

PADSTOW TOWN COUNCIL: 10 MAY 2022

AGENDA ITEM 9: SKATE PARK AREA VANDALISM AND CCTV PROVISION

1. Background

- 1.1 In December 2019 this Committee gave consideration to the appended report in light of some increased vandalism at the Skate Park. The following resolution was passed by Committee and therefore this was not further pursued:

***RESOLVED** not to progress with CCTV in the skate park area at this time but that regular item be added to the Leisure, Tourism and Open Spaces Committee providing regular updates on anti-social behaviour in the area.*

2. Vandalism Update

- 2.1 In the time since December 2019, the Maintenance Team have routinely needed to clear rubbish and glass from the area during their morning site checks and on one occasion the skate park wooden gate was broken off its hinges.
- 2.2 On the 17 March this year a significant amount of vandalism was discovered in the skate park which was necessary to report to the police. The majority of the skate bowl was defaced with vulgar language and a drawing of a naked body as well as smiley faces, a pentagram and other markings. In addition, graffiti was found on the Scout Hut windows.
- 2.3 There are also regular anecdotal reports of general anti-social behaviour and drug taking of an evening in this area. Vandalism has also been discovered on a number of occasions at Cornwall Council's nearby toilets at Link Road.

3. Way Forward

- 3.1 Committee are asked to give consideration to a way forward for deterring anti-social behaviour in this area. Council will be making a number of costly improvements in this area over the next 12 months and Committee might like to reconsider introducing CCTV to the area in order to deter crime and protect its assets for the benefit of all.
- 3.2 If Committee would like to investigate the introduction of CCTV, would it like the Support Officer to obtain up to date quotes and if so, should these be for joining The West Cornwall Public Spaces CCTV Systems scheme or for an independent system, or looking at both to compare.

PADSTOW TOWN COUNCIL**LEISURE TOURISIM AND OPEN SPACES COMMITTEE: 3 DECEMBER 2019****AGENDA ITEM 8: CCTV - Skate Park Area****1. Overview**

- 1.1 Members will recall that at the September meeting of the LTOS Committee the following resolution was passed:

"i) Newquay Skate Park be contacted with regard to anti-social behaviour they may have experienced and any measures taken to address; ii) that the Town Clerk begin to investigate policies/procedures required for the use of CCTV together with options and costings; and iii) that both findings be brought back to a future meeting of the Leisure, Tourism and Open Spaces Committee".

- 1.2 The Support Officer has contacted Newquay Town Council who sent the following response:

"Newquay Town Council usually deals with anti-social on a case by case matter. That is to say, we don't have enforcement officers to watch the site for unwelcome activity. Usually the first action is to contact the police for serious issues or to ask our insurance companies or solicitors for advice on the matter. We don't tend to have many issues from the skate park; if we were, we would employ preventative measures such as security cameras or regular checks of the site."

2. CCTV Investigations:

- 2.1 The West Cornwall Public Spaces CCTV Systems scheme is a county wide scheme spearheaded by Cornwall Fire, Rescue and Community Safety Service (CFR&CSS) which is a part of Cornwall Council.

The scheme links the CCTV cameras of its 10 Town Council members to a central control centre in Tolvaddon where they are monitored 24 hours a day, 365 days a year.

The key objectives of the scheme in summary are to detect, prevent and contribute to the reduction of crime, vandalism and public disorder in town centres. To improve the communication and operational response of police patrols and partner agencies around town centres. To improve general security in main retail streets both to persons and premises. To monitor traffic flow and major events.

Although Padstow Skate Park is outside of the town centre it is still permitted to join the scheme. It would be necessary to purchase all relevant equipment and be subject to fees for an ongoing maintenance plan and the control centre monitoring costs. As an indication of the level of this cost, Bodmin Town Council's 2019/20 budget for this was just under £31,000 and for the year 2018/19 it was just over £25,500. It should be highlighted that Bodmin provide 12 CCTV cameras which is

significantly higher than Padstow's identified need however, the Responsible Financial Officer considers that better value could be sought through an internal system given the small scale required. The Town Clerk also considers that the scheme is not the most appropriate option for our Council's needs.

- 2.2 In House CCTV System: Camelford Town Council operate their own in-house CCTV and have recently added additional cameras and locations to their CCTV provision whilst updating their equipment and procedures in respect of GDPR and the Data Protection Act 2018.

Camelford use CCTV at the Town Hall, the local Park and the Old Cattle Market Skate Park Plaza and have spent approximately £5,000 on equipment and installation.

The Town Clerk advises that so far the system has been beneficial in "picking up the pieces" following property damage. Data has been shared only with the police by way of a formal request and this has been of assistance in respect of anti-social behaviour.

A live feed of all cameras is visible to Town Council staff in the Clerk's office. The data is transferred via wifi and the recording is made using a Hikvision system. When accessed the recordings are downloadable in hour blocks and in accordance with the Councils CCTV policy. The system automatically deletes data after 28 days.

3. Equipment, Quotation and Budget

- 3.1 Padstow Town Council currently uses Hikvision to operate the closed-circuit feed in Reception. During the renovation of Station House, a provision for CCTV was included and as such the system already in situ is capable of recording 8 channels and any new cameras can be integrated easily.
- 3.2 The Town Clerk considers that it may be beneficial to look at installing a CCTV camera in the multi-use room at the same time as the skate park, in preparation for the installation of public use computers. A quotation from Council's IT provider, Microtest, has therefore been sought for supply and installation in both locations.
- 3.3 Microtest recommend that the Skate Park camera is linked to the Town Council network via an external 4G appliance that has a secure VPN. This is the same way in which the car park machines transfer data. Enquiries were made as to whether the SIM card in the car park terminals could be shared. The response from Flowbird was that this would not be possible.
- 3.4 The camera in the multi-use room can be installed utilising the pre-installed network cable in the room.

3.5 Microtest have provided a 2-part quotation as follows;

- Hardware: £1,435 plus VAT (To include 1 x 4G device (excluding mobile data SIM), 1 x CCTV POE Injector, 1 x Hikvision IP Bullet camera and 1 x Hikvision IP Mini Dome camera);
- Professional Services: £813.12 plus VAT

As the exact location of the Skate Park camera is unknown at present, Microtest have quoted a "worst case" scenario for labour. It is possible that additional costs could be identified for working at height or cabling once the location is identified.

3.6 It would also be necessary to purchase a 4G unlimited data plan and SIM. Deals currently available cost between £20 - £40 per month. This can be provided through Microtest upon request or can easily be set up and managed internally.

3.7 As committee will know, a provision of £5,000 for CCTV was recommended by LTOS for inclusion in Council's 2020/21 budget from 1 April 2020. The provision was endorsed by the FGP Committee and approved by Full Council at its meeting on 26 November 2019.

4. Compliance

4.1 There is a considerable amount of compliance which must be met before any CCTV can be installed. The Surveillance Camera Commissioner has issued a Passport To Compliance guidance document which has been recommended as a tool by PC Amy Honeywill and her colleague. The Surveillance Camera Commissioner also has a Code of Practice which sets out 12 principles for the operation of surveillance camera systems, stating that each system should:

1. Have a defined purpose and legitimate aim;
2. Not impinge on an individual's privacy or human rights;
3. Be operated transparently so people know they are being monitored;
4. Be operated with good governance;
5. Have clear policies, rules and procedures in place;
6. Store no more images/data than strictly required;
7. Have safeguards in place in relation to who can view images/data;
8. Meet relevant and approved standards;
9. Ensure images/data are stored securely;
10. Review systems regularly (at least annually);
11. Be effective in supporting law enforcement;
12. Databases used for matching purposes should be accurate and up to date (PTC would not undertake matching or therefore hold databases)

Steps towards compliance can be broken down into a 4-stage checklist as follows:

1) Data Protection Impact Assessment (DPIA):

Principle 2 of the code of practice outlined above states that the use of a surveillance camera system must take into account the effect on an individual and their privacy with regular reviews to ensure its use remains justified. As such, a DPIA should be carried out i) before any system is installed; ii) whenever a new technology or functionality is being added to an existing system; and iii) whenever there are plans to process more sensitive data or capture images from a different location.

2) Management:

- Governance: Robust policies and procedures should be developed to clearly outline the purpose of the CCTV, how the information will be handled, provide guidance on disclosures and recording and identify who is responsible for the system and the rights of access;
- Requests for personal data: A process must be established to recognise and respond to individuals and organisations making requests for copies of images, the process for dealing with them and how they will be logged;
- Training: all relevant staff should be made aware of CCTV policies and procedures and be trained where necessary.

3) Operation:

- Retention: A clear and appropriate procedure including control measures and systematic checks should be implemented;
- Data quality: A CCTV system should produce high quality, appropriate images and be situated in the best position. Regular checks should be conducted to ensure it continues to produce high quality images which are not compromised for technological reasons or by physical surroundings by way of obstruction;
- Data Security: Sufficient controls and procedures should be created to ensure the technical, organisational and physical security of the data.

4) Public awareness and signage:

- Fair processing: Appropriate signage must be displayed showing that CCTV is in operation. PTC must be clearly identifiable as the responsible body and the use and purpose of CCTV should be clearly outlined on the Council website.

5. Further Considerations

5.1 Multi-use room: As outlined in 3.2, the Town Clerk suggests it would be prudent to install a CCTV camera in the multi-use room at the same time and build this into both the DPIA and CCTV Policy.

It's recommended that the CCTV be timed alongside the installation of the public use computers and as such the Receptionist has begun to look at Acceptable Use Policies which can be tailored to PTC's needs. It's thought that an Acceptable Use Policy could include a reference to a CCTV Policy and as such they should be prepared at the same time.

- 5.2 Safeguarding: Consideration to safeguarding should be given alongside CCTV considerations. The Town Clerk would like to identify whether there should be a reference to this within a CCTV policy. The Receptionist has received safeguarding training in a previous role and has begun to investigate this.

Initial investigations indicate that it could be beneficial to have a separate PTC Safeguarding Policy. This policy would outline a practice to promote the safety of children, young people and vulnerable adults on Town Council land. Online training is available which could be considered for outside staff in due course. As mentioned, the Receptionist already has up to date training in this area which can be applied in respect of computer users in the multi-use room and a reference to safeguarding could be included in an Acceptable Use Policy.

- 5.3 Staff Privacy Notice: It should be noted that staff members working in any areas covered by CCTV will be recorded by default e.g when litter-picking or undertaking routine checks. The Town Clerk confirms that the Staff Privacy Notice includes the processing of video data. This will therefore not need to be updated.
- 5.4 Model Publication Scheme: Once CCTV compliance had been met, the system installed and a policy in place, it would be necessary to update the Model Publication Scheme.
- 5.5 CCTV at the Lawns Play Area: The Town Clerk would like to highlight that a possible effect of CCTV at the Skate Park could be the migration of anti-social behaviour to the Lawns Play area. There have been some incidents of damage to play equipment and broken fencing in the Play Area though at present this has not been as prolific as in the Skate Park. Committees views are welcomed regarding "future-proofing" any CCTV installation at the Lawns to allow for a second camera to be added easily should the need arise.

6. Recommendations

- 6.1 If Committee would like to proceed with CCTV it is recommended that an internal system such as Camelford Town Council's and as quoted by Microtest is pursued, but after the compliance matters have been addressed. Committees views on the inclusion of the multi-use room and future-proofing the lawns camera are sought.
- 6.2 Recommended next steps would be to progress with part 1 of the 4-stage checklist and undertake a Data Privacy Impact Assessment with support

from Council's Data Protection Officer and with reference to the Surveillance Camera Commissioner's Passport To Compliance. If Committee are so minded, an update can be brought back to committees next meeting.

- 6.3 Alongside 6.2 it is suggested that an initial Safeguarding Policy be drafted to be finalised in parallel with a future CCTV Policy for future consideration and recommendation on to Council for adoption.
- 6.3 It is suggested that an Acceptable Use Policy in respect of public use computers be drafted to be finalised in parallel with a future CCTV Policy for future consideration and recommendation on to Council for adoption.

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