



Policy and Finance Committee

Date: 29 March 2021

Title: Potential CCTV Digital Upgrade

Purpose of the Report: In accordance with the invitation received from Central Bedfordshire Council that the Policy and Finance Committee consider committing to the purchase of digital cctv cameras and associated infrastructure in order to take advantage of the costs secured as part of the wider Central Bedfordshire Council digital cctv contract.

Contact Officer: Mark Saccoccio, Town Clerk

Corporate Objective/s	To promote and develop a vibrant town through partnership working and initiatives including management of the street market, provision of town and community promotions, town centre enhancements, tourism and practical support for local businesses.
Implications:	
Financial	Anticipated capital project costs of £44,871.82 to be met from Town Council Reserves and potentially from any Operation Dodford underspend for the period 2020/21.
Human Resources	None
Operational/Service delivery	Digital technology will provide real time intelligence in support of reducing the fear of crime.
Risk/Health and Safety	The potential failure to upgrade the present analogue system to digital technology will mean that cctv cameras will no longer be able to be monitored.

1. RECOMMENDATIONS

Should the Committee be minded:

- 1.1 That a maximum of £50,000 (to include a contingency sum) be committed from Town Council Reserves for the purposes of meeting the capital**

**investment costs in order to upgrade the Town Council owned cctv system from analogue to digital technology.
OR**

- 1.2 That a maximum of £40,000 be committed from Town Council Reserves with any anticipated shortfall made up from underspend within the Operation Dodford budget for the period 2020/21.**
- 1.3 To increase the revenue cost budget line for cctv (4400/410) by £1,460 per annum to cover the additional fibre line costs for the Astral Park cameras.**

2. BACKGROUND

- 2.1 In order to reduce the fear of crime, the Town Council has for many years had in place a cctv camera system for the purposes of monitoring town council owned assets such as its parks and open spaces. In addition, the Town Council has also purchased its own redeployable cctv cameras which on police advice are moved as and when considered appropriate and necessary. By way of legal agreement, the system of town council owned cameras is monitored by Central Bedfordshire Council on behalf of the Town Council.
- 2.2 Central Bedfordshire Council has made a commitment that when a new monitoring station (control room) was identified and completed, it would then begin the process of upgrading its aging analogue system to digital technology. As a stakeholder, the Town Council was invited to also consider its position on the future of its own aging analogue system of analogue cameras.
- 2.3 Given the fact that Central Bedfordshire Council would no longer be able to host an analogue system once it had migrated its systems to digital, this leaves the Town Council with two options. The first is to establish its own dedicated monitoring facility or to upgrade to digital thereby allowing Central Bedfordshire Council to carry on monitoring the system on behalf of the Town Council.
- 2.4 At its meeting held 16th July 2018, the Community Safety Sub-Committee was made aware that Central Bedfordshire Council was beginning the process of replacing aging analogue cctv system with digital technology. The Sub-Committee recognised that at some future time, it would need to take a position in respects of the potential replacement of town council owned equipment and that funding would need to be identified for this purpose.
- 2.5 At its meeting held 15th July 2019, an update was provided to the Community Sub-Committee that Central Bedfordshire Council was looking for new premises for their cctv control room and once this had been secured, the tendering process for the purchase of digital cctv cameras and associated infrastructure would commence.
- 2.6 At its meeting held 13th January 2020, it was confirmed to the Community Safety Sub-Committee that Central Bedfordshire Council had now secured a location for a new control room and at the appropriate time, Town Council

officers would engage with the police and Central Bedfordshire Council to discuss the Town Council system and potential enhancements.

- 2.7 At its meeting held 13th July 2020, it was confirmed to the Community Safety Sub-Committee that an update meeting had recently been held with Central Bedfordshire officers. Central Bedfordshire Council was progressing its plans to upgrade its public realm cctv network to a fully digital system and its commitment to build a new control room. It was anticipated that an invitation to tender would be published in the coming months and the Community Safety Sub-Committee was asked to agree inclusion of its existing cctv cameras within the tender. By doing this, it would enable accurate costs to be attained to purchase new cameras and any associated equipment. The caveat being there was no obligation on the Town Council at this stage to commit to the project. At this meeting, the Sub-Committee resolved to endorse that the existing town council assets be included within the invitation to tender for a digital system that would be issued by Central Bedfordshire Council.
- 2.8 As part of the scoping exercise to inform the tender, an audit of existing cameras was undertaken. The location and number of cameras was considered. As part of this exercise, it was identified that an additional camera would be required at one location given the currently inadequate coverage the single camera at this location provides. The additional camera as well as installation costs are included within the pricing schedule the town council has received (**see attached covering letter and tender costs**).
- 2.9 At its meeting held 22nd February 2021, the Policy and Finance Committee received and endorsed the latest iteration of the Town Council's Five Year Financial Plan. When compared to the previous iteration, the indicative costs for the cctv project have been reprofiled down from £60,000 to £40,000 - based on the most recent information received from Central Bedfordshire Council.
- 2.10 As set out in the recommendations, there are potentially two options in meeting the upgrade costs. The first as set out at paragraph 1.1 is to ring fence and draw down the entire project cost from reserves. The second as set out at paragraph 1.2, is to draw down a maximum of £40,000 from reserves with the residual coming from the anticipated underspend within the Operation Dodford budget for the period 2020/21. Based on the agreed tender Central Bedfordshire Council received, the shortfall of £4,871.82 could be met from Dodford underspend for the year.
- 2.11 Notwithstanding the above, it will be necessary to meet the additional fibre line costs for the Astral Park facility which are presently not included within the cctv revenue budget line. As set out at paragraph 1.3, the additional cost for this is anticipated to be £1,460 per annum.

End.

