

## WYRE FOREST DISTRICT COUNCIL

### CABINET MEETING

THURSDAY 23<sup>RD</sup> NOVEMBER 2006

### CCTV – STOURPORT-ON-SEVERN AND BEWDLEY TOWN CENTRES

<b>OPEN</b>	
<b>COMMUNITY STRATEGY THEME</b>	Safer Communities
<b>CORPORATE PLAN THEME</b>	Enabling Community Wellbeing
<b>KEY PRIORITY</b>	Community Safety
<b>CABINET MEMBER</b>	Councillor N Desmond
<b>RESPONSIBLE OFFICER</b>	Chief Executive
<b>CONTACT OFFICER</b>	Economic Development & Tourism Manager (Extension 2752)
<b>APPENDICES</b>	A - Finance Statement (Exempt)

#### **1.0 PURPOSE OF REPORT**

- 1.1 To advise of progress regarding the installation of CCTV cameras in Stourport-on- Severn and Bewdley town

#### **2.0 RECOMMENDATIONS**

**The Cabinet is asked to DECIDE:-**

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

**to endorse the locations where the cameras are to be sited**

**to endorse the commencement of the procurement process in order to enable the supply and installation of the fibre, cameras, infrastructure and monitoring equipment and authorise the Head of Legal Services to complete the relevant legal documentation**

**to authorise the Head of Legal and Democratic Services in consultation with the Economic Development and Tourism Manager to negotiate the terms of a Service Level Agreement with Bromsgrove District Council 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 at the locations set out below in paragraphs 4.1.2 and 4.1.3.
- 4.1.2 Stourport-on-Severn Town Centre
- Column in Traffic island junction top of High St / Lickhill Road / Lombard St.
  - Corner of High St and New St. on H J Beards
  - Junction of Bridge St and Coopers Lane.
  - York St – opposite the "Lock Shop" combined street lamp/cctv column to replace the existing street lamp column.

- Junction of Lombard St and Tan Lane on pizza shop.

#### 4.1.3 Bewdley Town Centre

- Junction of Load St with Severnside North.
- On frontage of 49 Load St
- Dog Lane car park - column.
- Gardners Meadow car park - column.

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 (ie relevant planning permissions, listed building consents and wayleaves) initial agreement has been reached 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 MONITORING**

4.3.1 Bromsgrove District Council's CCTV Monitoring station monitors the Kidderminster Town Centre scheme, under a Service Level Agreement (SLA).

4.3.2 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.

4.3.3 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.

4.3.4 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 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 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.

4.5.4 The Consultants have been 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

31<sup>st</sup> October 2006:

Consultants finalised specification ready to invite receipt of Tenders

27<sup>th</sup> November 2006:

Closing date for receipt of Tenders

28<sup>th</sup> 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

29<sup>th</sup> November 2006:

Consultants Evaluate Tenders

20<sup>th</sup> December 2006:

Pre contract meeting with selected contractor

5<sup>th</sup> January 2007:

Installation Contract signed

8<sup>th</sup> 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 Appendix A 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 formal 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