

This report will be made
Public on 18 November 2022

Hythe Town Council

www.Hythe-tc.gov.uk

Report number **F&GP/20/22**

To Hythe Town Council

Date 01 November 2022

Status **Non-Exempt**

Responsible officer Town Clerk

Subject **INSTALLATION OF CCTV REPORT F&GP/20/22**

SUMMARY: This report provides recommendations for the installation of CCTV cameras in Oaklands, Town Hall, Skate Park, The Green and Sports Pavilion.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because; -

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

1. To receive and note the report F&GP/20/22.
2. To recommend Contractor A, B or C to complete the works subject to relevant permissions being granted.
3. To vire the cost of the agreed expenditure from CCTV Reserves.

INTRODUCTION

Since the cessation of the previous CCTV System contract with BT Redcare in December 2019, a working group was formed to establish the viability of replacing or renewing the system.

Following this, the Town Clerk/RFO had a meeting with the RFO of Sandgate Parish Council to discuss their experience in the implementation of CCTV in Sandgate.

Notes from the meeting were recorded and the following recommendations were made.

1. Hythe Town Council (HTC) would require someone to help with a specification for CCTV (**A trusted Business Partner**) before going out for formal tender., The Contractor Sandgate used and recommended was very accommodating, helpful and could help form a clear idea of what HTC would require and the practicalities of the project. A specification would be required before HTC could go out to tender at a cost of 2/3/4 hours to tell HTC what they need. It was recommended a Council Officer (Town Clerk) and a delegated Councillor (Councillor T Prater was delegated) have a walk around with the proposed Trusted Business Partner to clarify what HTC wanted to do.

2. Question – **What type of CCTV did HTC require?** CCTV in line of sight (i.e., in the High Street) or a mobile circuit whereas the signal bounces off of each other?

3. Recommendation - HTC has 2 members of **staff only** for GDPR reasons monitoring the system as operators especially as to cover annual leave etc. Specialist training will be required for the staff for data management as data could be legally challenged if not handled appropriately.

3. **Data Storage** is up to one month, if the cameras have motion sensors, the passing vehicles will create a huge amount of data and slow the system down.

4. A stand-alone **additional monitor** will be required if the system is storing data. The set up will require a graphics card at approx. £400. The CCTV monitor will need to be kept locked and NOT on display.

5. Contractors require a **G39 certificate** to put CCTV on lamp posts.

6. **Mobile CCTV** requires a box data recorder at the bottom of each telegraph pole. The poles have to be weight tested by KCC (Sandgate had 13-14 poles tested at a cost of approx. £1,100) The download will require 'unlimited' mobile data and EE seemed to be the best deal at £60 per month.

7. There is a variation on the **quality of kit** provided by different cameras.

8. Locality – If there is lots of street lighting in the vicinity the cameras will not need to be infra-red. If the areas are darker HTC will need **infrared** cameras.

9. A CCTV **Protocol** and **Policy** will need to be adopted.

10. **Power costs** of the system need to be taken into account. Eon was recommended as they can offer an unmeasured supply for a 3-year fixed rate of approx. £3,000 pa.

11. **Maintenance** will need to be included in the budget which could be paid quarterly (one contractor charges £2000 pa) and maintains quarterly. Councillors will need to consider the cost of **replacement** cameras as the shelf life is 5-7 years and some may fail sooner and there may be intermittent faults.

12. A **warranty** on the kit (one contractor offers 3 years) others offer 12 months only.

13. **Security** of the system and the boxes would need to be scrutinised.

14. Companies that SPC received quotes from were supplied.

These notes were taken to the CCTV Working Group on 07 September 2021 to discuss. (**Appendix 1 attached**).

HTC worked alongside one of the contractors to help create a specification for CCTV (A trusted Business Partner) before it went out for formal tender. (**Appendix 2 Attached**).

Once the quotes were obtained (**Appendix 3 attached**) this was taken back to the working group on 08 February 2022 to be reviewed (**Appendix 4 attached**) before the final submission to the Finance and General Purposes Committee Report was to be made.

Upon actioning the minutes from the Working Group meetings, it has been established that.

HTC owns the streetlight along the public right of way along the Green which Hythe Green Preservation Society (HGPS) have requested this be replaced with a new light at Plans and Works on 14 November 2022 and after consultation would be more than happy to have the CCTV camera installed on this lamppost.

The cost of fibre links to be recommissioned has proved to be overly expensive, therefore the Wi-Fi line-of-sight option has been chosen. This will not include a connection on the Hythe Sports and Social club, so they have not been approached.

It was discovered that the lampposts have clear line of sight from the Green. Works could start subject to permission from KCC as electric from the lampposts will be used to power the cameras.

A new specification would be sent out for the contractors to update their quotes with a new diagram for the Green.

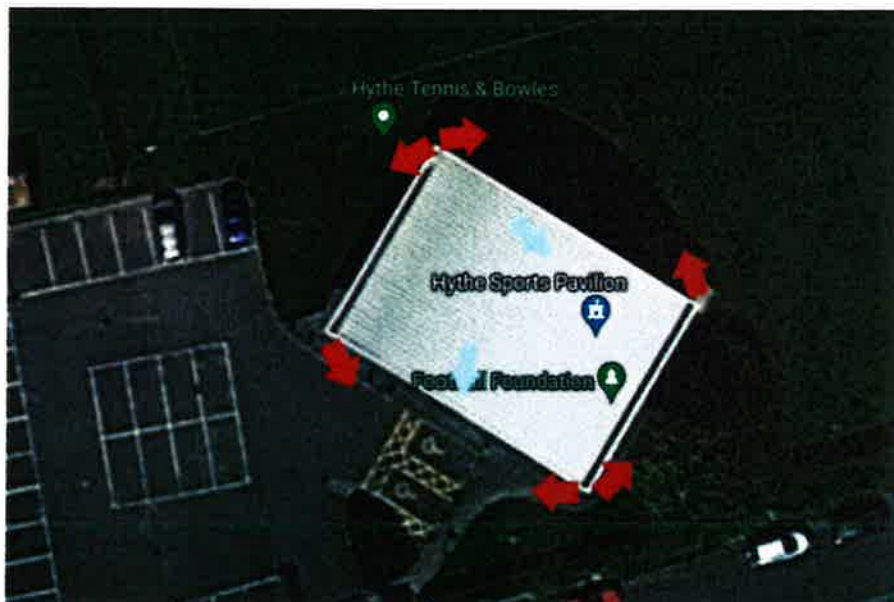
New Specification

Pavilion CCTV

To carry out the upgrade on the pavilion CCTV system, this system currently has 8 CCTV cameras on it, system currently not functioning.

Proposal to carry out replacement of all 8 cameras with new HD Domes with in-build inferred lighting, one new 16way recording machine to be located within a lockable box under staircase. This unit will require an internet connection to allow for remote viewing at Oaklands. This system is expandable in future if more cameras are required. This system would require a twice-yearly service to ensure system is functioning to a high standard.

The proposed external camera positions are indicated by the red arrows in the below image, with the two blue cameras being indicative of the internal camera position



The Green

To carry out the installation of a CCTV system to cover the green area with 2x fixed bullet cameras. This system will operate from a link system between several street light poles to bounce signal back to Oakland's office.

Link locations

Link 1 - Oakland's building facing towards the first visible street light column.
(NSLF003)

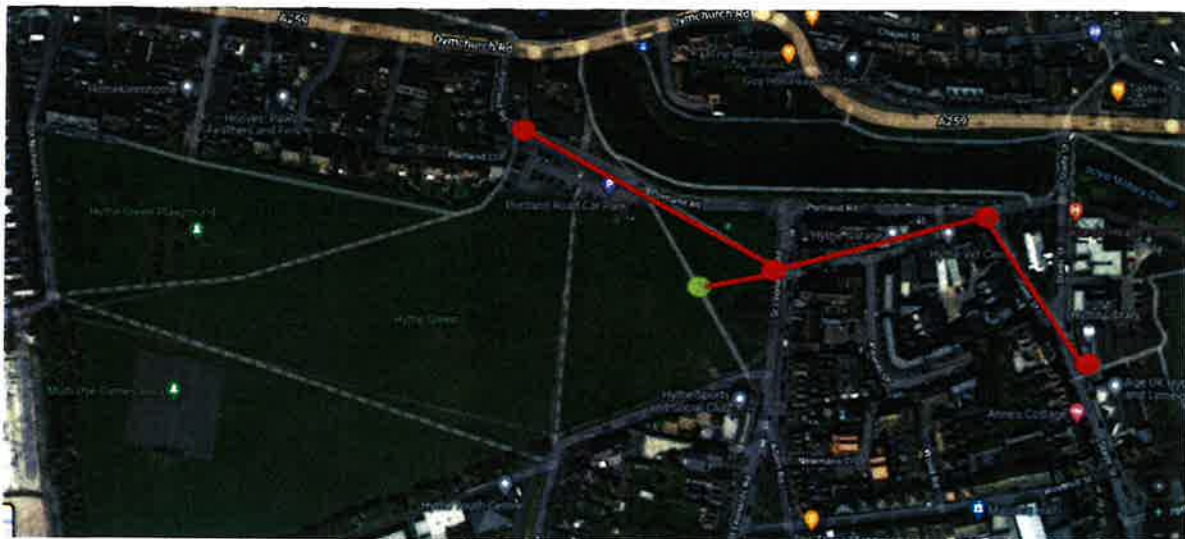
Link 2 /3on pole NSLF003 on this pole will also be another link facing link 1 total links on this pole will be 2.

Link 4/5- located on NFEH002

Link 6/7 - located on FTC pole located on footpath facing CCTV pole by canal

Link 8 - located on blue CCTV pole by canal

On the pole above we suggest 2x 4K night/day static cameras, these would have 30m infrared range full HD with motorised lenses. This will be linked back to an NVR unit in Oakland's office.



- Indicates the positions of the lamp posts around the Green.
- The Green dot shows the lamp posts owned by HTC.

Oakland's office -

1 x 16-way NVR unit

1x 24-inch monitor

2x 5Gb HDD

Installation cost parts plus labour £ xx + VAT

12 weekly Service plan - £xx + VAT per annum

Oakland's

To carry out the installation of 2x CCTV cameras located on existing CCTV pole opposite Oakland's main building. These will be connected too, the main unit located in Oakland's office via 2x wireless links. All equipment will be powered from existing supplies

Installation cost £xx + VAT

12 weekly service plan £xx + VAT per annum

Skate Park

To carry out the installation of 2x static HD cameras located on existing pole. Cameras will be powered from existing pole and connected via wireless links back to pavilion.

Located within Pavilion

1x wireless link power supply

1x 4-way NVR [internet connection required]

Installation cost £xx + VAT

12 weekly plan £xx + VAT per annum

We note - all equipment installed to external poles are not covered for any power interruptions or spikes that may occur in bad weather or general grid faults this may sometimes be covered by our local network company if faults are proven. All cameras and equipment installed by yourselves are covered by a 12-month parts and labour warranty.

Quotes Received back were as follows:

Contractor A

A long-established local business, that has been providing installations as a sole trader for many councils across Kent. This contractor offers a full range of services including intruder alarms, fire alarms, emergency lighting, access control and CCTV systems. They are SSAIB, UKAS and NIC EIC part P recognised, and all installations and maintenance visits are carried out in accordance with British Standard PD6662 & EN50131.

This contractor has provided services for many local councils that surround Hythe and is listed as a preferred contractor,

The CCTV system is designed to provide Hythe Town Council with a CCTV system to provide an overview of the key sites previously covered with remotely monitored CCTV. Although the cameras will not be remotely monitored, they will be recording on a 24/7 basis with at least 14 days footage securely saved. In the event of recordings needing to be retrieved, this will be able to be carried out either at the respective recorder, or remotely at Oaklands.

Pavilion

To carry out the upgrade on the pavilion CCTV system, this system currently has 8 CCTV cameras on it, system currently not functioning.

The proposal is to carry out replacement of all 8 cameras with new HD Domes within build inferred lighting, one new 16way recording machine to be located within a lockable box under staircase. This unit will require an internet connection to allow for remote viewing at Oaklands.

This system is expandable in future if more cameras are required.

This system would require a twice-yearly service to ensure system is functioning to a high standard.

2,200.00

SUBTOTAL 2,200.00

VAT TOTAL 440.00

TOTAL £2,640.00

The Green

To carry out the installation of a CCTV system to cover the green area with 2x fixed bullet cameras as discussed. This system will operate from a link system between several street light poles to bounce signal back to Oakland's office.

Link locations

Link 1 - Oakland's building facing towards the first visible street light column. (NSLF003)

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Link 8 - located on blue CCTV pole by canal on the pole above I suggest 2x 4K night/day static cameras, these would have 30m infrared range full HD with motorised lenses. This will be linked back to an NVR unit in Oakland's office.

Oakland's office -

1 x 16-way NVR unit

1x 24-inch monitor

2x 5Gb HDD

Installation cost parts plus labour £ 7109 + VAT

12 weekly Service plan - £506 + VAT per annum

Oaklands

To carry out the installation of 2x CCTV cameras located on existing CCTV pole opposite Oakland's main building. These will be connected too, the main unit located in Oakland's office via 2x wireless links. All equipment will be powered from existing supplies

Installation cost £1100 + VAT

12 weekly service plan £506 + VAT per annum

Skate Park

To carry out the installation of 2x static HD cameras located on existing pole. Cameras will be powered from existing pole and connected via wireless links back to pavilion.

Located within pavilion 1x wireless link power supply 1x 4-way NVR [internet connection required]

Installation cost £1700 + VAT

12 weekly plan £506 + VAT per annum

Note - all equipment installed to external poles are not covered for any power interruptions or spikes that may occur in bad weather or general grid faults this may sometimes be covered by your local network company if faults are proven.

All cameras and equipment installed by the contractor are covered by a 12-month parts and labour warranty.

Prices may vary due to current climate.

Contractor B

As a long-established local business, have been providing installation and maintenance services to businesses throughout Kent for the past twenty years. They also offer a full range of services including intruder alarms, fire alarms, emergency lighting, access control and CCTV systems. They are SSAIB, UKAS and NIC EIC part P recognised, and all installations and maintenance visits are carried out in accordance with British Standard PD6662 & EN50131. In addition, we are proud to be BAFE-registered and approved (BAFE is a non-profit making organisation dedicated to improving standards in fire protection supported by government, trading standards and the HSE). Their staff are enhanced DBS security screened and fully trained in our operational procedures to provide complete customer satisfaction. They are ISO9001 accredited with their procedures and policy independent audited as a result.

The CCTV system is designed to provide Hythe Town Council with a CCTV system to provide an overview of the key sites previously covered with remotely monitored CCTV. Although the cameras will not be remotely monitored, they will be recording on a 24/7 basis with at least 14 days footage securely saved.

Pavilion Cameras

Externally, they propose to use Hikvision's 8MP DS-2CD2686G2-IZS camera. These have motorised 2.8 – 12mm vari-focal lens to ensure that optimum images can be captured from all camera positions. In addition, the 50m IR will enable good-quality night-time images to be recorded.




The NVR will be a 16 channel Hikvision recorder with an 8TB hard disk, remotely accessed via an internet connection to be provided by others. It is proposed to install this within a locked CCTV cabinet under the stairs. The images will be recorded on a 24/7 basis, recording at 20 frames per second (real time). Please note that footage can be saved onto an external hard disk or PC, if necessary, e.g., for Police evidential purposes.

Skate Park and Oaklands

It is proposed to utilise the existing CCTV columns at the Skate Park and Oaklands to mount two fully functional PTZ (pan, tilt and zoom) cameras. Cameras They are proposing to use Hikvision's 4MP DS2DF8C44IXS-AELW (T2) camera. These have motorised 6 – 252mm lens providing 42x optical zoom and 16x digital zoom. With a 500m IR distance, these cameras are ideally suited to provide high-definition coverage of wider expanses such as parks.

Connectivity In terms of connections to these, if the cost of fibre links (to be provided by others) is excessive, it would be possible to use wireless line of site transmitters. The camera at Oaklands could link directly to the Council building, with the Skate Park camera connecting to a building such as the Cricket/Squash club should they be amenable. This would involve a broadband connection at the Cricket/Squash club which would likely be far cheaper than a fibre link

<p>Cameras</p> <p>We are proposing to use Hikvision's 4MP DS-2DF8C44IXS-AELW (T2) camera. These have motorised 6 – 252mm lens providing 42x optical zoom and 16x digital zoom. With a 500m IR distance, these cameras are ideally suited to provide high-definition coverage of wider expanses such as parks.</p>	
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CCTV Quotations

To supply, install and commission a CCTV system as per the following. The prices include access equipment and are based on the installations being completed over consecutive days.

Pavilion Price - £4,500

- 1no Hikvision 16 channel recorder with 8TB storage
- 1no network switch
- 1no lockable cabinet

6no Hikvision 8MP external bullet with varifocal 2.8-12mm lens and with 50m IR
2no Hikvision 8MP internal fixed camera
1no SSAIB certificate
Supplied, installed, and fully commissioned

Skate Park/Oaklands

1no Hikvision 16 channel NVR with 8TB storage
1no 32" 4K monitor
2no Hikvision 4MP DS-2DF8C44IXS-AELW PTZ c/w PSU
2no swan neck bracket
2no ethernet to fibre media converter
2no ruggedised outdoor SFP module

Price - £5,450 (ex VAT) or £5,050 (ex VAT) without fibre links

Connectivity – Line of Sight

4no Ubiquiti wireless links
2no Wireless bridge
4no wall mount
4no PoE switch
4no enclosure

Price - £2,100 (ex VAT)

The Green

1no Hikvision 4MP DS-2DF8C44IXS-AELW PTZ c/w PSU
1no fixed pole bracket
1no enclosure

Price - £2,100 (ex VAT)

Connectivity – Line of Sight

8no Ubiquiti wireless links
4no Wireless bridge
4no post mount
4no PoE switch
4no enclosure

Price - £3,500 (ex VAT)

Total price (assuming fibre to Oaklands/Skate Park and Line of Sight connectivity) -
£15,550 (ex VAT)

Total price (assuming Line of Sight connectivity throughout) - £17,250 (ex VAT)

Ongoing maintenance:

To provide annual maintenance of the systems outlined above:

The Pavilion (2 visits per annum) - £400 (ex VAT) per annum.

Skate Park/The Green (6 visits per annum, price assumes completed with Oaklands) - £1,800 (ex VAT)

Oaklands (6 visits per annum, price assumes completed with Skate Park/The Green) - £900 (ex VAT)

Maintenance includes 24/7 call outs charged at discounted hourly rates.

Warranty Period

All equipment installed is covered by a 12-month parts and labour warranty.

All Hikvision CCTV equipment (cameras and recorders) are covered by a 5-year parts warranty

Contractor C believes cabling can be used and have quoted as thus.

Hythe Town Council is a large brick commercial premises This project will cover the main building, Skate Park, The Green, and Pavilion. This system design proposal details the solution to provision a new CCTV system to cover the internal and external areas of the properties. This will be achieved by installing 3 new NVRs (1 in Pavilion, 1 in Oaklands and 1 in the CCTV pole opposite the Green). The Pavilion will require new Cat6 cabling for the new IP cameras, as will the feed from Oaklands to the new pole opposite using the existing duct route. Skate Park will be fed via a point-to-point link from the pavilion. The green will have its own 4g connection giving internet capability and will house its own 4 channel NVR for the 2 cameras on the pole. An admin account will be set up and can be viewed on apps and on computers etc to be able to view and playback as required. Low level vandalism prevention. 13 cameras required in total for complete coverage around the internal and external of the property and gardens/car parks etc.

System Specification

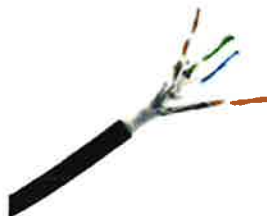
The proposed system will be comprised of the following main components:

Component	Qty	Specification
Network Video Recorder (NVR)	3	16, 8 and 4 channel Uniview NVRs with 16tb storage installed (8tb in pavilion, 4tb in the green and 4tb in Oaklands).
PTZ Camera	3	Uniview 4mp 25 x Optical Zoom
Bullet Cameras	3	Uniview 5mp Startlight 2.7-13.5mm Auto Focus Lens
Turret Cameras	7	Uniview Lighthunter 5MP 2.8MM Fixed Lens



Cabling

All cables will be internal/external grade Cat6 twisted pair solid copper, providing 1Gbps connectivity up to 100m. Appropriate cabling containment will be installed as required and existing cable routes will be followed where available.



Equipment Housing

Nvr will be housed in a new 4u comms cabinet in line with Ssaib requirements.



Locations of cameras

1. Pole Opposite Oaklands Building (PTZ)
2. Pole Opposite Oaklands Building (Bullet)
3. Pavillion (Turret)
4. Pavillion (Turret)
5. Pavilion (Turret)
6. Pavillion (Turret)
7. Pavillion (Turret)
8. Pavillion (Turret)
9. Pavillion (Turret)
10. Skate Park (PTZ)
11. Skate Park (Bullet)
12. The Green (PTZ)
13. The Green (Bullet)

Plans attached (Appendix 5)

4u Comms cabinet 2.00 99.00 20% 198.00
Shelves for Comms cabinet 2.00 12.00 20% 24.00
Uniview PTZ Camera 3.00 409.00 20% 1,227.00
Uniview Bullet Camera 3.00 229.00 20% 687.00
Uniview Turret Camera 7.00 169.00 20% 1,183.00

Uniview 16 Channel NVR	1.00	399.00	20%	399.00
Uniview 8 Channel NVR	1.00	219.00	20%	219.00
Uniview 4 Channel NVR	1.00	149.00	20%	149.00
8tb Hard Drive	1.00	310.00	20%	310.00
4tb Hard Drive	2.00	199.00	20%	398.00
Vuenet Easylink Wireless Bridge	2.00	149.00	20%	298.00
TP Link 4g Router	1.00	189.00	20%	189.00
Netgear 5 Port POE+ Gigabit Switch	2.00	85.00	20%	170.00
Cat6 Cabling	16.00	68.00	20%	1,088.00
Cat6 24 Port Patch Panel (Pavilion)	1.00	52.00	20%	52.00
Power Distribution Units (for Cabinets)	2.00	32.00	20%	64.00
Junction box/Deep bases for cameras	13.00	19.00	20%	247.00
Description Quantity Unit Price VAT Amount GBP				
J Brackets for PTZ camera	3.00	28.00	20%	84.00
Small Stores (including Cable ties/clips/Trunking etc)	1.00	145.00	20%	145.00
Training and APP/Computer Installation	1.00	280.00	20%	280.00
LABOUR	1.00	3,200.00	20%	3,200.00
Subtotal 10,611.00				
TOTAL VAT 20% 2,122.20				
TOTAL GBP 12,733.20				

SUMMARY

CCTV installed in Oaklands will be charged to Davis Oaklands Charitable Trust

CCTV installed at the Skate Park, Hythe Green and South Rd Pavilion will be charged to Hythe Town Council. This will be funded by the CCTV Reserve account which currently holds £30K.

The annual budget for Servicing and Maintenance for the year 2023/24 and power is proposed at £4,000 per annum

CIL monies can be used to fund the installation if Council are minded.

Total Quoted

Contractor A £12,109 plus £1,518 per annum service and maintenance charge.

Contractor B £17,250 plus £3,100 per annum service and maintenance charge.

Contractor C £10,611 plus £2,640 per annum service and maintenance charge.

(Contractor C has quoted for cabling installation)

All quotes were correct at time of issue and confirmed in October 2022. There may be a price increment on materials expected in January 2023. So, the above quotes may vary slightly. It is recommended to consider an acceptable variation amount when appointing a contractor for the installation.

Hythe Against Crime (HAC) Hythe High Street

Phase one and two have now been completed. A list will be kept at the Council Offices for the any police enquiries in the case of an incident.

Phase three, HAC would like to include the Town Hall, this request went to Plans and Works meeting on 14 November 2022. The committee requested further information. A copy of Hythe Against Crime's (HAC) initial proposal with all the details is attached. (Appendix 6).

RECOMMENDATION

Members are asked to consider contractor A, B or C to install the equipment **subject to permissions being granted.**

Contractor A is £1,498 more for installation but is £1,122 less per annum to service and maintain. Resulting in Contractor A being the best value in the long term.

If committee members are minded, a recommendation also be made to full council for the HAC installation of CCTV cameras at the Town Hall.

RISK MANAGEMENT

A summary of the perceived risk follows.

Perceived Risk

It is vital to properly assess the locations of where cameras are intended to be installed as a crime prevention tool. If Council do not install CCTV on the Green, South Road

or Oaklands and an incident occurs whereas the police require video footage as evidence, Hythe Town Council will not be able to provide it.

Risk Low

Likelihood High

Preventative Action

Hythe Town Council install CCTV cameras on as many locations as possible. It must be considered where they may be most effectively positioned, for example at every entrance point and ensure these positions are well lit so that the cameras will continue to work after dark.

CONTACT OFFICER

If you have any queries about this report, please contact The Town Clerk/ Responsible Financial Officer of the Council

Tel: 01303 266152 or email clerk@hythe-tc.gov.uk prior to the meeting.

APPENDIX 1

NOTES OF THE MEETING

OF THE CCTV WORKING GROUP

HELD ON TUESDAY 07 SEPTEMBER 2021

Present: Councillor T Prater (in the Chair)

Councillor's M Whybrow, P Graham and K Miles

Also Present: The Town Clerk.

1. OPERATION OF THE HYTHE AGAINST CRIME (HAC) CCTV SYSTEM

Members discussed the various issues that pertained to the Hythe Against Crime, High Street CCTV Project.

The Chairman stated that HAC had circulated a letter to all businesses in the High Street.

The letter to the retailer's states that the proposal is to provide selected shops and businesses with their own CCTV coverage in the form of a camera system comprising four cameras to a recording system via cloud internet. By including up to two of the four cameras on the exterior of the building and strategically covering the areas in both directions in front of the business premises (mainly retail businesses) the objective is to provide as near to full coverage of the High Street as possible.

Each camera system will be installed free of charge (HAC will bear the cost of installation) and will include a two-year maintenance period. The businesses will operate the cameras continually for 24 hours per day as located and allow necessary access for the police and security services. The businesses will operate under GDPR legislation and rules.

Two of the cameras will be located internally to provide for their own security needs.

It was noted that the maintenance package for the CCTV is usually £220 per year. If the businesses that sign up for the free system to be installed also sign up for the maintenance package the annual cost will be reduced.

It was AGREED that:

1. The Town Clerk request the number of applications that have responded to HAC's letter.
2. HAC be asked if they require advertisement on the Town Council's Social-Media to raise awareness of the project.
3. The Town Clerk retains a list organisations and businesses with CCTV installed under this scheme so that we can refer any police or other agency enquiries in the case of an incident."

2. OPERATION OF THE HYTHE TOWN COUNCIL CCTV SYSTEM

Members discussed the Hythe Town Council CCTV Project.

The areas under discussion were.

- Skate Park
- Oaklands Park
- Hythe Green
- South Rd Pavilion

The Chairman requested that the proposed outline specification that had been received be split so that the installation of cameras on Oaklands Park be costed to the charity Davis Oaklands Charitable Trust.

Although Hythe Town Council hold approx. £30,000 in reserves for CCTV the servicing and maintenance of the CCTV system should be included in the annual budget in the region of £4,000 per annum.

The cost to Network Power to supply power to each CCTV camera (approx. £100 per camera) will also need to be included in the annual budget.

The specification allows up to 16 cameras and it is recommended to gain costs for the current specification with a view to add additional cameras at a later date.

Possibly to include additional cameras for Hythe Green and a wider area of Twiss Road allotments / the Skate Park" (It was discussed the "lamppost" position possibly being a second location on Hythe Green).

The Open reach fibre links may need to be recommissioned or Sim cards at an average cost of £30 per camera per month used. The open reach costs will need to be included in the annual budget.

Signage for the CCTV will be required.

Once further information has been obtained a report will be submitted to Finance and General Purposes with a view to installing a new CCTV system by April 2022.

It was AGREED that

1. The Town Clerk investigate the use of CIL monies to help fund the project and who owns the streetlight along the public right of way on Hythe Green.
- 2.. The Town Clerk to contact Open Reach to investigate costs for the fibre links to be recommissioned.
3. Once the Specification has been split that further quote be obtained in preparation of a report to the Finance and General Purposes Committee.

The date of the next meeting was to be arranged.

The meeting closed at 15.00 hours.

APPENDIX 2

CCTV Specification October 2021

Pavilion, South Road. CCTV

To carry out the upgrade on the pavilion CCTV system, this system currently has 8 CCTV cameras on it, system currently not functioning.

To carry out replacement of all 8 cameras with new HD Domes with inbuilt infra red lighting,

One new 16way recording machine to be located within a lockable box under staircase.

This unit will require an internet connection to allow for remote viewing at Oaklands. The system should be expandable in future if more cameras are required.

Skate Park and Hythe Green

To carry out the installation of 2 new PTZ cameras onto 2 existing poles located in

*Skate Park

*Hythe green

Both cameras to be of a PTZ type.

The cameras will have the ability for 360 vision from its location. They will have a 100-metre infrared covering and work well in low light areas. The Cameras to be of a commercial type and must cope with the involvements proposed.

One 16way NVR is to be located within Oaklands council offices control room, one large monitor will be located here to provide an area where play back and general monitoring can be carried out.

System will be recording 24/7 and will hold approximately 14 days recording.

Oaklands CCTV pole

To carry out the installation of 1 new PTZ camera onto 1 existing pole located in

*Oaklands

The pole listed has been inspected and power tested and is in good working order.

The camera to be of a PTZ type.

The camera will have the ability for 360 vision from its location. It will have a 100-metre infrared covering and work well in low light areas. The Camera to be of a commercial type and will cope with the involvements proposed.

Servicing

On each service all poles to be accessed cleaned and checked all cameras to be checked cleaned and any defects to be reported. All recording equipment to be checked and play back access to ensure systems reliability is at a good standard.

Pavilion CCTV

A twice-yearly Service

Council CCTV

8- weekly service per year (Skate Park and Hythe Green)

Oaklands CCTV

8 weekly per year

All the poles listed have been inspected and power tested and are all in good working order.

We are aware that the fibre links from open reach will need to be re-commissioned in pole locations and Oaklands.

We are aware that some extra costs may arise if open reach do not supply fibre network switches on recommissioning of links to office.

One 16way NVR is to be located within Oaklands offices control room, one large monitor will be located here to provide an area where play back and general monitoring can be carried out.

System will be recording 24/7 and will hold approximately 14 days recording.

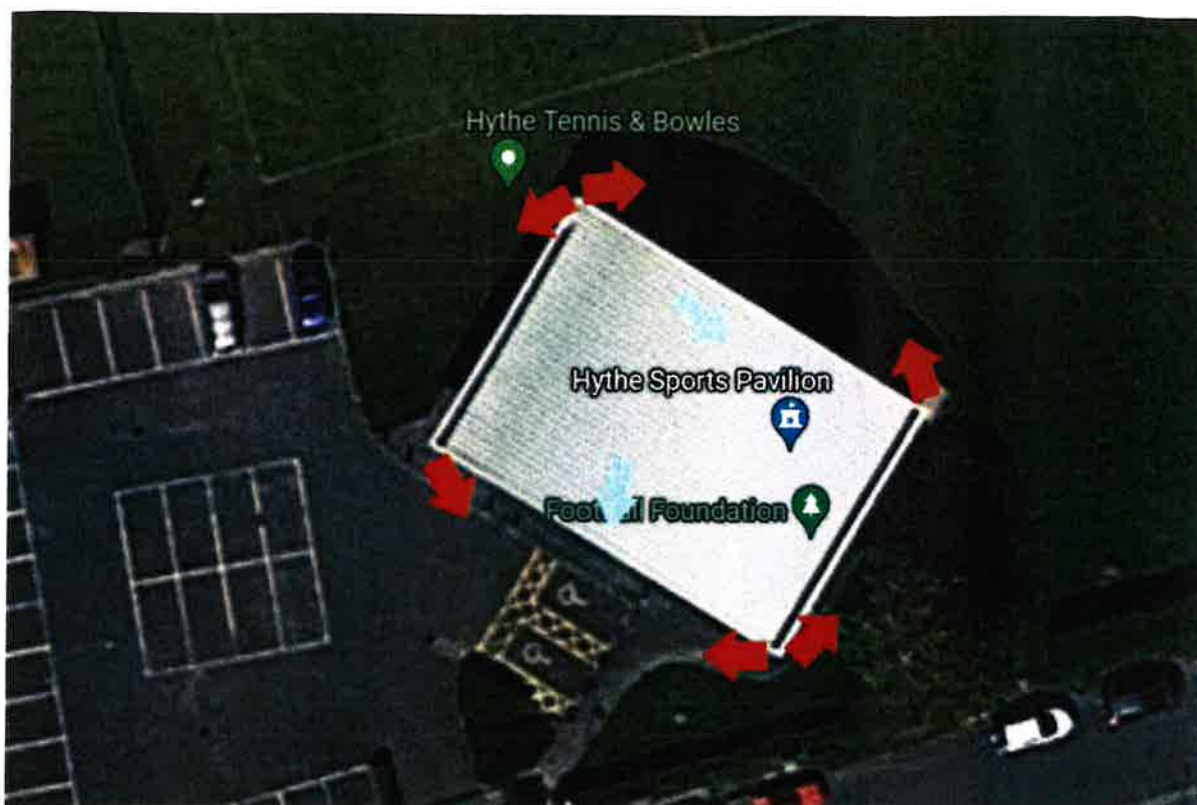
All equipment to be covered by a one-year manufacturer's warranty and one year labour warranty.

APPENDIX 3

Quotes

Hythe Pavilion

The proposed external camera positions are indicated by the red arrows in the below image, with the two blue cameras being indicative of the internal camera positions.



Contractor A

To carry out the upgrade on the pavilion CCTV system, this system currently has 8 CCTV cameras on it, system currently not functioning.

I propose we carry out replacement of all 8 cameras with new HD Domes within build infra-red lighting, one new 16way recording machine to be located within a lockable box under staircase. This unit will require an internet connection to allow for remote viewing at Oaklands.

This system is expandable in future if more cameras are required.

This system would require a twice-yearly service to ensure system is functioning to a high standard.

£2,200

Servicing

For the twice-yearly Service on pavilion CCTV.

£420

Contractor B

Externally, we are proposing to use Hikvision's 8MP DS-2CD2686G2-IZS camera. These have motorised 2.8 – 12mm vari-focal lens to ensure that optimum images can be captured from all camera positions. In addition, the 50m IR will enable good-quality night-time images to be recorded.

The NVR will be a 16 channel Hikvision recorder with an 8TB hard disk, remotely accessed via an internet connection to be provided by others. It is proposed to install this within a locked CCTV cabinet under the stairs.



1no Hikvision 16 channel recorder with 8TB storage

1no network switch

1no lockable cabinet

6no Hikvision 8MP external bullet with varifocal 2.8-12mm lens and with 50m IR

2no Hikvision 8MP internal fixed camera

1no SSAIB certificate

Supplied, installed, and fully commissioned

Price - £3,950

Ongoing maintenance:

To provide annual maintenance of the systems outlined above:

The Pavilion (2 visits per annum) - **£400** (ex VAT) per annum.

Skate Park, The Green and Oaklands

Contractor A

To carry out the installation of 3 new PTZ cameras onto 3 existing poles located in

***Skate Park x 1 poles**

***Hythe green x 2 poles**

All the poles listed have been inspected and power tested and are all in good working order. I propose all 3 cameras are of a PTZ type, this will allow for easier use from the end user. The cameras will have the ability for 360 vision from its location. They have a 100 metre infra-red covering and work well in low light areas. The Cameras are of a commercial type and will cope with the involvements proposed.

£4,212

The fibre links from open reach will need to be re-commissioned in pole locations and Oaklands, this is the best way to keep the systems reliability and quality at its best. Some extra costs may be required if open reach do not supply fibre network switches on recommissioning of links to office. One 16way NVR is to be located within Oaklands offices control room, one large monitor will be located here to provide an area where play back and general monitoring can be carried out. System will be recording 24/7 and will hold approximately 14 days recording. More can be accomplished on request.

All equipment supplied by ourselves is covered by a one-year manufacturer's warranty and one year labour warranty.

NOTE

All equipment installed to external poles is NOT covered for any power interruptions or spikes that may occur in bad weather or general grid faults.

This may sometimes be covered by your local electrical network company if the fault is proven on their side.

Servicing

This system will require a yearly service package of every 8 weeks, this includes access to all equipment on poles and in main controls in council office.

On each service all poles will be accessed cleaned and checked all cameras to be checked cleaned and any defects to be reported. All recording equipment to be checked and play back access to ensure systems reliability is at a good standard
£1,120

Oaklands

To carry out the installation of 3 new PTZ cameras onto 1 existing pole located in *Oaklands The pole listed has been inspected and power tested and are all in good working order.

I propose the camera is of a PTZ type, this will allow for easier use from the end user. The camera will have the ability for 360 vision from its location. They have a 100 meter infer red covering and work well in low light areas. The Camera is of a commercial type and will cope with the involvements proposed.

The fibre links from open reach will need to be Re-commissioned in pole locations and town hall, this is the best way to keep the systems reliability and quality at its best. Some extra costs may enquire if open reach does not supply fibre network switches on recommissioning of links to office.

One 16way NVR is to be located with n Oaklands offices control room, one large monitor will be located here to provide an area where play back and general monitoring can be carried out. System will be recording 24/7 and will hold approximately 14 days recording. More can be accomplished on request.

All equipment supplied by ourselves is covered by a one-year manufacturer's warranty and one year labour warranty.

£2,106

NOTE

All equipment installed to external poles is NOT covered for any power interruptions or spikes that may occur in bad weather or general grid faults. This may sometimes be covered by your local electrical network company if the fault is proven on their side. This system will require a yearly service package of every 8 weeks, this includes access to all equipment on poles and in main controls in town hall office.

On each service all poles will be accessed cleaned and checked all cameras to be checked cleaned and any defects to be reported. All recording equipment to be checked and play back access to ensure systems reliability is at a good standard.

Servicing

for Oaklands 8 weekly per year

£520.00

Contractor B

We are proposing to use Hikvision's 4MP DS-2DF8C44IXS-AELW (T2) camera. These have motorised 6 – 252mm lens providing 42x optical zoom and 16x digital zoom. With a 500m IR distance, these cameras are ideally suited to provide high-definition coverage of wider expanses such as parks.



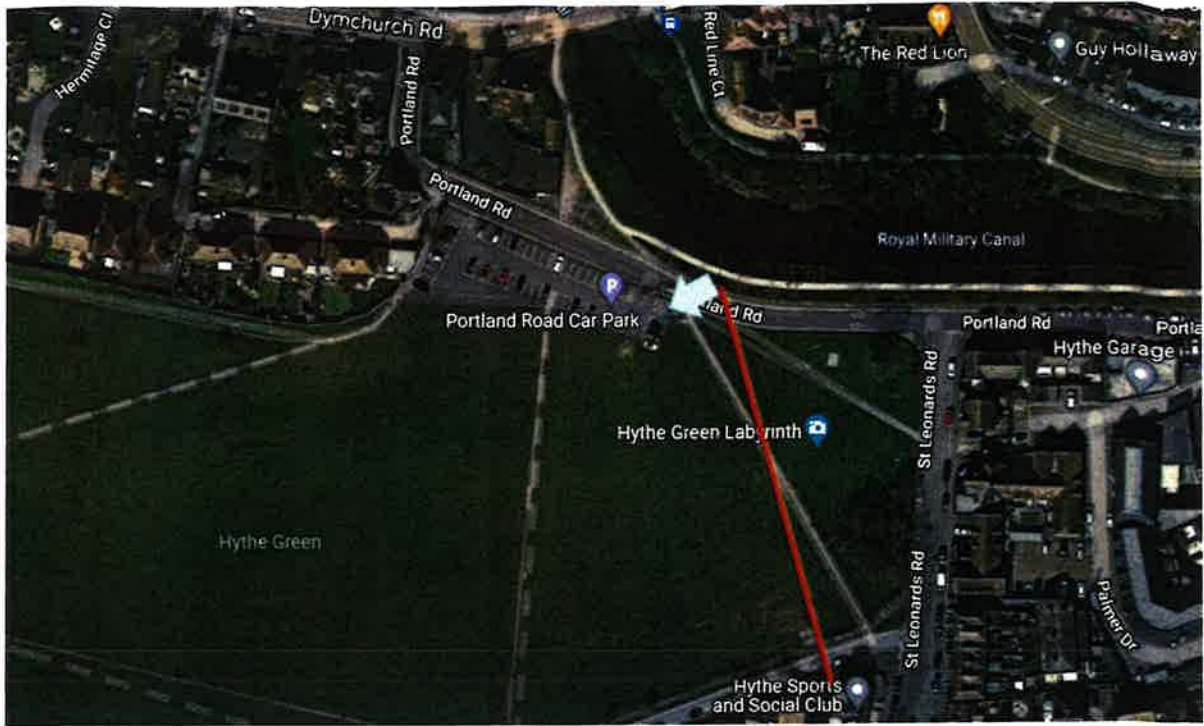
Connectivity

In terms of connections to these, if the cost of fibre links (to be provided by others) is excessive, it would be possible to use wireless line of site transmitters.

The camera at Oaklands could link directly to the Council building, with the Skate Park camera connecting to a building such as the Cricket/Squash club should they be amenable. This would involve a broadband connection at the Cricket/Squash club which would likely be far cheaper than a fibre link.

The Green

The proposed camera position is shown by the blue arrow in the below image.



We are proposing to use Hikvision's 4MP DS-2DF8C44IXS-AELW (T2) camera. These have motorised 6 – 252mm lens providing 42x optical zoom and 16x digital zoom. With a 500m IR distance, these cameras are ideally suited to provide high-definition coverage of wider expanses such as parks.



Connectivity

As the with the other camera positions, if the cost of fibre links (to be provided by others) is excessive, it would be possible to use wireless line of site transmitters. The camera at The Green could connect to a building such as the Social Club should they be amenable.

Skate Park/Oaklands

1no Hikvision 16 channel NVR with 8TB storage

1no 32" 4K monitor

2no Hikvision 4MP DS-2DF8C44IXS-AELW PTZ

2no swan neck bracket

2no ethernet to fibre media converter

2no ruggedised outdoor SFP module

Price - £5,350 (ex VAT)

Connectivity – Line of Sight

4no Ubiquiti wireless links

2no Wireless bridge

4no wall mount

4no PoE switch

Price - £2,100 (ex VAT)

The Green

1no Hikvision 4MP DS-2DF8C44IXS-AELW PTZ

1no swan neck bracket

1no ethernet to fibre media converter

1no ruggedised outdoor SFP module

Price - £2,250 (ex VAT)

Connectivity – Line of Sight

2no Ubiquiti wireless links

1no Wireless bridge

2no wall mount

2no PoE switch

Price - £1,100 (ex VAT)

Skate Park/The Green (6 visits per annum, price assumes completed with Oaklands)

- £1,800 (ex VAT)

Oaklands (6 visits per annum, price assumes completed with Skate Park/The Green)

- £900 (ex VAT)

Maintenance includes 24/7 call outs charged at discounted hourly rates.

Warranty Period

All equipment installed is covered by a 12-month parts and labour warranty.

All Hikvision CCTV equipment (cameras and recorders) is covered by a 5-year parts warranty.

Summary

The fibre links from open reach will need to be re-commissioned in pole locations and Oaklands, this is the best way to keep the systems reliability and quality at its best.

BT Openreach are not responding to our enquiries, and this will be an extra cost per annum.

Contractor A - Total contract £10,578 plus vat

Contractor B - Total contract £11,550 plus vat

Wireless line of site transmitters would be possible but:

The camera at The Green would have to connect to a building such as the Social Club should they be amenable.

The camera at Oaklands could link directly to the Council building, with the Skate Park camera connecting to a building such as the Cricket/Squash club should they be amenable. This would involve a broadband connection at the Cricket/Squash club which would likely be far cheaper than a fibre link.

Still to Action

1. Town Clerk still to get BT Openreach to quote for costs of recommissioning sites.

APPENDIX 4

NOTES OF THE MEETING

OF THE CCTV WORKING GROUP

HELD ON TUESDAY 8 FEBRUARY 2022

Present: Councillor T Prater (in the Chair)
Councillors M Whybrow and P Graham

Also Present: The Town Clerk.

1. ELECTION OF CHAIR

It was

PROPOSED BY: Councillor M Whybrow

SECONDED BY: Councillor T Prater and

RESOLVED – That Councillor T Prater chair the meeting

Voting: For 3 Against 0 Abstain 0. The motion was carried.

2. OPERATION OF THE HYTHE AGAINST CRIME (HAC) CCTV SYSTEM

Members discussed the various issues that pertained to the Hythe Against Crime, High Street CCTV Project.

It was AGREED that:

1. The Town Clerk request the names of the applicants that have responded to HAC's letter.
2. Request the start date that the cameras will be installed
3. Request what the specifications for the Town Hall would be.

3. OPERATION OF THE HYTHE CCTV SYSTEM

Members discussed the Hythe Town Council CCTV Project.

The areas under discussion were:

- Skate Park
- Oaklands Park
- Hythe Green
- South Rd Pavilion

It was agreed that the costs quoted from BT Openreach for reconnection of the fibre links to the original camera posts were higher than anticipated and that a Wi-Fi connection such as the system used by Sandgate Parish council would be a recommended cheaper option.

It was AGREED that

1.The Town Clerk investigate

- the term that the CIL monies were to be used by.

2.The Town Clerk to contact Contractor A for a new quote for stand-alone cameras.

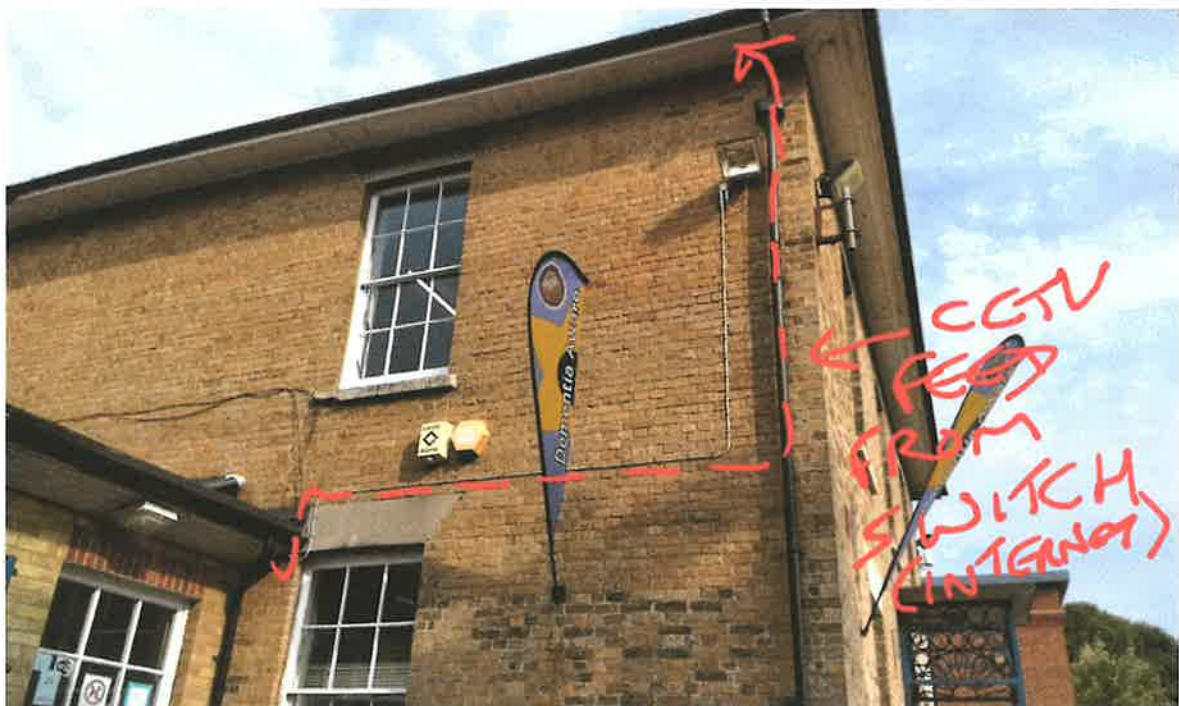
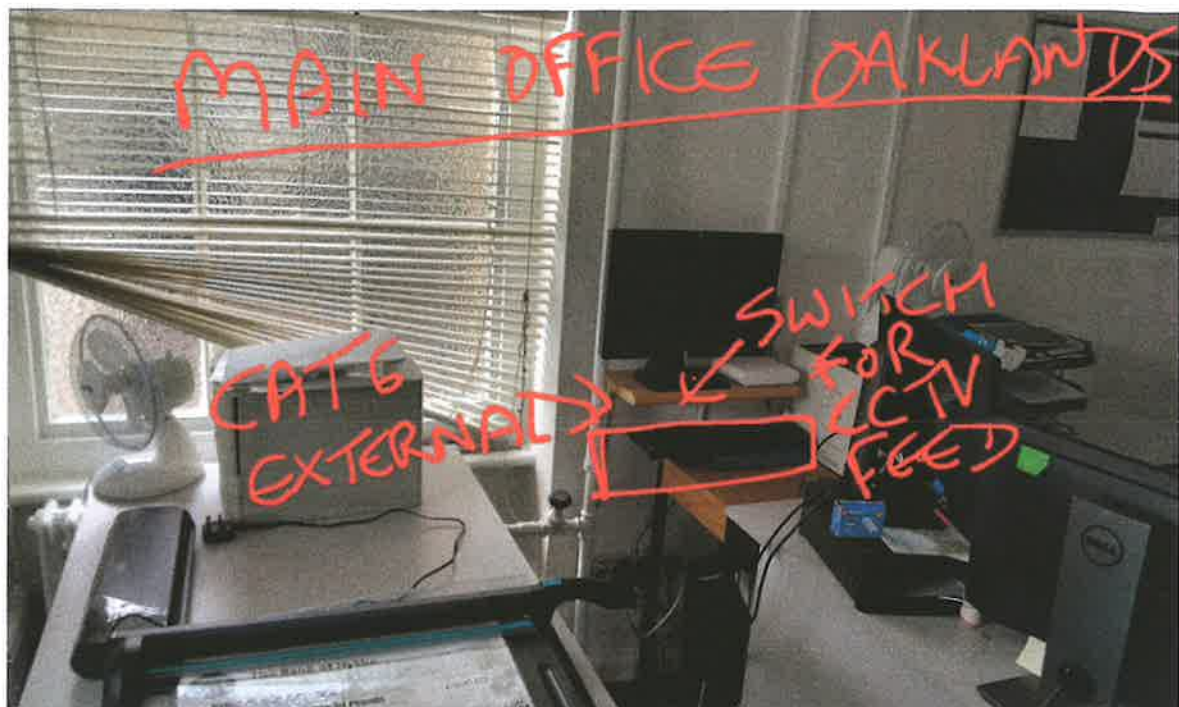
3.That confirmation be received for the building not owned by HTC, Hythe Sports, and Social Club, to have granted permission to have cameras installed as part of the set up before work could start.

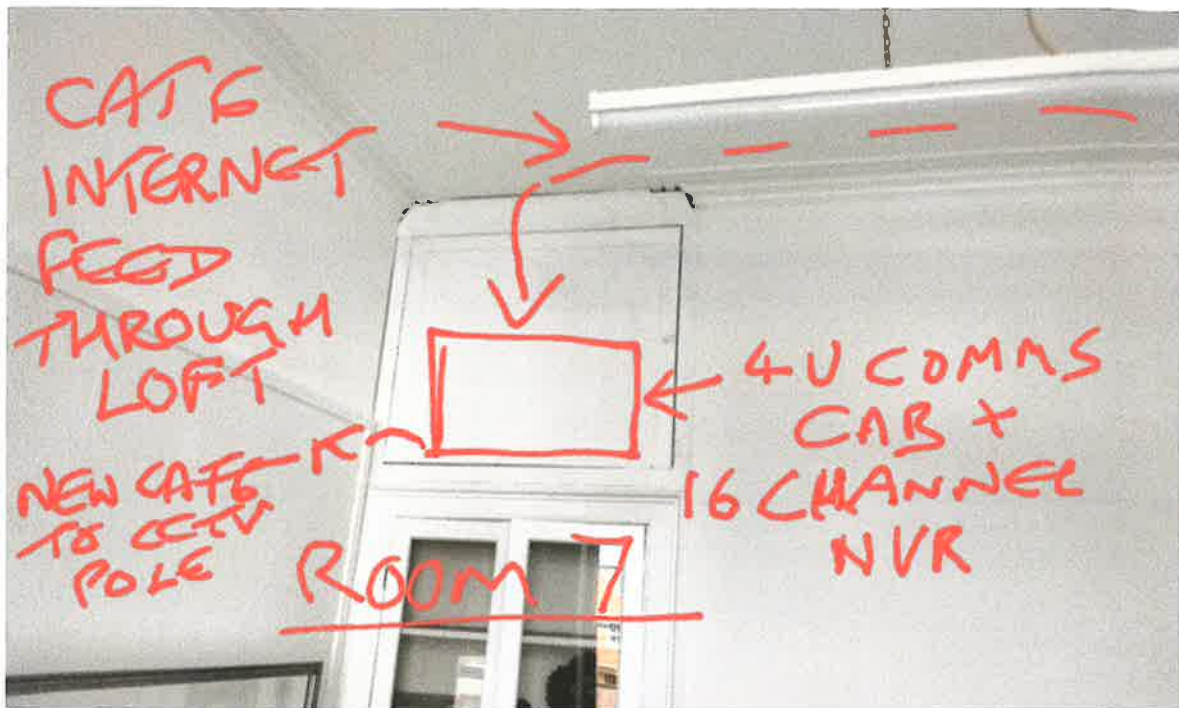
4 Once the quotes have been received from Contractor A, a report to the Finance and General Purposes Committee be submitted for a decision on the implementation of a new CCTV system.

5.It was agreed that once the system was up and running, additional cameras for areas where there are issues can be considered.

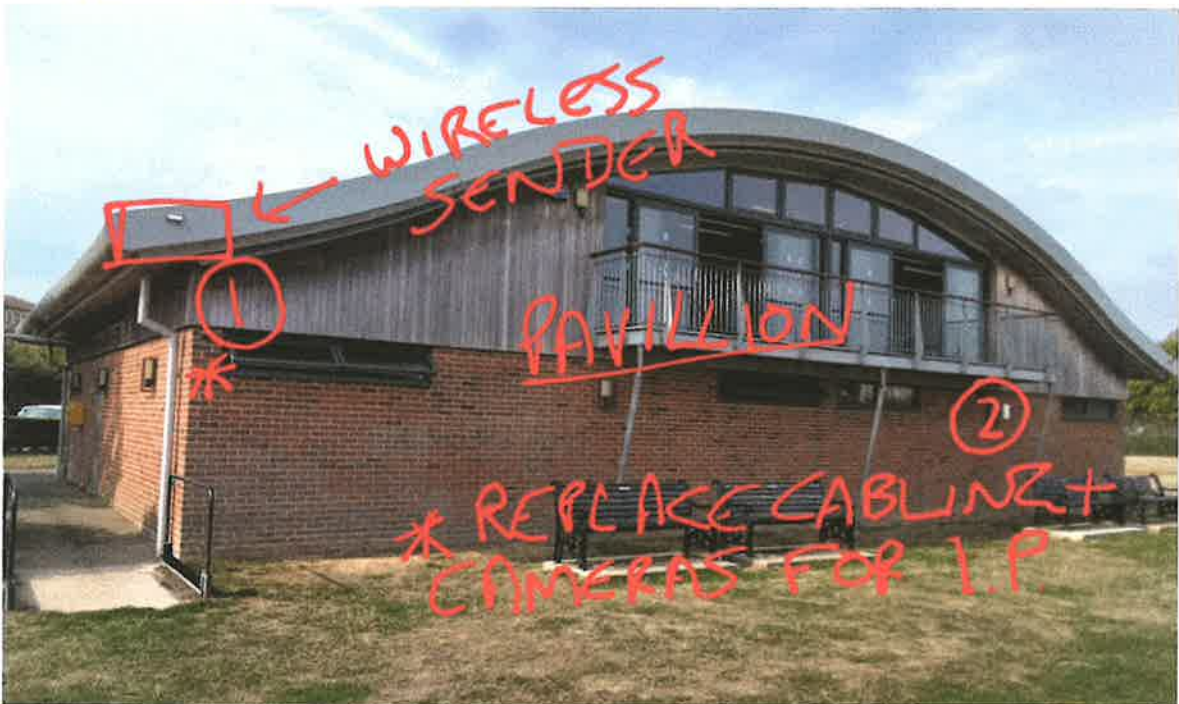
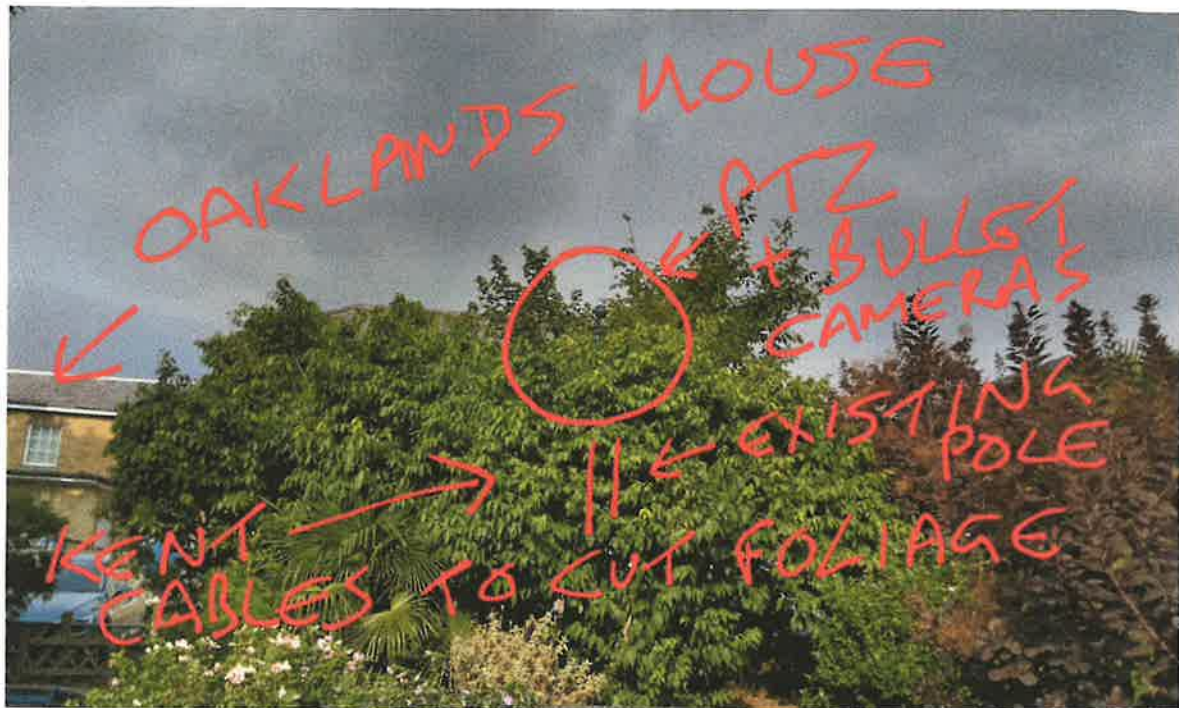
The meeting closed at 15.00 hours.

APPENDIX 4.5

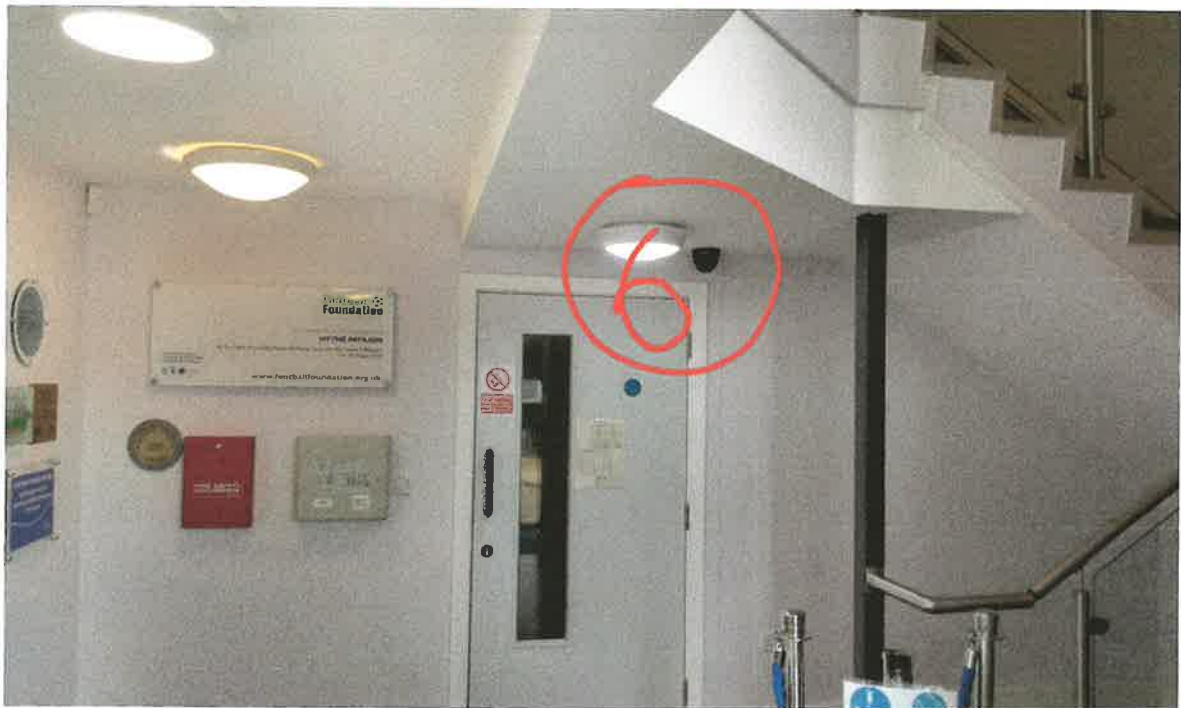














Hythe Against Crime



HAC Hythe Against Crime summary –Letter to retailers

CCTV proposal for Hythe retail areas.

Introduction

As some retailers and businesses in Hythe may be aware, the CCTV system in Hythe is no longer fully functional. Of course this isn't widely known as it could encourage criminal activity in Hythe, knowing that the town wasn't monitored. Indeed there has been a surge in retail crime in the town over the past year and the physical lack of external cameras is obvious to anyone looking for this.

This obvious lack of essential security for the high street and adjacent areas should be a concern to all of us, traders, shoppers and businesses alike.

Hythe Against Crime Ltd is proposing to provide CCTV in Hythe at no cost to businesses with a view to providing sufficient coverage to effectively replace the original Hythe system. This can be achieved by providing internal and most importantly, external CCTV at key points along the high street and surrounding areas. It is not often that something is offered free of charge but given the disastrous trading conditions over the last 18 months it is hoped that this will be a welcome proposal.

A bit of history.

Hythe Against Crime, or HAC, was established in 2003 as a limited company with specific aims to enhance security of the businesses in Hythe primarily by establishing and operating an inter shop two way radio system. This stemmed from the then Hythe Chamber of Commerce and Industry and involved a great deal of voluntary work by various individuals in raising the funding and managing the operation of the system

In 2008 and due to the difficulty in operating on a voluntary basis it was agreed to combine with FAPAC, the Folkestone version of HAC, to operate the Hythe system professionally with the additional benefit of economies of scale. Sadly, this was unsuccessful as FAPAC did not fulfil their obligations and the system fell into disuse without the regular monitoring and promotion that had been provided by HAC. Since this time the radios have become obsolete and ceased to be used but HAC has retained some of the original funds which was always intended to be used for anti crime initiatives in Hythe.

A number of ideas for the money had been considered such as assisting with the operation of the town centre CCTV system funded by Hythe Town Council. However, this would be neither sustainable nor good value for money and would lead to a quick depletion of available funds and only a short-term continuation of this system.

Consequently, HAC has decided to replace the current poor system with a different one which will benefit all users of the High Street and its environs.

The proposal

In essence, the proposal is to provide selected shops and businesses with their own CCTV coverage in the form of a camera system comprising four cameras linked to a recording system via cloud internet. By including up to two of the four cameras on the exterior of the building and strategically covering the areas in both directions in front of the businesses premises (mainly retail businesses) the objective is to provide as near to full coverage of the High Street as possible.

Each camera system will be installed free of charge within the selected business premises and will include a two year maintenance period. In return, HAC will ask only for a commitment to operate the cameras continually for 24 hours per day as located and allow the necessary access for monitoring by police and security services to view and use recorded data where necessary. This will be operated within the GDPR legislation.

The businesses chosen will be able to locate at least two of the four cameras internally within or around their retail area or other chosen premises to provide for their own security needs. The most important criteria for choosing locations is that the external cameras will provide optimum coverage of the High Street, if possible, over its entire length. By having separate systems in key premises, not only can coverage of the High Street be provided at relatively low cost, but it will also be self-managed as each business will monitor their own cameras. Cameras will not be centrally managed but their presence should deter criminal behaviour and provide police with evidence where necessary.

The details – what is included free

The specification for cameras and NVR are as follows:

Hikvision 4 channel NVR

Seagate 2tb Hard drive installed in Nvr

4 x 6mp Hikvision turret cameras in following colours-Grey, Black and White (to be decided by businesses nearer to installation date). Night time colour cameras may also be available.

What is NOT included free (so is optional unless HAC can raise further funds to pay for it)

Maintenance Package for CCTV

Standard Package is usually £220 per year for quarterly camera cleans and system check (software upgrades etc). Our provider has worked out that the annual cost for this would be £5500 per year! A rather large amount. Our provider will reduce this enormously to £1200 per year if all shops/customers sign up. Therefore customers will not only receive a free CCTV installation but will also receive quarterly camera cleans for only £48 per year per shop. £12 per visit, which I trust you'll agree is a real bargain.

The CCTV system chosen is a modern system using a 4 channel Hikvision Nvr within the premises and a Hikvision monitor positioned somewhere within premises. Cat 5e Cabling will comply with TIA specifications and will be run to each IP camera. Cameras quoted will be 6mp Turret cameras (in black, white or grey). All cables will be either clipped, cable tied or contained within trunking. All cables will be tested with a fluke tester and then tested with equipment on completion. Customers

will need to be onsite for positioning of cameras and to load apps on phones. It is possible to remotely monitor your own system via your smartphone using the appropriate app.

The approximate value of the installed system is £1200 per shop/business location. Training will be provided by the system supplier which is a local SSAIB accredited CCTV installer. The installer will also maintain the system at no cost and will be available on a call out basis, again free of charge for the first two years. These prices exclude VAT and may change to accommodate costs to our provider.

Given that the aim of this proposal is to achieve complete CCTV coverage of the High Street, this will be the main determining factor in choosing which businesses will be offered this free CCTV and will be strongly influenced by the locations available as well as each business' internal needs for CCTV. It is anticipated that this will favour smaller businesses and those currently without CCTV coverage.

In summary...

HAC is an entirely independent limited company but the articles of association are limited to providing security and anti crime activities in Hythe. The proposals have been discussed with Hythe Town Council, F&HDC Community Liaison and Kent Police among others all of whom are supportive.

Whilst HAC can afford to provide a certain number of shops with free cameras etc, this may not be sufficient to cover the whole High Street. For this reason, HAC has applied for some additional funding from the High Street Fund being managed by F&HDC which it is hoped will allow a more extensive system which can effectively replace the obsolete Town Council cameras.

Applications are invited by HAC from any High Street business or organisations at which point further information about this programme of free CCTV will be provided. Where there are more applications than funding is available, the decision of the HAC board will be final. There is no restriction on who might apply as full locational coverage is needed so a wide range of businesses are welcome to join the scheme.

Please let HAC know of your interest by emailing enquiries.hac@outlook.com

Kind Regards

HAC Ltd

Nick Meurice - Director

Alan Ewart-James – Co Secretary