Fund remains open to grant bids from other Parishes not benefiting from CCTV proposals, but current commitments allow up to £65,000 to this proposal (but still subject to an overall contribution split of 75%:25% by RDC and RTC) in the event that actual costs exceed indicative costs.

4.4 Costs associated with bringing the CCTV system into operation will be met by RDC as set out in Section 6 below, in addition to the capital sum set out above.

4.5 On-going annual revenue costs would fall to Rayleigh Town Council.

5. Procurement.

5.1 Any purchase of the equipment will be subject to the Town Council's procurement rules within its Financial Regulations. RDC's Senior Procurement Officer can assist the Town Council in finding the most appropriate and value for money contract. It would be appropriate for the procurement to be carried out by the Town Council itself as it will have input into the specifications and requirements of the contract that is to be sought.

5.2 Once the contract has been identified, RTC will inform RDC and sign off on the grant agreement.

6. RDC undertakings.

6.1 Up to the point of system initiation, Rochford District Council will undertake to provide assistance with the following and accepts responsibility for cost incurred, if any, in relation:

- Appointment of planning agent and provision of plans in support of any planning application
- The submission of any planning application
- The application for unmetered power supply agreements between UKPN and RTC
- RDC officer time and support for the procurement process for all CCTV hardware, fixtures and fittings in accordance with RTC own procurement rules.
- The appointment of contractors to arrange the installation of all equipment, fixtures and fittings
- Complete negotiations for CCTV system monitoring, based upon 24/7 remote monitoring with link to Police

7. Data Protection Act 2018 and GDPR

7.1 RTC is the Data Controller for the CCTV footage and images and legal responsible for compliance under the Data Protection Act 2018. Legislation places responsibilities on the Data Controller to have the correct management scheme in place and ensure the correct processing of personal data being collected. The Town Council needs to establish that there was a proper legal basis for CCTV being operated and that it was necessary to address issues of public safety or crime prevention.

7.2 RTC will accept responsibility for compliance with all legal obligations and duties, which include compliance with the requirements of the Surveillance Camera Commissioner, Information Commissioners Office and GDPR.

7.3 RDC will assist RTC with the completion of both a Data Impact assessment and Surveillance Camera commissioner toolkit (both of which are documents that need to be completed in advance of system "go live") but these will be "living" documents subject to on-going review by RTC.

8. Ownership and ongoing management.

8.1 Given that RTC is the Data Controller, it will have legal ownership of all CCTV equipment, fixtures and fittings from the outset. RDC will have no operational involvement, management oversight or on- going financial commitment.

Appendices.

1. RDC Full Council meeting minutes 14/07/2020



Adobe Acrobat
Document