



Installation of water troughs

Report by: Assistant Clerk
To: Full Council
Date: For consideration on 21 March 2023

Recommendation

Credition Town Council is recommended to consider the quotations received to install water troughs at the allotment sites.

1. Purpose

1.1 This report sets out two quotations received to supply and install galvanised water troughs for the allotment sites.

2. Background

2.1. Following the BAA AGM, the core group agreed that troughs rather than taps would be preferable for many reasons. It was agreed at the previous Community & Environment Committee meeting for the costings to be investigated.

3. Proposals

3.1. Replace existing tap with galvanised water trough

This proposal would include siting a water trough at an existing tap location and replacing the tap with a trough, one at the Barnfield site and one at Exhibition Road.

4. Financial Implications

4.1 The allotment sites have the following funds remaining in 2022/23 for water maintenance:

- Exhibition Road: £520.60
- Barnfield: £479.63

4.2 The table below shows the quotations provided for supply and installation:

Contractor A	Contractor B
Verbal quote: 4ft trough with service box, valve and float. Set on concrete blocks. Insulation to pipework	Supply and fit a 320-litre galvanised water trough (6 ft) on a solid base and to connect onto and extend the existing water supply approx. 6 metres. To fit an automatic float valve in the trough
£870 + VAT	£448 + VAT

Emma Anderson
Assistant Clerk



Installation of new bins

Report by: Assistant Clerk
To: Full Council
Date: For consideration on 21 March 2023

Recommendation

Crediton Town Council is recommended to consider installing 3 new litter bins on the footpaths linking Tarka View and Downeshead Lane.

1. Purpose

- 1.1 This report sets out the evidence for the need for the bins as well as the associated costs.

2. Background

- 2.1. A request was sent by a local resident to Mid Devon District Council for a new bin on Downeshead Lane however, after carrying out surveys, MDDC deemed there was no evidence of excessive dog waste.
- 2.2. Following the completion of the new footpaths linking Tarka View and Downeshead Lane, numerous residents have sent in complaints and evidence of dog waste along this route to the town council.
- 2.3. Devonshire Homes confirmed they have not made any agreement or plans to provide dog waste bins along the route.
- 2.4. Members of the Community & Environment Committee have walked the route and it was agreed at the meeting held on 28 February that new bins are required, and three locations were agreed. Based on the scheme 'any bin will do', it was agreed to install litter bins not dog waste bins.

3. Proposals

- 3.1. Consider a quotation from MDDC to install three new litter bins on the footpaths linking Tarka View and Downeshead Lane

The Community & Environment Committee has recommended the following locations:

1. Junction of Downeshead Lane and the new section of path to Downes Close (Tarka View)
2. At the end of Downes Close where the new path starts.
3. Entrance to Tarka View on the right where the new section of path starts

4. Financial Implications

- 4.1 There is £6,000 in an ear marked reserve for street furniture and small works.
- 4.2 Cost to install the litter bin: £380
Annual cost of emptying (weekly empty): £384
Total cost for installation of 3 bins and emptying for one year = £2,292

5. Conclusion

- 5.1. The Town Council is actively trying to keep the town clean which includes encouraging people to pick up after their dogs. The need for these bins has been assessed and deemed necessary based on the high footfall along this route and an already large amount of dog waste not being disposed of properly.

Emma Anderson
Assistant Clerk

**Torbay Council draft costs schedule for
providing CCTV services for
Credition Town Council**

PLEASE TREAT THIS REPORT AS CONFIDENTIAL

Provided by Steve Cox

12th October 2022

Version 1.0

Cost of providing a Hub Service to Crediton

Background Information

Torbay Council has a modern digital IT service, using an Indigo Vision platform of cameras and recorders, which were installed during 2019-20. This means it is able to connect other systems into this, providing they are also digital and have an Indigo Vision server to collect the camera data. It should be noted that with several towns connecting the overall price to be offered for regular monitoring can be reduced, as the costs base remains similar for between 3-5 towns, so although Torbay is happy to work with just Crediton, it will potentially be able to offer some services cheaper with more towns connecting.

Currently we have two contracts with other Town Councils, but neither have agreed on regular monitoring, however currently we are in dialogue with a third, which is likely to involve regular monitoring.

Below is the cost of services that Torbay Council can provide, as well as the capital and revenue costs for each part of the service, though the quotes from third parties such as BT, would need to be refreshed before any final agreement is entered into.

Estimated cost of an Optical Fibre BT line between Crediton and Torquay

Optical Fibre BT line will have the following costs

RS1000D 100Mbs circuit, which is enough to cover 10 PTZ cameras.

Connection Charge (Capital) £16,500

Annual Rental £1,800 per annum.

All costs are Exclusive of VAT

The above costs could be subject to a site survey.

The above pricing is a little out of date, so should be seen as an indication of likely cost only.

Installation of the system

The key technical issue for the successful connection to Torbay Hub is the capability of operating system, also known as the server or to give it its technical name the Network Video Recorder (NVR). This needs to be of the same manufacturer as our system, which is Indigo Vision. This will also be for both the management of the cameras, i.e. ability to control them and the management of the data, as Torbay can take on the data management role.

You should be made aware at the installation phase that there are two licences, a one off £203/camera (**£2,030** based upon 10 cameras) and another annual licence of £33/camera. The second isn't always bought, but it is effectively the software upgrades for the camera, which without them may in time lead to some failings. The one-off licences will probably need to be re-purchased to allow data management by Torbay Council, should this be desired.

Monitoring of the existing ten cameras

Option One: Monitoring the cameras for 12 hours per week, notably 8pm-2am Friday/Saturday and Saturday/Sunday mornings, with an additional Sunday/Monday for 4 bank holiday weekends, New

Year's Eve and potentially Christmas Eve. This is being used to give an example of cost using the above scenario, however this should be treated as an example until a full proposal is agreed.

To view the 10 cameras for a standard 12 hours per week/52 weeks per year is £7,800, and for 4 B/H Sundays another £600. **Total £8,400/annum.** However if another Town Council wanted similar hours, I would be able to reduce this cost by a third to £5,600. And if there are more than 2 Councils, again wanting similar hours, then to £4,800. The income will be used to employ additional part time staff.

If there is a request to monitor an event/emergency situation, then this would be charged at **£35/hour.** Though if the dates and times required are known, I can give a bespoke price.

We do not monitor our cameras on Christmas day, but Christmas Eve and New Year Eve would be **£50/hour.**

Option Two: Monitoring the cameras for 8 hours per week, notably 10pm-2am Friday/Saturday and Saturday/Sunday mornings, with an additional Sunday/Monday for 4 bank holiday weekends, New Year's Eve and potentially Christmas Eve. This is being used to give an example of cost using the above scenario, however this should be treated as an example until a full proposal is agreed.

To view the 10 cameras for a standard 8 hours per week/52 weeks per year is £5,600, and for 4 B/H Sundays another £600. **Total £6,200/annum.**

If there is a request to monitor an event/emergency situation, then this would be charged at **£35/hour.** Though if the dates and times required are known, I can give a bespoke price.

We do not monitor our cameras on Christmas day, but Christmas Eve and New Year Eve would be **£50/hour.**

Option Three: No routine monitoring, but monitoring events or/and bank holidays, then this would be charged at **£35/hour.** Though if the dates and times required are known, I can give a bespoke price.

We do not monitor our cameras on Christmas day, but Christmas Eve and New Year Eve would be **£50/hour.**

Undertaking the Data Controller role – This would cover undertaking the Data Protection Impact Assessments, to review compliance with the requirements of GDPR; reviews of signage and setting up the systems for Police or other data requests. There would be an initial charge of **£500.** This includes a half day visit to review camera and signage locations, though design, production and erection of the signs would remain the Town Council's responsibility. To undertake subject access requests from the public, a statutory duty, or the Police can vary in time depending on the request. Many take an hour or less, but some can take many hours. An initial charge of **£50** for each individual data request will be made, however any that take over two hours will be charged at **£50/hr,** thereafter, but confirmation will be sought with the Town Council to give an approximate cost.

These longer requests are usually Police requests of a more serious incident. It maybe that these can be undertaken remotely by the Police in time, as discussion are ongoing regarding this but are dependent on the cameras being linked to the new system. [In time it maybe that an annual fee can be charged once the base line of requests is established, though currently this is likely to rise as the public become more aware of their rights, for which the Local Authority cannot charge.]

Cost of revising/writing the Standard Operating procedure and Code of Practice – price would be dependent on what work is required by would be based upon a charge of **£75/hour**, but a quote could be given once an initial assessment has been made of any work required.

Maintenance & replacement of cameras

I have not sought costs for this as you probably have your own provider.



CCTV Monitoring Report

Report by: Town Clerk
To: Full Council
Date: For consideration on 21 March 2023

Recommendation

Full Council is recommended to consider and agree a proposal for the monitoring of CCTV to be moved to Exeter City Council Control Hub.

1. Purpose

1.1 This report sets out a proposal for the monitoring of CCTV to Exeter City Council Control Hub.

2. Background

2.1. Since installation in Summer 2021, the monitoring of CCTV has been undertaken by officers on a reactive basis (requests for footage are received by the police for officers to find and download).

2.2. CCTV is not monitored on a regular basis.

3. Proposals

3.1. To instruct Exeter City Council to provide the following:

- monitor 12 cameras (twenty-four hours a day, 365 days a year)
- be responsible for all communications with Devon and Cornwall Police for footage requests
- direct communication with system company (ASAP) to ensure the viability of the system is maintained (this may take place once continuing issues have been dealt with).

4. Financial Implications

4.1 The quotation received is a total of £5556.00 + VAT. An allocated monitoring budget of £6000.00 has been included in the 2023/24 budget.

4.2 An additional quote was obtained from another hub in Devon, which is included within the meeting but this has not been followed up due to the much larger cost.

5. Conclusion

5.1 The provision of regular monitoring will provide the town with a more proactive CCTV system.

5.2 Staff time will be spent on other council business due to the removal of CCTV requests, which can be time consuming.

Rachel Avery
Town Clerk



Crediton Town Council

2023/24 CALENDAR OF MEETINGS

DATE	COMMITTEE		TIME		VENUE	
MAY						
02	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
09	Council Affairs & Finance		19.00		OLS	
16	Annual Meeting of the Town Council		19.00		OLS	
25	Climate Emergency (Thursday)		19.00		Bungalow	
30	Community & Environment		19.00		OLS	
JUNE						
06	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
13	Council Affairs & Finance		19.00		OLS	
JULY						
04	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
06	Climate Emergency (Thursday)		19.00		Bungalow	
11	Council Affairs & Finance		19.00		OLS	
18	Full Council		19.00		OLS	
25	Grants	Community & Environment	13.00	19.00	Bungalow	OLS
AUGUST RECESS						
SEPTEMBER						
05	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
07	Climate Emergency (Thursday)		19.00		Bungalow	
12	Council Affairs & Finance		19.00		OLS	
19	Full Council		19.00		OLS	
26	Community & Environment		19.00		OLS	
OCTOBER						
03	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
10	Council Affairs & Finance		19.00		OLS	
19	Climate Emergency (Thursday)		19.00		Bungalow	
24	P3 Parish Paths		14.00		Bungalow	
NOVEMBER						
07	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
14	Council Affairs & Finance		19.00		OLS	
21	Full Council		19.00		OLS	
28	Grants	Community & Environment	13.00	19.00	Bungalow	OLS



Crediton Town Council

30	Climate Emergency (Thursday)		19.00		Bungalow	
DECEMBER						
05	Christmas in Crediton??	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
12	Council Affairs & Finance		19.00		OLS	
FESTIVE BREAK						
JANUARY						
02	Planning & Town Strategy		19.00		OLS	
09	Council Affairs & Finance		19.00		OLS	
11	Climate Emergency (Thursday)		19.00		Bungalow	
16	Full Council		19.00		OLS	
23	Community & Environment		19.00		OLS	
FEBRUARY						
06	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
13	Council Affairs & Finance		19.00		OLS	
22	Climate Emergency (Thursday)		19.00		Bungalow	
27	Grants??		13.00		Bungalow	
MARCH						
05	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
12	Council Affairs & Finance		19.00		OLS	
19	Full Council		19.00		OLS	
26	P3 Parish Paths	Community & Environment	14.00	19.00	Bungalow	OLS
APRIL						
02	Christmas in Crediton	Planning & Town Strategy	10.30	19.00	Bungalow	OLS
04	Climate Emergency (Thursday)		19.00		Bungalow	
09	Council Affairs & Finance		19.00		OLS	
16	Grants		13.00		Bungalow	