

DECISION ITEM

| REPORT OF | MEETING | DATE | ITEM NO |
|--------------------------------------|---------------------|-------------------|---------|
| OFFICE OF THE DEPUTY CHIEF EXECUTIVE | EXECUTIVE COMMITTEE | 19 SEPTEMBER 2023 | 11 |
| TOWN CENTRE CCTV UPGRADE | | | |

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

RELEVANT LEAD MEMBER

This item is within the remit of Lead Member for Social Wellbeing (Councillor Christopher Dixon).

PURPOSE OF THE REPORT

The report sets out progress on the upgrade of the town centre CCTV systems covering St Annes, Lytham and Kirkham, for which budget provision was made in 2022. Additionally, the report informs the committee of a successful funding application to the Police and Crime Commissioners Community Safety Fund of £25k and seeks approval to add that award to the existing capital budget for the town centre CCTV upgrade, enabling an additional CCTV camera and associated infrastructure to be provided at Lytham Windmill. The report also seeks authority to let the contract to British Telecommunications plc for supply, installation and maintenance of the town centre CCTV systems including network upgrades.

RECOVERABILITY

This decision is recoverable under section 7 of part 3 of the constitution.

RECOMMENDATIONS

- To approve a fully funded capital budget increase for 2023/24 in the sum of £25,000 funded from the Police and Crime Commissioners Community Safety Fund, which will give an overall capital budget of £105,000; and
- Subject to the approval of 1 above, to drawdown and authorise expenditure in the sum of £105,000 and award the letting of the contract for the Town Centre CCTV Upgrade to British Telecommunications plc

REPORT

BACKGROUND

- The council presently controls fifteen static CCTV cameras in town centre locations. The cameras are in St Annes (8 cameras), Lytham (4) and Kirkham (3). The cameras are maintained under an agreement with Blackpool Council and operated and monitored through an arrangement with Wyre Council.
- Cameras are generally regarded as having an optimum working life of five years, before becoming obsolete through a combination of service interruptions, increasing maintenance costs and technological advancement. Like an older car, a camera can be maintained in working order considerably beyond that expectation, but that may not be economically or operationally sensible.

3. The cameras in St Annes and Kirkham are analogue cameras which were installed about 2008. They are operational but outdated, the four cameras in Lytham are IP units installed in 2015 but are still past the end of their optimum useful life.

SCHEME DETAILS

4. Fylde Council are collaborating with Wyre Council on this project and will continue the monitoring arrangement with Wyre Council. The project is to upgrade town centre systems in Fylde and Wyre including all the equipment, network and the control room at Wyre Civic Centre. The two councils have been supported in the project by an external expert consultant.
5. All 15 CCTV cameras in St Anne's, Lytham and Kirkham will be replaced with new field hardened [PTZ/wiper/IR variant Axis Q6225-LE PTZ cameras](#). This camera is designed for public space surveillance and is fit for purpose within high salt atmospheres. The device is complete with a wiper for remote lens cleaning, maintaining optimal image quality in all weather and is HD resolution. In addition, it is provided with a 400m covert infrared illumination simplifying nighttime vision for all areas.
6. An additional camera will be installed at Lytham Windmill mounted onto the Lifeboat Museum and will connect back to the control room using a secure mobile broadband connection. Planning permission and listed building consent has been granted for this new location.
7. All equipment will be updated within each cabinet including new power supplies and new PoE switches. Silvernet radios will be replaced at each camera location that relies on a wireless link.
8. Axis C1310 external audio horns will be installed at Lytham Windmill, St Anne's Pier and Ashton Gardens which will allow for one way communication to members of the public.
9. The network will be upgraded to 1GB ethernet circuits in St Anne's, Lytham and Kirkham which will provide the connection back to the control room where the cameras are monitored and data is stored.
10. The proposed solution has capacity built in if Fylde or Wyre wanted to install additional cameras later in any of the town centres.
11. The Control room will be moved to a larger room at Wyre Civic Centre and all equipment/furniture replaced to create a modern fit-for-purpose facility. We are hoping that this will attract additional volunteers which will result in increased monitoring.
12. All products are provided with a 5-year warranty. The solution will be supported for the lifetime of the contract with both proactive (preventative) and reactive maintenance.

REGULATIONS

13. CCTV is highly regulated. Since 2013, any CCTV installations operated by a public authority has had to comply with the Surveillance Camera Code of Practice, issued by the Biometrics and Surveillance Camera Commissioner. Images collected by surveillance cameras are personal data and must be processed as required by the Data Protection Act 2018.
14. Fylde Council Town Centre town centre CCTV is monitored by Wyre Council under a service level agreement. Their staff and volunteers are fully instructed on the policies and procedures to be followed and these are reviewed on an annual basis. Copies of the procedural documents and the CCTV Code of Practice are available in the CCTV control room. Their staff and volunteers are SIA trained and where applicable hold an SIA licence.
15. The replacement of the existing cameras and their associated infrastructure will result a significant enhancement in the capability, as well as the reliability, of the system. Additionally, the new camera at Lytham Windmill will extend permanent CCTV coverage to a location which has previously only been covered from time to time by rapid redeployable cameras. Because the enhanced CCTV coverage brings with it potential privacy issues for individuals, a [data protection impact assessment](#) of the project has been written and signed off by the Councils Data Protection Officer.

PROCUREMENT

16. The contract for the upgrade is proposed to be awarded to British Telecommunications plc as a direct award under the Crown Commercial Service [Network Services 3 framework](#), which is open to all UK public sector

organisations. British Telecommunications plc can be appointed under lot 1a Inter Site Connectivity (Wider Area Network) / Data Access Services of the framework. Using the framework would provide assurance that procurement requirements had been met and that the provider is appropriately qualified and resourced to provide the goods and services. A direct award will ensure that the project is delivered in this financial year and that the ageing systems are replaced as soon as possible.

17. British Telecommunications plc are one of two companies that can provide the network services required for this project and a cost comparison has been undertaken with both companies, with BT offering best value over the duration of the five-year agreement.
18. Although there is competition in the market for the supply, installation and maintenance of CCTV equipment, there are benefits of having a sole supplier for the whole public surveillance solution and BT Telecommunications plc are the only company that can deliver the full solution to our specification.
19. British Telecommunications plc have extensive buying power in the market and officers at Fylde and Wyre, and the independent Consultant are satisfied that this offer represents exceptional value for money to the Council.

FINANCIAL IMPLICATIONS

20. Tables are provided below showing capital/revenue budgets and costs. British Telecommunications plc proposal is on budget and revenue costs can be dealt with within existing budget provision.

Table 1. Capital Budget

| Source | Description | Budget |
|-----------------------------|--|-----------------|
| Fylde Council | Funding is secured and is on the capital programme for 2023/24 | £80,000 |
| PCC Community Safety Fund | Funding is secured and needs adding to the capital programme | £25,000 |
| Total Capital Budget | | £105,000 |

Table 2. Capital cost plan

| Item | Total |
|--|--------------------|
| St Anne's – cameras, wireless links, speaker, POE switches and network upgrade | £42,385.93 |
| Lytham – cameras, wireless links, speakers, POE switches and network upgrade | £24,588.88 |
| Kirkham – cameras, wireless links, POE switches and network upgrade | £15,573.73 |
| Comms Room | £13,617.74 |
| Professional Services | £3,892.45 |
| Contingency | £4,941.27 |
| Total | £105,000.00 |

Table 3. Revenue Budget

| Item | Total |
|---------------------|---------|
| CCTV Revenue Budget | £45,000 |

Table 4. Revenue Costs

| Item | Total |
|-------------------------------|----------------|
| Network costs | £12,000 |
| Monitoring costs | £24,000 |
| Support and Maintenance costs | £7,000 |
| Total | £43,000 |

PROGRAMME

20. The project will be delivered within four months of signing the contract with an estimated completion date of January 31st 2024.

CONCLUSION

21. Officers are recommending a direct award through the Network Services 3 Crown Commercial Services framework to BT Telecommunications plc, to ensure that the town centre CCTV systems are upgraded this financial year and to have a single point of contact for our public surveillance system.

| CORPORATE PRIORITIES | |
|--|---|
| Economy – To create a vibrant and healthy economy | ✓ |
| Environment – To deliver services customers expect | ✓ |
| Efficiency – By spending money in the most efficient way | ✓ |
| Tourism – To create a great place to live and visit | ✓ |

| IMPLICATIONS | |
|---|---|
| Finance | To approve a fully funded capital budget increase for 2023/24 in the sum of £25,000 fully funded from the Police and Crime Commissioners Community Safety Fund, which will give an overall capital budget of £105,000; and Subject to the approval of 1 above, to drawdown and authorise expenditure in the sum of £105,000 and award the letting of the contract for the Town Centre CCTV Upgrade to British Telecommunications plc |
| Legal | CCTV is highly regulated. Since 2013, any CCTV installation operated by a public authority has had to comply with the Surveillance Camera Code of Practice, issued by the Surveillance Camera Commissioner. Images collected by surveillance cameras are personal data and must be processed as required by the Data Protection Act 2018. |
| Community Safety | Fylde Council has installed CCTV (Closed Circuit Television) cameras in St Anne's, Lytham and Kirkham for the purposes of reducing crime, disorder, anti-social behaviour and the fear of crime by helping to provide a safer environment for those people who live and work in the area and for visitors travelling through the area |
| Human Rights and Equalities | None arising from this report |
| Sustainability and Environmental Impact | None arising from this report |
| Health & Safety and Risk Management | None arising from this report |

SUMMARY OF PREVIOUS DECISIONS

5 November 2019: (1) That the Committee considers the report and supports the rationalisation of the 2 CCTV vehicles to one in order to provide a viable service in 2020/21; and (2) That Officers are requested to investigate the costs of replacement CCTV vehicles with a view to submitting a future capital bid in 2021/22 and exploring other funding opportunities in the meantime.

5 January 2021: (1) To note the position with respect to the town centre CCTV and mobile vehicle replacement initiative: (2) To offer the support of the Committee to the Budget Working Group for the funding sought by both Kirkham Town Council and Newton-with-Clifton Parish Council for CCTV within their respective localities subject to both councils being able to demonstrate a pressing need for each camera and providing a copy of an associated data impact assessment: and (3) That a further report be brought back to the committee on guidance to be proffered to the Budget Working Group against which to consider future bids for funding for CCTV from other Town and Parish Councils.

2 September 2021: (1) Approve the replacement of the strategic town centre cameras in St Annes, Lytham and Kirkham in principle, subject to Capital budgetary provision being confirmed through the 2022/23 budget process. (2) Note the replacement of the two mobile CCTV vans by four rapid redeployable cameras; and (3) Note the ability of town and parish councils to fund their own supplementary CCTV systems. (4) Create additional signage notifying residence of CCTV, and update those already in place.

BACKGROUND PAPERS REVELANT TO THIS ITEM

| Name of document | Date | Where available for inspection |
|------------------|------|--------------------------------|
| | | |

| LEAD AUTHOR | CONTACT DETAILS | DATE |
|-------------|---|------------------|
| Ben McCabe | Email ben.mccabe@fylde.gov.uk & Tel 01253 658615 | 6 September 2023 |