

WYRE FOREST DISTRICT COUNCIL

CABINET MEETING

THURSDAY 26TH OCTOBER 2006

CCTV – Stourport-on-Severn And Bewdley Town Centres

EXEMPT	
COMMUNITY STRATEGY THEME	Safer Communities
CORPORATE PLAN THEME	Enabling Community Wellbeing
KEY PRIORITY	Community Safety
CABINET MEMBER	Councillor N Desmond
RESPONSIBLE OFFICER	Chief Executive
CONTACT OFFICER	Economic Development & Tourism Manager (Extension 2752)
APPENDICES	None

1.0 PURPOSE OF REPORT

- 1.1 To advise of progress regarding the installation of CCTV cameras in Stourport-on- Severn and Bewdley town centres and seek authorisation to take forward the project to procurement, installation and commissioning stages.

2.0 RECOMMENDATIONS

The Cabinet is asked to DECIDE:-

to note progress being made regarding installing CCTV cameras in Stourport-on- Severn and Bewdley town centres.

to confirm the general locations to be covered by the cameras as set out in this report

to authorise the completion of any required negotiations to finalise the specific camera locations

to seek planning permission and listed building consent as required

AGENDA ITEM NO. 15.1

to authorise the commencement of the procurement process in order to enable the installation of the fibre, cameras and monitoring equipment and complete the related legal documentation

to negotiate the terms of a Service Level Agreement with an approved CCTV Monitoring station

3. BACKGROUND

- 3.1 The District Council's Capital Programme budget for 2006/07 includes £170,000 for the installation of CCTV cameras in Stourport and Bewdley town centres.
- 3.2 The District Council has appointed outside CCTV Consultants – Optimum - to undertake a Feasibility Study in order to advise on the installation of the CCTV systems.
- 3.3 The Report advises on matters such as suitable camera locations, camera types, relevant technical matters, estimated costings and appropriate monitoring arrangements.
- 3.4 Following receipt of the Report, further consultation regarding the camera locations has taken place with Ward members, Stourport-on-Severn and Bewdley Town Councils, Bewdley Chamber of Trade, relevant District Council officers and the local police.
- 3.5 Subject to the satisfactory completion of the procurement process, it is the aim to have the systems, in both towns, fully operational by April 2007.

4. KEY ISSUES

4.1 PROPOSED CAMERA LOCATIONS

- 4.1.1 The proposals are that the cameras will either be mounted on buildings, on combined street lamp/CCTV poles or on new "stand alone" poles to give coverage of the general areas set out below in paragraphs 4.1.2 and 4.1.3.
- 4.1.2 Stourport-on-Severn Town Centre
 - the "top end" of High St - ideally to include its junction with Lion Hill, the "top end" of Lombard St, and "top end" of Parks Passage.

AGENDA ITEM NO. 15.1

- the "bottom end" of High St to cover the "top end" of York St and the "top end" of Bridge St.
- the "bottom end" of Bridge St to cover the end of Engine Lane and part of Coopers Lane.
- the "bottom end" of York St ideally at its junction with Lion Hill and Mart Lane.
- the "bottom end" of Lombard St at its junction with Tan Lane – which will partly cover the pedestrian canal bridge from food store on Vale Road.

4.1.3 Bewdley Town Centre

- the "bottom end" of Load St and its junction with Severnside North and Severnside South.
- the "top end" of Load St to cover the area to the rear of St Anne's Church and the west side of Load St.
- the Dog Lane and Load St car parks.
- the Gardners Meadow car park.

4.1.4 Given the historic nature of the town centres, there are some potentially sensitive locations. The need to respect such locations will be balanced against the need for each camera to have the best coverage possible.

4.1.5 In anticipation of and in advance of the locations being formally approved, initial discussions have already commenced with representatives of the District Council's Development Control Section, the County Council and property owners to ensure the cameras can be sited in the optimum positions.

4.2 CAMERA TYPE

4.2.1 The cameras will be the "Metal Micky" dome type cameras (similar to WFDC's Kidderminster town centre cameras) with turn, tilt and zoom facilities. They will be operated "24/7" and controlled from a central monitoring station, (subject to a Service Level Agreement) with direct access to police support.

4.3 FUNDING

4.3.1 CAPITAL - "INCOME"

WFDC (Capital Funding) 2006/07	£170,000
Community Safety Partnership	£15,000
Stourport-on-Severn Town Council	£40,000
Bewdley Town Council	<u>£5,000</u>
TOTAL	<u>£230,000</u>

4.3.2 CAPITAL - EXPENDITURE (Estimated September 2006)

Subject to tender

B T Fibre supply and installation	£92,045
Cameras, poles etc supply and fitting	£76,520
Monitoring Station equipment	<u>£22,000</u>
ESTIMATED TOTAL	<u>£190,565</u>

4.3.3 REVENUE - "INCOME"

WFDC Annual Budget	£40,000
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4.3.4 REVENUE EXPENDITURE (2007/08)

Annual rental of BT line	£10,395
Monitoring Service Level Agreement	£20,250 (estimated @ £2,250 per camera)
Insurance	£2,000 (estimated)
Maintenance	<u>£3,000</u> (estimated from 2008/09)
ESTIMATED TOTAL	<u>£35,645</u>

4.4 MONITORING

- 4.4.1 Bromsgrove District Council's CCTV Monitoring station monitor the Kidderminster Town Centre scheme, under a Service Level Agreement (SLA).
- 4.4.2 This Monitoring Station is fully aware of the proposals for Stourport-on-Severn and Bewdley and can accommodate the Council's requirements to monitor the cameras as proposed to be installed.
- 4.4.3 The Consultants have also approached the CCTV monitoring stations at Worcester and at Wychavon Borough Council to ascertain their ability to monitor the new cameras.
- 4.4.4 The Consultants advise that the District Council would be best served by entering into a new Service Level Agreement with Bromsgrove District Council.
- 4.4.5 However, before doing so and in order to comply with the Council's Standing Orders relating to contracts, formal quotes will need to be obtained from other monitoring stations.

4.5 PROCUREMENT PROCESS

- 4.5.1 With regard to the installation of the BT fibre, it would be usual with projects of this estimated value, for the Council to enter into a formal tender process in order to secure a contract for the works.
- 4.5.2 However, BT is the only organisation able to supply and install the necessary fibre in this area. Confirmation of this position has been obtained from the Consultants in order to enable a contract to be entered into which satisfies the Council's Standing Orders relating to contracts.
- 4.5.3 With regard to the installation of the cameras and other equipment required at the chosen monitoring station, initial discussions have already commenced with the Consultants regarding the commencement of the procurement process. The process will include finalising the technical specifications, selecting proposed contractors, going out to tender in line with WFDC Standing Orders relating to contracts and selecting an appropriate contractor.

AGENDA ITEM NO. 15.1

- 4.5.4 The Consultants have already quoted, and subject to the scheme progressing, will be appointed, to undertake both the required procurement and the ultimate project management work in order to complete the installation and operational process.
- 4.5.5 In order to achieve an April 2007 installation, the Consultants are working to the following proposed timetable

31st October 2006:

Consultants finalise specification and invite receipt of Tenders

27th November 2006:

Closing date for receipt of Tenders

28th November 2006:

Tenders opened by Miscellaneous Functions Sub Committee and delegate the appointment of the successful tenderer to an officer subject to an approved evaluation scheme

29th November 2006:

Consultants Evaluate Tenders

20th December 2006:

Pre contract meeting with selected contractor

5th January 2007:

Installation Contract signed

8th January 2007:

Commencement of installation contract

April 2007:

Cameras “go live”

4.6 RADIO LINK / "SHOP WATCH" SCHEMES

- 4.6.1 In Stourport-on-Severn, the local police are seeking ways to incorporate the town centre "radio link" scheme with the CCTV cameras to enable the optimum use is made of the new opportunity.
- 4.6.2 In Bewdley, initial discussions are understood to be taking place with the Chamber of Trade and the local police to develop a new town centre "radio link" scheme. The two organisations are seeking ways to incorporate the proposed ink" scheme with the CCTV cameras to enable the optimum use is made of the new opportunity.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no financial implications, other than as set out in paragraph 4.3. of this report.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The installation of CCTV for Stourport-on-Severn and Bewdley Town Centres accords with District Council policy.
- 6.2 All contracts that will be required to be entered into in order to complete this project, will be in accordance with the Council's Standing Orders relating to contracts.

7. RISK MANAGEMENT

- 7.1 There are two principal risks associated with this proposal:
 - i. where cameras are to be located on existing building, the relevant property owner may refuse to grant permission to fix the required bracket.
 - ii. The tender price for the camera installation works may exceed the allocated budget

8. CONCLUSION

- 8.1 The provision of CCTV coverage in Stourport-on-Severn and Bewdley town centres will be of benefit to the local community, businesses and visitors.

9. CONSULTEES

- Corporate Management Team

10. BACKGROUND PAPERS

- Bewdley and Stourport-on-Severn CCTV Feasibility Study report April 2006 – Optimum CCTV Consultants