

**TONBRIDGE & MALLING BOROUGH COUNCIL**  
**PLANNING and TRANSPORTATION ADVISORY BOARD**

**04 June 2013**

**Report of the Director of Planning, Housing and Environmental Health**

**Part 1- Public**

**Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)**

**1     CLOSED CIRCUIT TELEVISION (CCTV) ANNUAL REPORT**

**This report seeks endorsement of the CCTV Annual Report. It also provides an update on the upgrade works recently undertaken on the current CCTV system and future changes and seeks authority to adopt a revised Code of Practice.**

**1.1    Background**

1.1.1   The current CCTV service is provided in partnership with Tunbridge Well Borough Council (TWBC). Members will be aware that, with a few exceptions, our town centre CCTV and car park cameras are monitored in the shared CCTV Control Room in the Town Hall in Tunbridge Wells.

1.1.2   All cameras from TMBC are fed through fibre optic cables to a collection hub in Tonbridge town centre where the signals are then fed down a 'trunk fibre' to Tunbridge Wells Town Hall.

**1.2    Context**

1.2.1   **[Annex 1]** contains a copy of the report covering our CCTV service during 2012/13. It outlines the CCTV operation and includes some statistics relating to the number and type of incidents that have been monitored by our CCTV operators. It includes an independent audit of the operations on the Joint CCTV Control Room.

1.2.2   Members will be aware that over the last few months we have been replacing and upgrading much of the CCTV equipment located in the CCTV control room to ensure that we maintain a service which will efficiently and accurately manage the images from the cameras. As part of this renewal program we have replaced all out of date and obsolete equipment, which included the VCR (tape) recording systems and main operating systems. We now have an advanced fully digital system enabling slick management of the cameras with fast and secure access to the recorded images. Each operator now has full access to all recorded material,

enabling continuous and incident monitoring on a flexible operating system at their workstation.

- 1.2.3 As part of this project, and following a full assessment of the operators working environment, we have commissioned and installed a new operating environment that caters for a wide range of operational and staff requirements.
- 1.2.4 This upgrade is now complete and necessitates some minor changes to the CCTV Code of Practice to take into account the new and improved operations within the control room. A copy of the revised Code of Practice is attached in **Annex 2**.

### **1.3 Legal Implications**

- 1.3.1 The CCTV scheme operates fairly, within applicable law and with proper regard for the privacy of the individual. We and our partner (for CCTV) TWBC subscribe closely to the CCTV Code of Practice.

### **1.4 Financial and Value for Money Considerations**

- 1.4.1 These are covered within existing established budgets.

### **1.5 Risk Assessment**

- 1.5.1 CCTV continues to be an effective tool in reducing crime, anti-social behaviour and the fear of crime and plays a key role in managing our urban areas.

### **1.6 Equality Impact Assessment**

- 1.6.1 See 'Screening for equality impacts' table at end of report.

### **1.7 Policy Considerations**

- 1.7.1 Reduction of crime, anti-social behaviour and the fear of crime.

### **1.8 Recommendations**

- 1.8.1 That the CCTV Report for 2012/13 **BE ENDORSED** for publication.
- 1.8.2 That the revised CCTV Code of Practice **BE ENDORSED** for adoption and publication.

The Director of Planning, Housing and Environmental Health confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Andy Edwards

Nil

Steve Humphrey

## Director of Planning, Housing and Environmental Health

<b>Screening for equality impacts:</b>		
<b>Question</b>	<b>Answer</b>	<b>Explanation of impacts</b>
a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community?	No	CCTV makes a positive contribution to ensuring the safety of all people in the public realm by providing professional, well managed systems to offer high levels of public reassurance.
b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality?	N/A	
c. What steps are you taking to mitigate, reduce, avoid or minimise the impacts identified above?		N/A

*In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above.*