

**Lowestoft Town Council**  
**Meeting of the CCTV Committee**  
Riverside, Canning Road, Lowestoft, Suffolk, NR33 0EQ  
09.00 on 14 May 2018

**MINUTES**

**Present:** Cllrs Baz Bemment, Neil Coleby, Peter Collecott, Graham Parker, Keith Patience (arrived 09:29) and Alice Taylor

**In Attendance:** Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

**Also In Attendance:** Inspector Liz Casey (Suffolk Constabulary) and Kerry Blair (Head of Operations – Waveney District Council)

**Public:** There were no members of the public present

**28. Welcome and Announcement on Reporting**

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

It was agreed that the Chair and Vice Chair of the Committee, the Terms of Reference and composition would remain the same for this meeting, and would be added to the next agenda for consideration.

As the Chair had given apologies for this meeting, and the Vice Chair, Cllr Patience, had advised that he would be late, it was agreed that Cllr Taylor would chair the meeting until the Vice Chair arrived.

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

Apologies were received and accepted from Cllrs Carlton, Frost and Graham. Cllr Patience had advised that he would be late.

*The Clerk arrived 09:10*

**30. Declarations of Interests and Dispensations**

None.

**31. To consider the accuracy of the Minutes:**

26 April 2018 – Cllr Bemment did not feel that some of the discussions from the previous meeting had been sufficiently noted.

Cllr Collecott proposed accepting the minutes with the necessary amendment; seconded by Cllr Bemment; all in favour.

All Councillors and staff present at the meeting introduced themselves to Inspector Casey.

**32. Public Forum**

There were no members of the public present.

**33. Discussion with representative of the Police and Crime Commissioner**

Councillors asked Inspector Casey if there was any further update following reports of the Police and Crime Commissioner considering introduction of a new CCTV system across Suffolk. There is no update to give at the moment but any questions regarding funding for the area would have to be raised directly with the Police and Crime Commissioner. It was noted that they are keen to offer support to this area. Lowestoft Town Council would like to be kept informed before any major decisions are made.

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Inspector Casey advised that the Police work very closely with the CCTV service, and it is invaluable for their detection rate. The best means of evidence is viewing a recording of a crime taking place. CCTV has also proved essential in the protection of vulnerable people and the prevention of crime. She believes the current location of the cameras provides a good coverage of the town, but a more mobile service which can be adjusted would be beneficial.

It was queried whether the Police could make a financial contribution to the CCTV service, since they rely on it for prevention and detection of crime and to provide evidence. This again would need to be considered by the Police and Crime Commissioner.

*Cllr Patience arrived 09:29*

Regarding the quality of cameras, Inspector Casey said that cameras should be clear enough and should be able to zoom in, in order to identify an individual, including during the night. She also said how beneficial it was to the Police to have experienced CCTV operatives, who know what to look for and are pro-active in notifying Police of potential issues or crimes taking place.

It was queried whether the police could provide statistics about crime in Lowestoft, where it has been taking place, the nature of it and supporting figures, to allow discussions to begin about where to situate cameras. Information is available but it is important that this is analysed in context.

It was agreed that the Chair, Deputy Chair and Clerk would meet with the Police and create a report to feed back to the Committee.

Inspector Casey was asked if she was aware of any cameras not functioning in Lowestoft, which are having a detrimental effect on the Police's work. She will have a look into this.

As Cllr Patience had arrived it was agreed that he would now chair the meeting.

#### **34. Discussion with Waveney District Council and Waveney Norse**

No representatives from Waveney Norse were present at the meeting.

Mr Blair advised that Waveney District Council meet with Waveney Norse on a monthly basis to discuss any issues.

It was requested that a joint meeting between Lowestoft Town Council, Waveney District Council and Waveney Norse be arranged to discuss the assignment of costs, the contract and the out of hours service, as LTC has been receiving conflicting information about this. WDC are happy to attend a meeting.

Norse have sent Waveney District Council a breakdown of costs. They will review the information and if WDC have made an error they are happy to make an adjustment to the assignment of costs. It is not however always straightforward to determine what costs are relevant specifically to Lowestoft, such as during the tidal surge, when operatives were monitoring activity in Lowestoft and along the coastline.

It was queried whether there were any other matters which Inspector Casey needed to be involved with. The Police will gather statistics for the past couple of years and ensure they are interpreted in the correct way. A meeting with the Chair, Deputy Chair and Clerk will be arranged to analyse the data.

*Inspector Casey left the meeting 09:49*

It was asked if Waveney District Council could provide any guarantee that charges for the out of hours service had not historically been charged to Lowestoft Town Council in error. Mr Blair advised that WDC should be able to address this and make changes accordingly if necessary.

It was queried whether Waveney District Council should be responsible for part of the cost of running the CCTV service in the town as they receive Business Rates. His view was that this would not be the case as WDC made a calculation for the management of the service as part of the budget, which forms part of the precept they set for the Town Council.

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It was queried whether WDC would be able to offer assistance to LTC in reviewing the CCTV contract and options for the future. WDC do have an interest and will maintain a dialogue, but the responsibility has transferred and his view is that this is a matter for LTC.

There were cameras which passed over to Lowestoft Town Council's responsibility in a poor condition, or not functioning and therefore are not part of the maintenance schedule. This will be discussed as part of the joint meeting.

The meeting will be internal rather than a formal Committee meeting and a date between 29 May to 8 June will be decided.

Lowestoft Town Council noted that it will be looking at the best way to manage the finances, but would like to do this in partnership with Waveney District Council as the service was historically theirs.

*Mr Blair left the meeting 10:05*

**35. Plans for the following:**

35.a Reviewing the Norse contract – There has been insufficient liaison with Norse. The Clerk will put together a project plan for the Committee to consider. The meeting with the Police will help with this.

It needs to be established what cameras Lowestoft Town Council wants, then how they are financed. It was suggested that other parishes within the town could contribute, as well as WDC and the Police. Enquiries also need to be made with Norse to see if they can make a cost saving.

It was queried whether Lowestoft Town Council has taken over a valid contract for the CCTV service. There is no Service Level Agreement in place for CCTV but advice from solicitors can be sought. The Council noted that it needs establish what charges can be applied to other stakeholders and then a specification can be developed.

It was suggested that the contract could be reviewed. Once legal advice has been obtained to question the validity of the contract this can be taken forward.

35.b Reviewing the delivery of CCTV in the future – Further to the discussion above it was agreed that this matter could not yet be discussed, until the financial position is clear and any issues surrounding the contract have been resolved.

**36. An assessment of other CCTV services**

The Clerk should be able to visit other CCTV service providers once she has the appropriate accreditation. Felixstowe, Beccles, Great Yarmouth and Ipswich were suggested as potentially beneficial places to visit due to the efficient CCTV services they provide.

All options will be reviewed for the Committee to reach a decision.

**37. Cost of new cameras (for capital programme)**

It will need to first be determined which cameras which cameras can be retained and which are in need of replacement.

**38. Sources of funding for CCTV**

There is a camera situated at Oulton Broad and it was suggested that Oulton Broad Parish Council could be approached to make a contribution. The same could be requested of Waveney District Council for the cameras covering their car parks and Sentinel Leisure for the cameras covering their land, as well as the Police for their use of the service.

It was queried whether the monitoring equipment belongs to Lowestoft Town Council. It was not listed in the Reorganisation Order but Waveney District Council have said it was included with the CCTV system so clarification needs to be sought.

Waveney District Council have suggested potential dates for the internal meeting (18 or 25 May), so arrangements will also be made with Waveney Norse. A CCTV Committee meeting will then be arranged after this.

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**39. Measures for assessing value for money**

It was concluded that other matters discussed during the meeting need to be resolved before this is looked at. Any updates from the Police and Crime Commissioner regarding a county-wide CCTV service would also have to be considered.

It was noted that the Royal Naval Patrol Service have previously complained to Waveney District Council regarding the poor condition of the museum building. This should now be given consideration by Lowestoft Town Council.

**40. Date of the next meeting**

Arrangements will be made for the internal meeting with Waveney District Council and Waveney Norse, and all CCTV Committee members will be duly notified. The next CCTV Committee Meeting will be arranged following that.

**41. Items for the next agenda**

- Desired outcomes from CCTV (reviewing data from the Police, etc)
- Development of a specification for CCTV
- Review hardware, including monitoring equipment
- Funding for CCTV
- Consider any research information and expertise
- Review of the CCTV service contract
- Explore options for delivering the specification

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

- 42.a The assignment of costs under the CCTV service – This was covered by discussions earlier in the meeting and information will be obtained.
- 42.b The location of CCTV cameras – This will be explored further in the internal meeting and the subsequent Committee meeting.
- 42.c Any changes required to the plans in agenda item 35 – This was covered by discussions earlier in the meeting.

It was noted that, as earlier agreed, the Chair and Deputy Chair of the Committee should remain the same, as the CCTV Committee has only been recently established. This will however be added to the next agenda as per the recommendation from Full Council.

The Chair closed the meeting at 10:42

Signed:.....