

PADSTOW TOWN COUNCIL

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11 January 2023

TO: MEMBERS OF THE LEISURE, TOURISM AND OPEN SPACES COMMITTEE
Councillors A P Flide (Chairman), A N Rees (Vice Chairman), Mrs J Colwill,
Mrs J Dawe, M Rickard, Mrs T Walter and vacancy

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **LEISURE, TOURISM AND OPEN SPACES COMMITTEE** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 17 January 2023** at **6.30 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

Agenda Press & Public are invited to attend

1. To receive **apologies for absence and announcements (if any)**
2. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
3. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
4. **To agree the minutes** of the meeting held on **Tuesday 1 November 2022** (1-4)
5. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. (5-7)
6. **CCTV Lawns Area Update and Consultation:** To give consideration to the Data Protection Impact Assessment and public consultation. (8-20)
7. **Bandstand:** To give consideration to report in respect of the bandstand and discuss and decide on way forward. (to follow)

8. **White Shelter:** (21-24)
- i) Railings Replacement: To give consideration to replacement of Railings on the White Shelter, North Quay.
 - ii) Initial Committee ideas on future improvements of shelter and surrounding area: To provide some initial thoughts and ideas for the Town Clerk to bring back to a future meeting.
9. **Lawns Play Area Update and Committee Thoughts on Opening:** To give consideration to this matter and discuss and decide on way forward. (Verbal update)
10. **MUGA – Lawns Car Park:** To receive update on this project and discuss and decide on way forward. (Verbal update)
11. **Signage – Wheel Jubilee Parc, and Trevone Green and Empty Purse:** To give consideration to matter raised by Trevone Ward Councillor on this issue and discuss and decide on way forward. (25)
12. **Date of next meeting:** Tuesday 7 March 2023 Time: 7.00 pm
13. **EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
14. **White Shelter and Surrounding Area Improvements:** To give consideration to current and future lease arrangements. (to follow)

PADSTOW TOWN COUNCIL

Minutes of the Leisure, Tourism and Open Spaces Committee meeting held on Tuesday 1 November 2022 at the Council Chamber, Council Offices, Station House, Padstow at 7.09pm

Present: Councillors, A P Flide (Chairman), Mrs J Colwill, Mrs J Dawe, M Rickard and Mrs T Walter.

In Attendance: Mrs N Barnes (Responsible Financial Officer and Minute taker)

LTOS2022/21 Apologies and Announcements: There were no apologies for absence.

LTOS2022/22 Declarations of Interest: There were no declarations of interest.

LTOS2022/23 Public Participation: There was no public participation.

LTOS2022/24 RESOLVED that the **minutes** of the meeting held on **Tuesday 10 May 2022** be signed as a true record of the meeting.

LTOS2022/25 RESOLVED that the **minutes** of the meeting held on **Tuesday 27 September 2022** be signed as a true record of the meeting.

LTOS2022/26 Clerk's Report/Works Programme: The report was noted for information.
A Councillor queried how the MUGA is progressing and the RFO replied that a site meeting between the Town Clerk, Council's Surveyor and contractor has been arranged for 3.11.22.

LTOS2022/27 Defibrillator Installation Request: there was a general discussion regarding the location of a defibrillator on North Quay.

RESOLVED that the best location would be on the wall by the office door of the Water's Edge flats.

LTOS2022/28 Multi-Use Games Area:
The update was noted as per the agenda report.

RESOLVED to delegate the details of the opening of the MUGA to the Town Clerk in consultation with the Chairman.

LTOS2022/29 2022/23 Update and Budget 2023/24:
Expenditure 2022/23 Update: The update was noted as per the agenda report.

Major Capital Projects 2022/23: Members noted the further update on the Multi-Use Games Area, as considered under the previous agenda item.

In respect of the Lawn play equipment, it was noted that at the October Full Council meeting the additional spend for both the

enhanced wetpour surfacing option and the alternative inclusive swing design was approved. Chosen swing design being a Double Bay Double Swing including 1 x Flat Swing seat & 1 x Inclusive Sutcliffe Boat Seat.

The Chairman commented that it was good to see all the projects in progress that the Council has underway.

Fees and Charges 2023/24: Members noted that the Burial and Memorial fees had been increased on 1 April 2021 and noted the current filming charges of £1,500 per day for commercial organisations, negotiable at the Town Clerk's discretion.

RESOLVED to recommend to the Finance and General Purposes Committee that:

- i) No change be made to the Burial Fees and Charges for the year 2023/24; and
- ii) No change be made to Filming Fees for the year 2023/24.

Maintenance Programme: Consideration was given to increasing Committee's maintenance budget to allow for more significant maintenance projects, to protect Council's assets following the undertaking of several key projects and schemes over the last few years.

RESOLVED to recommend to the Finance and General Purposes Committee that: the Grounds Maintenance budget 2023/24 be increased to £25,000.

Budget 2023/24 and Business Plan (Capital Projects): Consideration was given to projects for the coming year.

a) CCTV Provision: Members felt it prudent to include a provision the budget to expand the CCTV (currently being taken forward) should there be any issues of concern once the MUGA is up and running and more things are happening at the Core Building.

b) Railway Car Park Railings (Station House): It was noted that despite regular repainting of the railings they were near the end of their life having broken in places and rusted. The initial quote obtained to help with budgeting was £35,000.

c) Cemetery – Acquiring New Land and Earmarked Reserve: The Committee was supportive of the Town Clerk progressing initial investigations into acquiring new land for the cemetery, including any planning required and seeking professional advice.

d) Refurbishment/Replacement of the Lawns Garages/Scout Hut Area: The Committee agreed that the garages, Scout Hut, Blockhouse area needs improving as a longer-term project. The RFO commented that it could be improved to use as a compound for the Maintenance Team to store vehicles, equipment etc.

e) Community Events: Committee was keen to continue to build on Council's community events in 2023/24 and that a provision of £15,000 be included in the budget for this.

f) Memorial Safety Programme: It was noted that this was a significant piece of work, and it was still hoped that this would commence in the current year but that it may be the cost would be paid in the next financial year. For this reason, it was suggested that the provision be included in the 2023/24 budget but that this be increased to £8,000 to include fees associated with rectifying any safety concerns arising from the programme. It was noted that the £8,000 was a conservative estimate of the total cost of this project and it was not expected to be in addition to the £6,000 2022-23 budget.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be included in the Budget for 2023/24:

- a) £7,000 to expand the CCTV system.
- b) £35,000 to replace the railway car park railings to the rear of the Business Units.
- c) an Earmarked Reserve of £50,000 is made to investigate options for acquiring new land for the Cemetery.
- d) £150,000 is included in the Business Plan 2024-25 for improving the Lawn garages and Scout Hut area.
- e) £15,000 for community events.
- f) £8,000 for a memorial safety programme.

The Committee discussed other potential capital projects. A Councillor said that the White Shelter area on North Quay is looking in need of updating. This could be included in the Business Plan for 2024-25.

RESOLVED to recommend to the Finance and General Purposes Committee that the following provisions be included in the Budget for 2023/24:

£10,000 to investigate options to improve the White Shelter area

There was a general discussion regarding the Cornwall Council-owned play parks at Pellew Close and Lodenek Avenue and the need for these to be improved. The Chairman advised that it depends on who owns the land, and it is not straightforward. There were also concerns raised regarding cars parking for the school.

RESOLVED to request the Town Clerk arrange a Cornwall Council Parks and Open Spaces representative to attend a LTOS meeting to talk about the play areas at Pellew Close and Lodenek Avenue.

LTOS2022/30 **Date of next meeting:** Tuesday 17 January 2023 at 7.00pm

LTOS2022/31 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

LTOS2022/32 **RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 27 September 2022** be signed as a true record of the meeting.

Meeting closed 7.53pm

LEISURE, TOURISM AND OPEN SPACES COMMITTEE

17 January 2023

Agenda item 5

COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **Queen's Platinum Jubilee – Commemorative Bench:** As part of the Queen's Platinum Jubilee, it was agreed to refurbish the metal bench at Victoria Monument, Dennis Hill. The repairs, powder coating and installation of a new plaque has been actioned.
- **Tree Works:** Following the last tree inspection, applications were approved by Cornwall Council for tree works at the end of November. W/C 10 January 2023, tree works have commenced which include reducing crowns and felling trees, initial works taking place at Padstow Cemetery and Wheal Jubilee Parc, before moving onto Lawns Car Park/ play area and Plantation. It is hoped that all works will be completed this month. The contractor is putting in place traffic management plan in order to undertake works on the bank leading to lawns car park. As part of permission granted by Cornwall Council to undertake the tree works, they outlined a replanting scheme which will be actioned during winter 2023. It should be noted further that the Town Clerk sought advice with regards to a Queen's Jubilee Commemorative tree however, advice was that any replanting would be better managed in clusters. The Town Clerk consider this moves away from what its intention was and furthermore, with her passing one not to progress further especially with the commemorative bench in situ.
- **Tommy – Stile Field:** The Tommy was ordered following LTOS meeting in September, with it arriving 15 November and installed the same week, as per the located agreed by Committee next to the stone plinth/plaque. The local British Legion members were kept updated and once installed a social media post was published.
- **Core Building:** Internal tidying and painting done, team to clean outside of building and undertake any painting as necessary. New doors installed, window being fixed which was broken when doors installed. Town Clerk and Council Support Officer now looking at furniture and will provide report in this regard.

WORK PROGRAMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if needed)	PROGRESS UPDATE (if any)
MEETING DATE: 17 JANUARY 2023 - AGENDA DESPATCH: 11 JANUARY 2023		
Bandstand	Report on bandstand issues: i) liability; ii) maintenance; iii) bookings (insurance/PLI)	On agenda for consideration.

CCTV Lawns Play Area White Shelter	DPIA and Consultation progress i) Report for Cttee concerning replacing railings; and ii) Initial thoughts from Committee on future shelter and surround area improvements [budget set from April 2023]	On agenda for consideration. On agenda for consideration.
Play Area - Update and Opening	To be provided with update on project, as well as seeking Committee's initial thoughts on opening.	On agenda for consideration.
Signage – Wheel Jubilee Parc, and Empty and Purse Green	Update on signage and concern raised by Trevone Councillor for Committee to consider relating to camping and vehicles.	On agenda for consideration.
MUGA – Lawns	Further detail on project including dates and any changes to plans	On agenda for consideration.
MEETING DATE: 7 MARCH 2023 – AGENDA DESPATCH: 1 MARCH 2023		
Cemetery Regulations Review (Children's Grave) and Cemetery Improvements	29.11.22 Council requested Cttee look at the issues of children's graves also future improvements in the cemetery to help advise and inform the public and grave owners of the cemetery regulations.	
CC Parks and Open Spaces – Pellow Close and Lodenek Avenue	To request CC representative to speak with Committee on this issue.	Town Clerk has sent request to CC requesting attendance to Cttee's March meeting. Awaiting response.
MUGA Management and Opening	Works to commence mid-Feb with a view to complete end of March 2023 (subject to weather). To start to think about options for booking, how that would work with 3 x sports, as well as security	November 2022 Committee requested this be delegated to TC and Chairman.
Plantation improvements	Main area for improvement being the "compost area" which it would appear is just being used to dump garden waste.	Awaiting input from Environment Agency – nothing further forthcoming.
Volunteering	This item was original discussed pre-Covid. Thoughts on ideas for volunteering in the community, planting, community involvement to be discussed further.	
Cornwall Council – Grass Cutting SLAs	To receive update/information in respect of SLAs for 2023/24	

POTENTIAL ITEMS FOR FUTURE MEETINGS

Memorial Safety Programme (Topple Testing)	2023/24 Budget - £8,000	
Remembrance Day - Future Planning	To review 2022 and to plan with British Legion 2023.	
Cemetery - Extension	Investigations into options to acquire new land for extension. 2023/24 Earmarked Reserve £50,000	
Council Community Events	Establish a Community Events programme for 2023 2023/24 budget - £15,000	
White Shelter and surrounding area improvements	Looking at options for improvement 2023/24 investigations budget - £10,000	
Lawns Garage/Scout Hut Area	Project flagged in Business Plan for 2024/25	

PADSTOW TOWN COUNCIL: 17 JANUARY 2023

AGENDA ITEM 6: CCTV LAWNS AREA UPDATE AND CONSULTATION

Members will recall that at the September meeting of the Leisure, Tourism and Open Spaces Committee, the Support Officer was tasked with preparing a Data Protection Impact Assessment (DPIA) on the proposed CCTV system. Appendix 1 is a copy of the draft DPIA to date. The remainder of the DPIA will be completed when the outcomes of the community and stakeholder consultation are known.

Committee also agreed a consultation method, namely that it be a 4 week consultation made available online via SurveyMonkey with a hard copy version distributed to key locations around the Parish. It will also be made available to stakeholders in the lawns area, including Padstow Social Club, Cornwall Council and the local policing team. Due to timings in pulling this information together and the date of this meeting it was felt advantageous to seek Committee's further input before undertaking the consultation. Therefore, appendix 2 is a draft of the hard copy version for member's consideration.

Committee is asked to: i) give consideration to the draft DPIA and, subject to any member comments, agree the draft version for consultation purposes;

ii) give consideration to the hard copy version of the consultation and, subject to any member comments, agree the consultation document, noting that it will be adapted as appropriate for the online version; and

iii) note that the consultation will run from Wednesday 18 January to Wednesday 15 February 2023.



Data protection impact assessments

template for carrying out a data protection impact assessment on surveillance camera systems



Project name: Lawns Area CCTV

Data controller(s): Padstow Town Council

This DPIA template should be completed with reference to the guidance provided by the Surveillance Camera Commissioner and the ICO. It will help you to identify whether the use of surveillance cameras is appropriate for the problem you wish to address, assess the risks attached to your project and form a record of your decision making.

1. Identify why your deployment of surveillance cameras requires a DPIA¹:

- | | |
|---|---|
| <input type="checkbox"/> Systematic & extensive profiling | <input type="checkbox"/> Large scale use of sensitive data |
| <input checked="" type="checkbox"/> Public monitoring | <input type="checkbox"/> Innovative technology |
| <input type="checkbox"/> Denial of service | <input type="checkbox"/> Biometrics |
| <input type="checkbox"/> Data matching | <input type="checkbox"/> Invisible processing |
| <input type="checkbox"/> Tracking | <input type="checkbox"/> Targeting children / vulnerable adults |
| <input type="checkbox"/> Risk of harm | <input type="checkbox"/> Special category / criminal offence data |
| <input type="checkbox"/> Automated decision-making | <input type="checkbox"/> Other (please specify) |

Monitoring of a publicly accessible area for prevention and detection of antisocial behaviour and criminal damage, improved public safety and confidence and to prevent the erosion of valued outdoor recreational spaces.

2. What are the timescales and status of your surveillance camera deployment? Is this a proposal for a new deployment, or the expansion of an existing surveillance camera system? Which data protection regime will you be processing under (i.e. DPA 2018 or the GDPR)?

The proposal is for the deployment of a new surveillance camera system to be monitored and maintained in accordance with the SCC code of practice and governing guidance. Data will be processed under GDPR Article 6(1)(e): Processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller.

Describe the processing

3. Where do you need to use a surveillance camera system and what are you trying to achieve? Set out the **context** and **purposes** of the proposed surveillance cameras or the reasons for expanding an existing system. Provide evidence, where possible, including for example: crime statistics over an appropriate time period; housing and community issues, etc.

Cameras will be installed to cover Padstow Sk8 skate park and the neighbouring Lawns Play area where there has been a continuing trend of anti-social behaviour. The purpose of the proposed surveillance camera system is to address the following problems in these areas:

- 1) Security of the skate park asset and neighbouring recreational facilities from antisocial behaviour and criminal damage;
- 2) Public safety and confidence in using the skate park and neighbouring recreational facilities;

¹ <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/data-protection-impact-assessments-dpias/when-do-we-need-to-do-a-dpia/>

3) Erosion of valued outdoor recreational space for vulnerable group.

There are a number of sources of evidence supporting the need for a CCTV system. These include:

- Anecdotal information from the community;
- Physical evidence regularly removed/repared by the Town Council e.g graffiti, alcohol and drug related detritus, littering and damage;
- Confirmation from the area's Neighbourhood Beat Manager that the skate park is the local police team's main area of focus in Padstow and is included in the team's patrol of areas known for anti social behaviour and drug taking/selling; and
- Qualitative data collated from responses to a survey regarding the play area in June 2022 that demonstrates a lack of public confidence in using the skate park and neighbouring Lawn's play area.

The objectives of the system are:

- a) Preventing damage.
- b) Reducing anti-social behaviour.
- c) Increasing public perceptions of safety in the Lawns area.
- d) Increasing successful convictions of offenders.
- e) Increasing public confidence in using the recreational facilities at the Lawns.
- f) Supporting continued development and investment by PTC in recreational facilities which are well used and valued.

4. Whose personal data will you be processing, and over what area? Set out the nature and scope of the personal data you will be processing. Who are the data subjects, and what kind of information will you be collecting about them? Do they include children or vulnerable groups, and what is the scale and duration of the processing?

The Council will process personal data of persons in public spaces, being Padstow Sk8, the Lawns play area and the public spaces in the immediate vicinity.

Collection of data is specific to the purposes set out in section 3 and the system will be in operation 24/7. The data collected is in the form of recorded video footage, retained on the system for 31 days from the point of recording and then automatically deleted. Images of individuals will only be released to investigating authorities in accordance with the objectives listed in the SCC code of practice.

There will be images of children, vulnerable persons, people from minority ethnic groups and religious beliefs, however this will not be known at the time of recording unless the cameras are being used proactively by appropriately trained members of staff. Any proactive monitoring of the public must be justified and a full audit trail will be maintained and monitored by the Town Clerk on a regular basis.

The system will be used in an overt manner and signage informing the public that CCTV is in operation will be displayed throughout the locations. The CCTV system does not discriminate in any way, nor does it have any analytical software that could be used to discriminate people.

5. Who will be making decisions about the uses of the system and which other parties are likely to be involved? Will you be the sole user of the data being processed or will you be sharing it with other organisations or agencies? Record any other parties you would disclose the data to, for what purposes, and any relevant data sharing agreements. Note that if you are processing for more than one purpose you may need to conduct separate DPIAs.

The data owner and controller is Padstow Town Council. The Town Clerk will ensure that the system and its data are maintained in accordance with the agreed CCTV policies of Padstow Town Council.

Data will only be shared with the following third parties under specific circumstances and upon consideration of the submission of a formal CCTV Disclosure Request:

- 1) Data Subjects - in compliance with a Subject Access Requests, unless disclosure would prejudice criminal enquiries, criminal investigations or contravene the data protection rights of any third party in the footage whose identity cannot be protected.
- 2) Law enforcement agencies - where the data would assist with a specific criminal enquiry
- 3) Prosecution agencies - where the data would assist in the prosecution of anti-social behaviour and criminal activity.
- 4) Authorised investigators - such as insurance companies investigating claims in relation to anti-social behaviour and criminal activity.

6. How is information collected? (tick multiple options if necessary)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Fixed CCTV (networked) | <input type="checkbox"/> Body Worn Video |
| <input type="checkbox"/> ANPR | <input type="checkbox"/> Unmanned aerial systems (drones) |
| <input type="checkbox"/> Stand-alone cameras | <input type="checkbox"/> Redeployable CCTV |
| <input type="checkbox"/> Other (please specify) | |

7. Set out the information flow, from initial capture to eventual destruction. You may want to insert or attach a diagram. Indicate whether it will include audio data; the form of transmission; the presence of live monitoring or use of watchlists; whether data will be recorded; whether any integrated surveillance technologies such as automatic facial recognition are used; if there is auto deletion after the retention period. You may have additional points to add that affect the assessment.

Data from the cameras will be transmitted via an ethernet network to the NVR (Network Video Recorder). The data will be transmitted using a high encryption wireless point-to-point system and the MAC address (Media Access Control address) will be locked.

The data will be accessible from the NVR and also from the Council Offices via an internet connection and an app installed on a specified workstation. Live monitoring will only occur in exceptional circumstances such as a request by the police related to their detection of and response to unlawful activities. Any data disclosed to a third party identified in section 5 above will be downloaded to a USB. Detailed procedures and policies will ensure that recorded data is handled and used in a lawful manner.

Audio recording will not be enabled and the Town Council will not operate a watchlist or use automatic facial recognition. A data retention period of 31 days will be set and when this is met, data will automatically be destroyed. Where necessary e.g following a major incident where a large amount of data has been retained for investigation, civil proceedings and subject access requests, footage may be retained in a lockable evidence location for more than 31 days. The evidence location will be reviewed by the Town Clerk on regular basis and the principles of GDPR/DP 2018 will be adhered to at all times.

8. Does the system's technology enable recording?

- Yes No

If recording is enabled, state where it is undertaken (no need to stipulate address, just Local Authority CCTV Control room or on-site will suffice for stand-alone camera or BWV), and whether it also enables audio recording.

Recording will be enabled and will be undertaken at the Padstow Town Council control room. There will be no audio recording.

9. If data is being disclosed, how will this be done?

- Only by on-site visiting
 Copies of footage released (detail method below, e.g. encrypted digital media, via courier, etc)
 Off-site from remote server
 Other (please specify)

Upon receipt of a completed CCTV Request form received by one of the third parties identified in section 5 above, and on the authorisation of the Town Clerk, an appropriately trained member of staff will access and view the relevant recordings.

If the incident requested is found, the offer of an on-site visit to view the data will be made. In these circumstances, the data will be disclosed by an approved member of staff in a private space where the screening cannot be observed by unintended persons including other employees of Padstow Town Council.

Where instead copies of the footage are released, the recording will be downloaded to a USB device for this purpose and encrypted. The USB will be clearly labelled and will need to be collected from the Town Council Offices by the requester unless the requester consents to the device being sent by recorded delivery post or encrypted email. The requester will need to sign the relevant collection form, as appropriate.

10. How is the information used? (tick multiple options if necessary)

- Monitored in real time to detect and respond to unlawful activities
- Monitored in real time to track suspicious persons/activity
- Compared with reference data of persons of interest through processing of biometric data, such as facial recognition.
- Compared with reference data for vehicles of interest through Automatic Number Plate Recognition software
- Linked to sensor technology
- Used to search for vulnerable persons
- Used to search for wanted persons
- Recorded data disclosed to authorised agencies to support post incident investigation, including law enforcement agencies
- Recorded data disclosed to authorised agencies to provide intelligence
- Other (please specify)

• To respond to a subject access request but only whereby doing so would not be likely to i) prejudice the prevention and detection of crime; ii) prejudice the apprehension and prosecution of offenders; or iii) contravene the data protection rights of any third party in the footage whose identity cannot be protected.

• To investigate and respond to damage and mistreatment of Town Council property, where an appropriately trained member of staff is authorised by the Town Clerk to view the recordings of a defined timeframe. This will not involve monitoring in real time.

Real time monitoring will only happen in extreme circumstances where a legitimate request for assistance is received from the police and authorisation is granted by the Town Clerk. Monitoring will only be undertaken by an appropriately trained member of staff.

Logs of all access to data will be kept in accordance with agreed CCTV Policies of Padstow Town Council.

PADSTOW TOWN COUNCIL



Consultation on proposed public space CCTV cameras in the Lawns Area, Padstow

Consultation open Wednesday 18 January until Wednesday 15 February 2023

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Part 1: Introduction

Padstow Town Council are proposing to install 3 public space CCTV cameras in the Lawns Area. The cameras would cover Padstow Sk8 skate park and the under 12's play area. The purpose of these cameras would be to assist in the prevention and detection of antisocial behaviour and criminal damage, to improve public safety and confidence in these public spaces and to prevent the erosion of valued outdoor recreational spaces.

Part 2: Statement of need

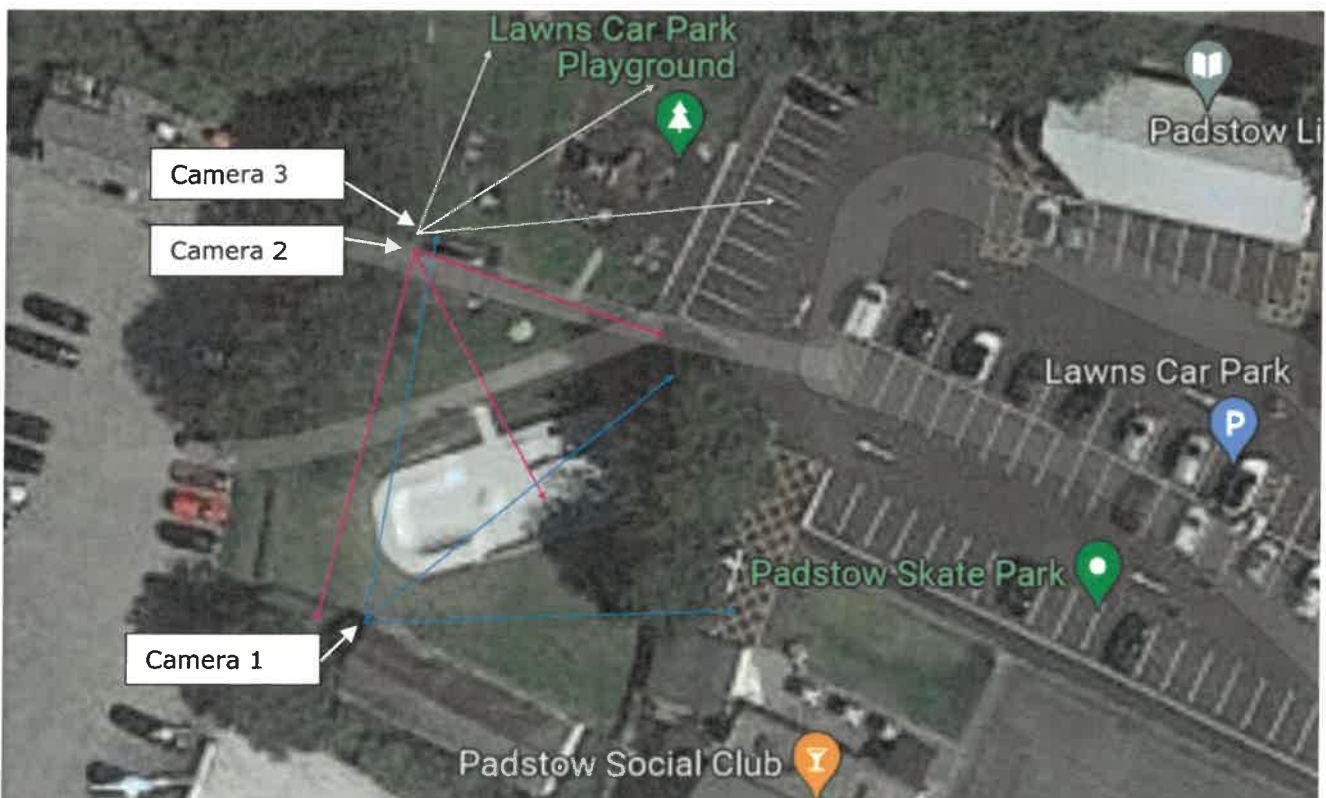
The proposal to introduce CCTV in the Lawns area is the result of work undertaken by the Council's Leisure, Tourism and Open Spaces Committee which concluded:

There is a growing problem with anti-social behaviour including drug and alcohol related disorder and damage to Town Council property at the Skate Park in the Lawns area, the neighbouring Under 12's Play Area and neighbouring Cornwall Council land. There is an associated negative impact on public perceptions of personal safety and confidence in using the skate park and neighbouring recreational facilities. There are no convictions for criminal damage and there is a perception that valued outdoor recreational spaces for children who are considered a vulnerable group are being eroded.

The proposed CCTV system aims to supplement existing efforts to address this problem by contributing to the reduction of anti-social behaviour, supporting prosecutions for criminal damage/vandalism and improving perceptions of public safety and confidence in using the skate park and neighbouring facilities.

Part 3: Proposed CCTV camera system

The proposal includes 3 overt cameras which would be in operation 24/7. Below is a map showing where the proposed cameras would be installed.



Camera 1 would be mounted on the old Scout hut and directed towards the skate park (blue lines).

Cameras 2 and 3 would be mounted on the Council building adjacent to the play area. Camera 2 would be angled back towards the skate park (pink lines). Camera 3 would be directed towards the under 12's play area (white lines).

As well as covering the public spaces of the skate park and play area, the cameras' range would include the areas of public space within the immediate vicinity of these facilities. They would not cover any areas of private property.

There would be no live monitoring of the cameras. Real time monitoring would only happen in extreme circumstances where a legitimate request for assistance is received from the police. Access to the recorded video footage would be restricted to authorised members of staff with appropriate training in both data protection and the CCTV system. Data would only be viewed under circumstances which legitimately supported the aims outlined in the statement of need. Accessing of data would be logged and regularly reviewed.

Part 4: Processing of data

The CCTV system would be monitored and maintained in accordance with the Surveillance Camera Commissioner's code of practice and governing guidance. Data processing would be undertaken in a lawful manner and in accordance with GDPR Article 6(1)(e) - processing is necessary for the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller. To ensure this, appropriate policies and procedures would be implemented by the Council which would include a clear process for review.

Part 5: Your views

As a part of the consultation process it is important that the Town Council listen to the views of residents and users of the proposed public spaces as well as stakeholders in the immediate locality of the intended camera sites. If you wish to provide feedback on the proposed CCTV in the Lawns Area please complete the questions below and return them to:

Padstow Town Council
Council Offices, Station House
Station Road
Padstow
PL28 8DA

Alternatively, you can complete the online survey at: [link to be included]

The consultation runs from Wednesday 18 January until Wednesday 15 February 2023.

More information about the Padstow Town Council CCTV scheme and the background justification and planning papers of the Leisure, Tourism and Open Spaces Committee can be found on the Council's website here: www.padstow-tc.gov.uk. For hard copy versions, please contact the Council Offices by telephone on 01841 532296, or by email to enquiries@padstow-tc.gov.uk

Part 6: Consultation questions

Your details: It would be helpful for our analysis if you could indicate which of the sectors you most align yourself with for the purpose of this consultation (please tick ONE which is MOST APPLICABLE to you):

- Resident of Padstow Parish
- Resident of Padstow Parish and attend/have a child who attends Padstow School
- Attend/have a child who attends Padstow school but live elsewhere
- Employed in Padstow Parish but live elsewhere
- Visitor
- Organisation based in Padstow Parish

Name and address of Organisation if applicable:

It would be helpful for our analysis if you could indicate your age range:

- | | | |
|-----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Under 12 | <input type="checkbox"/> 12 - 18 | <input type="checkbox"/> 19 - 25 |
| <input type="checkbox"/> 26 - 35 | <input type="checkbox"/> 36 - 45 | <input type="checkbox"/> 46 - 55 |
| <input type="checkbox"/> 56 - 65 | <input type="checkbox"/> 66 - 75 | <input type="checkbox"/> 76 + |

Question 1: As a tool in combating crime and anti-social behaviour, do you consider CCTV in public places to be:

- Very useful
- Fairly useful
- Neutral
- Not very useful
- Not useful at all

Question 2: Do you support the proposed installation of 2 CCTV cameras covering Padstow Sk8 skate park?

- Yes
- No

Please give a reason:

Question 3: Do you think you, or a family member, will make more use of Padstow Sk8 skate park if the proposed CCTV system is installed?

Yes

No

Maybe

Please give a reason:

Question 4: Does crime and anti-social behaviour at Padstow Sk8 skate park impact when and how often you, or a family member, use the skate park?

Yes, a lot

Yes, somewhat

Neutral

No, not much

No, not at all

Please provide details:

Question 5: Do you support the proposed installation of 1 CCTV camera covering the Lawns under 12's play area?

Yes

No

Please give a reason:

Question 6: When it reopens following the redevelopment, do you think you, or a family member, will make more use of the Lawns under 12's play area if the proposed CCTV system is installed?

Yes

No

Maybe

Question 6 continued..

Please give a reason:

Question 7: Before it was closed for redevelopment, did crime and anti-social behaviour at the Lawns under 12's play area impact when and how often you, or a family member, used the play area?

- Yes, a lot
- Yes, somewhat
- Neutral
- No, not much
- No, not at all

Please provide details:

Privacy Statement: To view Padstow Town Councils General Privacy Notice please visit www.padstow-tc.gov.uk or contact the Padstow Town Council Offices for a copy.

PADSTOW TOWN COUNCIL

LEISURE, TOURISM AND OPEN SPACES COMMITTEE: 17 JANUARY 2023

AGENDA ITEM 8: WHITE SHELTER

i) Railings Replacement: To give consideration to replacement of Railings on the White Shelter, South Quay.

1. Background

- 1.1 Council Support Officer, Tracey Trestain has been liaising with MGC Engineering Ltd concerning potential works where Padstow Town Council has railings. Recent works they undertook were to replace the railings at Chiddley pumps. A quote was also provided for replacement railings at Station House to feed into the budget setting process for 2023/24.
- 1.2 MGC engineering Ltd representative visited White Shelter and updated that the railings were in reasonably good condition, however that the height of the top seating area railings is approx. 850mm above floor level, however the height requirement has changed, and this should be a minimum of 1100mm. The Town Clerk is aware that Committee want to look to improve this whole area however, its considered that this should be addressed.
- 1.3 The railings on the bottom seating area of the shelter were fine apart from loose fixing which our maintenance team have tightened.



Top seating area that needs consideration

2. Quotation

- 2.1 MGC provided a quotation November 2022 with details as outlined on next page. The Council Support Officer is seeking clarification as to whether there has been any changes to the quote. This will be updated at the meeting:

Description of Project:

Remove approx. 12meters of existing railings.

NEW; install approx. 12 meters of railings, consisting of.

8 no. posts 40x40mm box sections with a 30x30mm box brace, welding to a base plate (similar idea to what is there now).

Top rail is a Half Round Square Edge 40x12mm.

Sub top rail, 90mm below the top rail is, a 30x8mm flat.

Bottom rail, 90mm from the ground is a 30x8mm flat

In between are 12mm solid round spindles.

To Fabricate, to galvanise and to deliver & install with all fixings:

£ 6,376.00

EX VAT

Price note:

Prices have been fluctuating a lot over the last 8 months or so. Therefore, we can not guarantee prices any longer than 7 days. Please check with MGC before ordering.

Installation cost:

The installation cost is included in the above price. We expect to carry out the works over a 2 day period.

See over for further details on the Terms and Conditions. A full copy of the Terms and conditions can be obtained from the office.

- 2.2 The RFO confrims there is sufficient budget from the LTOS cost centre either from Grounds Maintenance or Properties and Grounds Maintenance Earmarked Reserves. Furthermore, that 3 quotes were not required as this was specialist services.
- 2.3 Other potential options to reduce cost were explored such as simply raising the fencing to the correct height and possibly adding a section to the existing fencing. However, ultimately this would cause weakened areas and potential for further fixes down the line. The Town Clerk is of the view, in light of safety and longevity it be replaced as per the quotation outlined in 2.1.

3. Committee Consideration

- 3.1 For the reasons outlined in the report the Town Clerk welcomes Committee's consideration in taking forward these works and recommending the same to Council.

ii) Initial Committee ideas on future improvements of shelter and surrounding area: To provide some initial thoughts and ideas for the Town Clerk to bring back to a future meeting.

- 4.1 In order to progress this in 2023/24 the Town Clerk would appreciate some initial thoughts and ideas - a starter for 10. The Council Support Officer has provided some photos to show Committee the site but also some plaques in place which outline how the place came to be, and that it be retained as a public space and some aspects being dedicated.
- 4.2 Committee will also be interested to know that the Maintenance Team are looking to replace the wooden fencing directly behind the White Shelter and also move it back in light of some failed sections of the CC pathway above.

Street view from google maps of area:



Presented by
Padstow WI European
conservation year
1970



Plaque on inside of White shelter site given to public of Padstow by Lord Marks



Plaque behind the back seating north Quay dedicated to Stephen Fuller

PADSTOW TOWN COUNCIL: 17 JANUARY 2023

AGENDA ITEM 11: SIGNAGE - WHEAL JUBILEE PARC, AND TREVONE GREEN AND EMPTY PURSE

An outstanding action of LTOS is new signage at Wheal Jubilee Parc, and Empty Purse and Trevone Green. Specifically, the following resolution was made:

RESOLVED that *i) dogs must be kept on leads in Wheal Jubilee Parc; ii) that dogs on leads and tidy up after your dog be included in the sign tidy up at Wheal Jubilee Parc and written in the style used by DEFRA; and iii) that the signs outlined in ii) also be placed at Empty Purse and Trevone Green.*

The Support Officer is currently looking to progress this action and it is hoped signage could be in place in time for the Easter holidays. However, further to the above a Trevone Ward member has expressed concern that there is an increasing number of campervans parking, and tents being pitched, on Trevone Green. **Therefore, does Committee wish to include references to no camping and no parking in the above signage for Empty Purse and Trevone Green?**