

# Lowestoft Town Council

## Meeting of the CCTV Committee

Riverside, Canning Road, Lowestoft, Suffolk, NR33 0EQ  
10.00 on 26 April 2018

### MINUTES

**Present:** Cllrs Baz Bemment, Neil Coleby, Peter Collecott, Ian Graham (Chair), Alan Green, Graham Parker and Keith Patience (arrived 10.06) and Alice Taylor

**In attendance:** Shona Bendix (Clerk), Sarah Foote (Deputy Clerk)

**Public:** Four members present – two arriving after the start of the meeting (10.20 and 10.22 respectively).

**15. Welcome and Announcement on Reporting**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

**16. To receive and consider acceptance of apologies for absence**

Apologies were received and accepted from Cllrs Frost and Houghton.

**17. Declarations of Interests and dispensations**

None.

**18. Minutes of the last meeting**

The minutes of the meeting held on 13 April were approved. Proposed by Cllr Coleby, seconded by Cllr Parker and agreed six votes in favour and two abstentions.

**19. Public Forum**

A parishioner stated that it was vital for the town that there was some coverage at least, even if the Town Council could not retain the existing provision. Crime figures for the town just published and these show it would be remiss not to have any CCTV at all. They asked how the Town Council was approaching other councils to give contributions to the running of the service. It would be beneficial to the whole of the county, not just the town, to have CCTV and keep crime in the County down.

Another member of public was representing Lowestoft Vision and the business bid area.

**20. Review of locations of the CCTV cameras and data on the value of the service**

A sensitive paper giving an indication of the working order of the cameras had already been provided. It was agreed that Suffolk Police should be consulted on where the best sites would be for cameras and then a dialogue with businesses and communities could follow.

**21. To consider CCTV income, beneficiaries of the service and assignment of charges**

The Council were still awaiting detailed information from Norse on how costs were assigned. The contract was currently costing £290,000 and did not cover any maintenance or repair. 10.17 Cllr Patience left the room. The Council were also still awaiting costings for cameras to be moved. It was still problematic to get clarity on if the Town Council were paying for an out of hours service (for every phone call to the service from lone workers and Suffolk Coastal calls as well as those in Waveney) as Norse were clearly stating the Town Council were and WDC were stating the Town Council were not.

**22. To note contributions from other stakeholders towards the CCTV services, operatives work for other beneficiaries and explore assignment of charges.**

Cameras at certain locations were recharged but there was no clarity of how these costs were set.

# Lowestoft Town Council

## Meeting of the CCTV Committee

Riverside, Canning Road, Lowestoft, Suffolk, NR33 0EQ  
10.00 on 26 April 2018

Cllr Taylor challenged how the rates currently being paid for one or two cameras were set and if and when they were reviewed.

**23. To explore any other opportunities for financing and enhancing the current CCTV position**

It was suggested that the Crime Reduction Programme could be approached, via the Police and Crime Commissioner who would also be invited to attend future meeting.

**24. Determine next steps for exploring CCTV options for the future**

A general discussion then took place on CCTV provision in the town with the Chair allowing members of the public to contribute to the discussion. At the end of this it was agreed that the next steps required were as follows and the agenda for the next meeting would be based on these:

1. A draft project management plan for contract review (Waveney Norse) and service review – to explore all options of where the Town Council wants to be with CCTV in the future. Engagement with Suffolk Police, businesses and communities. The current contract was for five years with a six month break clause.
2. Assessment of other town's CCTV service
3. Cost of new cameras
4. Value for money measures that can be used for performance management.
5. In confidential session, discussion with Norse about items such as assignment of costs to users
6. Any funding sources.

**25. Date of the next meeting –**

Internal meeting with Norse and WDC to be arranged for 10 am on Thursday 10 May.  
9.00 am Monday 14 May 2018 (venue to be confirmed)

**26. Items for the next Agenda**

**27. Resolution to close the meeting to the public**

Pursuant to the Public Bodies Admission to Meetings Act it was proposed by Cllr Graham, seconded by Cllr Green and agreed to close the meeting to the public. Before the four members of the public left they provided their email addresses as consent to be contacted about future meetings.

The Committee viewed confidential papers which had been provided by the current service provider, Norse, and their suggestions on how the operating cost of the current CCTV system could be reduced.

It was agreed that this document could not be considered further until the Town Council had confirmed what future CCTV service would be required.

The Chair closed the meeting at 11.34.

Signed:.....  
26 April 2018