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Town Management and Highways Committee

Core Membership: Cllr J. Broom (chairman), Cllr J. Scowen (vice-chairman), Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr S. Williams

Notice is hereby given of a meeting of the Town Management and Highways Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 28 February 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
23.02.18

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record any apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Town Management and Highways Committee meeting held on 17 January 2018 (attached)

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

6. Matters arising from the minutes of the Town Management and Highways Committee meeting held on 17 January 2018

To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting

7. Update Report

To inform members about progress on significant works and issues

8. Receipt of a Petition

To inform members of a petition which will be presented by Ryan Turner during the public forum. The petition is in response to the resolution of the Full Council on 14 February 2018, 'to refuse the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and to request that the hut used in previous years is re-installed.'

To allow members to consider how they wish to respond to the petition from Ryan turner

9. The Bay, Antiques Centre and Amusement Arcade Roof

To bring to members' attention the need to undertake repairs to prevent water penetration to The Bay restaurant, the antiques centre and the amusement arcade

10. CCTV

To allow members to review the CCTV report from the CCTV Advisory Service and consider a way forward with the project

11. Chalet 18 Monmouth Beach

To allow members to re-consider a floor plan and drawings for the replacement of chalet 18 Monmouth Beach

12. Memorial Benches and Trees

To allow members to agree provision of memorial benches and trees for 2018

13. Guildhall Window

To allow members to consider further information in relation to the Guildhall window, the appointed heritage consultant actions, the insurance arrangements, repair and road closure

14. Chalet Water Leaks

To inform members about possible water leaks at the chalet site

15. View Road Access Arrangements

For members to note that the existing arrangements controlling access over the council-owned road to the rear of View Road expires early next year and that officers will now commence consideration of how best to deal with access rights and other associated issues in future with a view to bringing a comprehensive report to a meeting of this committee later in the year

16. **Complaints and Incidents**

17. **Exempt Business**

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JANUARY 2018

Present

Chairman: Cllr J. Broom

Members: Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr J. Scowen

Officers: Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer)

17/74/TMH Public Forum

There were no members of the public who wished to speak.

17/75/TMH Apologies

Cllr Mrs C. Reynolds – holiday
Cllr G. Turner
Cllr S. Williams – holiday

17/76/TMH Minutes

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, the minutes of the previous meeting held on 15 November 2017 were **ADOPTED**.

17/77/TMH Disclosable Pecuniary Interests

There were none.

17/78/TMH Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/79/TMH Matters arising from the minutes of the Town Management Committee meeting held on 15 November 2017

Town bus

Cllr Mrs M. Ellis asked if a meeting had been held or a date set for a meeting with Damory to discuss a possible route variation.

The deputy town clerk said the meeting had not yet taken place but he was in correspondence with Damory about various issues relating to the contract and route.

Lifeguard hut

The deputy town clerk said further information about the proposed new hut had been received after the agenda had been issued. Therefore, the matter would be taken straight to Full Council on 14 February 2018.

17/80/TMH Update Report

Cash machines

The deputy town clerk said CashZone now proposed to install one machine at the top of Bell Cliff to monitor the level of use before possibly installing a second at the bottom of Bell Cliff. He added that there was an issue with the electricity supply to the upper site, but this was being managed.

Seafront railings

The deputy town clerk confirmed it was still intended to submit a planning application by 31 January 2018 but if planning permission was granted, the work would not start until the autumn.

Guildhall window

Cllr Mrs M. Ellis said West Dorset District Council's (WDDC) listed buildings officer should be invited to see the building and the damage being done by large vehicles.

This was agreed by the members.

The operations manager said a quote had been received for the repair work and this had been referred to the relevant insurance companies.

The operations manager said he had applied to Dorset County Council (DCC) to partially close the road to allow the repair work to take place. The suggested date was w/c 12 March 2018 for five days, between 4pm and 8pm, although this had not been confirmed.

17/81/TMH Lyme Bay Rib Charter Beach Gazebo

Members agreed this request should be refused as it was a business, and the council's position had always been not to allow trading from the beach. It was also agreed that allowing this request would set a precedent and occupy premium space on the beach.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from Lyme Bay Rib Charter to locate a gazebo on the sand beach as a sales point for watersports operating from the north wall.

17/82/TMH Harbour Dredging

The deputy town clerk said WDDC had applied for further Environment Agency (EA) funding for this work, but the agency's budgets had been cut and priorities had

AGENDA ITEM 3

changed. Therefore, it was unlikely the EA would fully fund the work going forward so there would be a funding shortfall.

Members discussed whether the town council should contribute towards the cost, and if so, how much.

Cllr J. Broom confirmed the work would be done regardless of whether the town council contributed. However, if WDDC could demonstrate that local stakeholders were working together, the EA was likely to look more favourably on the funding application.

There was general agreement that if the town council did contribute, it should be for one year only, with no commitment to continued funding or liability on the council.

To provide some context, the deputy town clerk said the harbour had an operating budget of £250k, and had broken even for the last three years, with a small profit this year.

It was proposed by Cllr J. Scowen and seconded by Cllr D. Hallett not to make a financial contribution towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018.

This motion was not carried.

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to make a financial contribution of £4,000 towards the cost of dredging the harbour, maintaining the town's sea defences and replenishing the sand in 2018, only.

17/83/TMH Dorset and East Devon FLAG Funding

The operations manager said subsequent to the agenda being issued, officers had been informed the Fisheries Local Action Group (FLAG) funding may have already been allocated in Lyme Regis, but this had not been confirmed.

Cllr B. Larcombe suggested making an expression of interest only, reserving the right to pull out if the cost of the proposed project was too high.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to support in principle a proposal to demolish and increase the footprint of the harbourmaster's store, to allow an expression of interest to be submitted to the Dorset and East Devon Fisheries Local Action Group (FLAG).

17/84/TMH Park and Ride Facilities at Sidmouth Road and Charmouth Road, together with Wider Transport Matters

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the

AGENDA ITEM 3

Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/85/TMH **Memorial Benches and Trees**

The operations manager said there was space for more benches, but this would reach saturation point, and there was no more room for trees.

Cllr Mrs M. Ellis said the first action should be to check if all those on the waiting lists still wanted a tree or bench, and members could then consider a way forward when it was confirmed how many people were waiting.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to leave the waiting lists open for memorial trees and benches, and commit to a review of allocation every three years, starting now.

17/86/TMH **Puffin Crossing**

The deputy town clerk said DCC had further assessed the number of on-street parking spaces which would be lost if a crossing was installed. By reducing the length of the zig zag markings to the minimum requirement, five or six spaces would be lost, depending on the size of the vehicles.

There was still some concern over the loss of parking spaces and the wider traffic implications. It was agreed to defer consideration of this item until members had made a decision on park and ride later on in the agenda, as this decision may impact on the crossing.

Cllr B. Larcombe wanted to ensure the linked request to move the bus stop up Broad Street was not lost.

17/87/TMH **Request to Assign Lease, The Antiques Centre, Marine Parade, Lyme Regis**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/88/TMH **Seasonal Concessions**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local

Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

17/89/TMH Complaints and Incidents Summary

Members noted the report.

17/90/TMH Exempt Business

(a) Park and Ride Facilities at Sidmouth Road and Charmouth Road, together with Wider Transport Matters

Members discussed the proposal to develop a detailed parking and transport strategy for Lyme Regis, which it was felt would support the application for planning consent for the Sidmouth Road park and ride, as well as providing a reference document for more widespread traffic issues.

Members agreed the strategy would also help inform the council's decision on whether to support a puffin crossing in Broad Street.

The deputy town clerk stressed that if the council committed to doing this work, it didn't guarantee temporary planning consent would be given for Sidmouth Road park and ride, but permission would definitely not be given without it.

Proposed by Cllr S. Miller and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to:

- note the latest position on the submission of planning applications for the ongoing use of park and ride sites at Sidmouth Road and Charmouth Road, Lyme Regis, together with other related issues
- support the continued undertaking of all appropriate discussions, negotiations and meetings with the planning authority, Uplyme Parish Council, Dorset County Council (DoCC), Devon County Council (DeCC) and Highways England in order to maximise the level of support for the planning application(s)
- approve the undertaking of a detailed and independent report to develop a detailed parking and transport strategy for Lyme Regis and its environs with the cost met partly from the approximately £8k underspend on the 2017/18 park and ride budget, partly from the £20k 2018/19 budget for park and ride and partly from an additional budget allocation of £10k (estimated total cost approximately £25k subject to detailed quotes)
- that agreeing the precise scope of the additional work referred to above be delegated to the town clerk in consultation with all parties referred to above, together with the chairman of this committee and the previously approved member liaison (Cllr S. Miller)

(b) Request to Assign Lease, The Antiques Centre, Marine Parade, Lyme Regis

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Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the requested assignment of the lease in respect of the Antiques Centre, Marine Parade, Lyme Regis from Mr C. Willis and Ms S. Wallner to Mr C. Day and Ms S. Wallner.

(c) Seasonal Concessions

Henna tattooing and hair braiding

There was concern that the applicant intended on selling other goods, which the applicant claimed had been approved by the council in the past. Members agreed that if this permission had been given in the past, this had to be honoured. Otherwise, retail sales should not be permitted.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the tender from Louise Gunnill for the henna tattooing and hair braiding concession for the 2018 to 2020 seasons, subject to checking if the applicant was previously given permission for additional retail sales.

Arts and crafts

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to accept two tenders for the arts and crafts concession for the 2018 season, one from Adrian Gray and one from Kevin Rye.

Non-motorised watersports

Proposed by Cllr J. Scowen and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the tender from Lyme Kayak Hire for the non-motorised watersports concession for the 2018 season.

The meeting closed at 8.15pm.

Committee: Town Management and Highways

Date: 28 February 2018

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 17 January 2018

Purpose: To update members on matters arising from the previous meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the previous meeting.

Recommendation

Members note the report and raise any other issues on the minutes of the previous meeting that they require further information on.

Report

17/79/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 15 November 2017

Town bus

A meeting has been arranged with Damory to discuss both the overall contract with the council and the scope to amend the route to incorporate recent developments in the town. The outcome will be reported to the next meeting of this committee. Cllr R. Doney will be invited to participate in any discussions as the agreed member liaison on this subject.

17/80/TMH – Update Report

Cash machines

On 15 January 2018, Cash Zone's business development manager notified the town clerk of her company's installation timetable for the ATM at Bell Cliff; the ATM was programmed for installation on 31 January 2018.

In mid-January 2018, Cash Zone's business development manager enquired about the electricity supply for the ATM and was reminded that she had undertaken to arrange the full installation and the management of all consents.

Cash Zone's commitment to arrange the electricity supply was relayed to its surveyor at a site meeting on 9 November 2018.

The ATM didn't arrive and Cash Zone's business development manager was emailed on 31 January 2018 to establish if the electricity supply issue had been resolved and if there was a revised installation timetable.

There was no response to neither this nor the follow up email on 12 February 2018.

On 19 February 2018, the town clerk contacted Cash Zone's offices and was informed its business development manager responsible for the installation of the ATM no longer worked for the company.

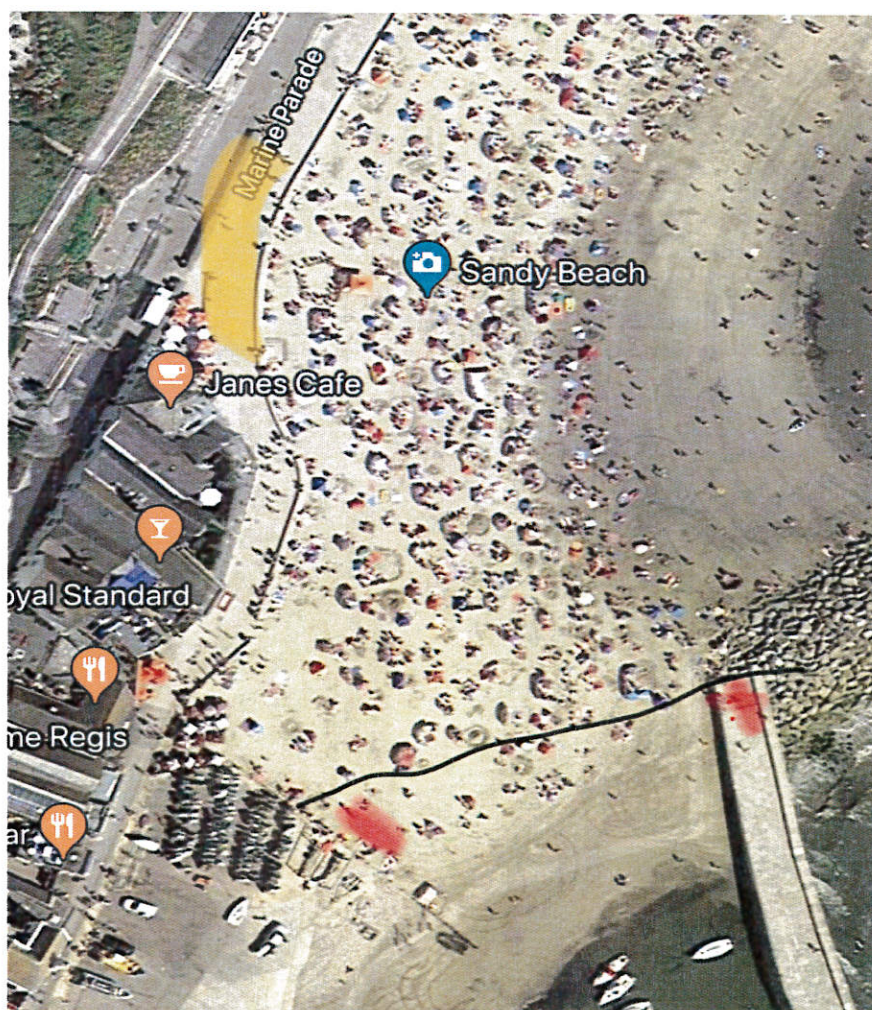
The issue has now been resolved 'upwards' in Cash Zone. The town clerk is waiting for a response. A verbal update will be provided at the meeting.

Seafront railings

An attempt is being made to arrange a site meeting with West Dorset District Council (WDDC) to discuss the planning application prior to their formal re-consideration of the matter. It may be possible to incorporate this with any site meeting to discuss the Guildhall window (see separate report).

17/81/TMH – Lyme Bay Rib Charter Beach Gazebo

Lyme Bay Rib Charter were informed of the council's decision not to allow their operation from the sandy beach. As they already have permission from WDDC, they intend to operate from the North Wall or from the WDDC portion of the sandy beach near the high water mark. Approximate intended locations are shown on the map below, and the approximate delineation between the town council's beach and WDDC beach is shown by the black line.



17/82/TMH – Harbour Dredging

This council has agreed to contribute £4,000 to the cost of dredging the harbour in 2018.

WDDC has received tenders for the works, which are higher than anticipated; this is primarily due to the need to dredge the pool area where the floating pontoons are located and imposed restrictions on access for plant and equipment along the Cobb.

WDDC has confirmed it will cover the additional cost.

The works are scheduled to commence in early March. Once this year's works have been completed, WDDC will submit a further bid for longer-term funding support from the Environment Agency.

This council's funding contribution will be transferred in the current financial year.

17/83/TMH – Dorset and East Devon FLAG Funding

An expression of interest for development of the harbourmaster's store was submitted by the operations manager in January. Although the feedback was positive and it was indicated that a full application would be eligible, in principle, the timing of the application was unfortunate as the allocation of funding to infrastructure projects would be exhausted by February. Due to the short timescale to devise complete plans and costings, a full application has not been submitted.

17/84/TMH – Park and Ride Facilities at Sidmouth Road and Charmouth Road, together with Wider Transport Matters

The planning application for the extended seasonal use of the Charmouth Road site has been submitted and registered (WD/D/18/000268). WDDC understands the urgency in dealing with the application and liaison is taking place with the planning officer.

Dialogue is ongoing with First to ensure a park and ride bus service is ready to run for Easter, the planning situation permitting. There are no known problems.

Following the decision at Full Council on 14 February 2018, a scope of work for the agreed transport and parking study has been produced, which is in the process of being signed off by all relevant parties.

A meeting has taken place with the council's retained planning agents and they will obtain quotes for the study and subsequently manage the work on the council's behalf. They are also re-submitting the application to East Devon District Council for the continued temporary use of the Sidmouth Road site for 2018, only.

What happens after the current year will be informed by the outcome of the independent study, which should complete in autumn this year.

The intention is to set up a 'steering group' to receive regular reports from the consultants.

17/86/TMH – Puffin Crossing

This matter was not dealt with at the last meeting of this committee and a report was presented to the Full Council on 14 February 2018. At that meeting, it was resolved to support the installation of a puffin crossing in Broad Street, at the location suggested by Dorset County Council.

Committee: Town Management and Highways

Date: 28 February 2018

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Public toilets

The refurbishment of Marine Parade toilets is out to tender with a specification devised by Steve Porter of LF Webb, Lyme Regis in consultation with Cllr John Broom and the operations manager. Tenders end at midday, 2 March 2018. Three companies have shown interest to date. Following the end of the tender period, an extraordinary Full Council meeting will be held on 7 March 2018 at 7pm, prior to the Tourism, Community and Publicity Committee, to discuss the tenders and appoint a contractor.

Replacement toilets have been sourced by the operations manager for the period of works, which will be placed next to the Jubilee Pavilion, the only possible point on Marine Parade for sewerage, power and water.

New Ware Cliff chalets

All works have been completed and all snagging issues resolved satisfactorily. The outstanding payment relating to chalet 40 has now been received and final fit out of that property is underway.

Millennium Clock

The new clock head and mechanism will be installed by Smith of Derby on the day of the meeting. West Dorset District Council have been notified and their approval obtained. Work is scheduled to commence by about 9.30 a.m. and should be complete by early afternoon. Access to the car park will be restricted whilst work is in progress.

The Bay

Following on from the decision of Full Council on 14 February, discussions have been held with the owners of The Bay about the basis for their use of an extended front deck. The work is programmed to be completed in early March, ready for a formal re-opening on 14 March 2018. It has been agreed that an independent valuer will be used to assess the appropriate level of rent for the extended area with a view to it being incorporated within the overall lease for the premises.

Coombe Street one-way request

The potential impact of any changed priorities in this area will be looked at as a part of the wider review of transport and access in and around the town to be undertaken in connection with the park and ride proposals.

Public Space Protection Orders

WDDC's Strategy Committee agreed to proceed with the Anti-social Behaviour PSPO, without the provision to tackle begging, but including the restrictions on the intentional feeding of seagulls. The order is currently being drafted and will be advertised before formal introduction.

Gully parking

Concrete sets have been installed on council land at the gully in preparation for two new parking spaces. These spaces will be publicly advertised w/c 5 March 2018.

Committee: Town Management and Highways

Date: 28 February 2018

Title: Receipt of a Petition

Purpose of Report

To inform members of a petition which will be presented by Ryan Turner during the public forum. The petition is in response to the resolution of the Full Council on 14 February 2018, 'to refuse the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and to request that the hut used in previous years is re-installed.'

To allow members to consider how they wish to respond to the petition from Ryan Turner

Recommendation

Members receive and consider how they wish to respond to the petition

Background

1. A request from the Royal National Lifeboat Institution (RNLI) for a replacement, raised lifeguarding hut on Front Beach was originally considered by the Town Management and Highways Committee on 15 November 2017 when it was decided that more information was needed about the size and design of the proposed raised station before a final decision could be made.
2. On 14 February 2018, the Full Council received a report that contained this information. The matter was considered and the meeting resolved:

'to refuse the request from the RNLI for a replacement, raised lifeguarding hut on Front Beach and to request that the hut used in previous years is re-installed.'
3. In response to the Full Council's decision, an online petition was started by Ryan Turner asking the council to reconsider its decision. At 4pm on Thursday 22 February 2018, the petition had 450 signatures.
4. This matter has been brought to this committee to allow the timely receipt of the petition. The petition asks the council to reconsider the resolution of the Full Council on 14 February 2018.
5. Members are reminded that standing order 11a states:

'A resolution of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.'

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6. Unless otherwise directed, any recommendations from this committee will be considered by the Full Council on 28 March 2018.

John Wright
Town clerk
February 2018

Committee: Town Management and Highways

Date: 28 February 2018

Title: The Bay, Antiques Centre and Amusement Arcade Roof

Purpose

To bring to members' attention the need to undertake repairs to prevent water penetration to The Bay restaurant, the antiques centre and the amusement arcade

Recommendation

Members consider the report and instruct the town clerk

Background

1. The council owns the freehold of The Bay, the antiques centre and the amusement arcade: these premises are let on long leases and the council is responsible for maintaining the roof structure.
2. The roof area above The Bay and the antiques centre (the lower section) is approximately 460m² (8m x 57.5m). The roof area above the amusement arcade (the higher section) is approximately 550m²: in total, approximately, 1,010m².
3. The roof above The Bay restaurant, the amusement arcade and the antiques centre was replaced approximately 50 years' ago. A bitumen coat with shingles was applied approximately 15 years' ago and patch repairs have been undertaken in recent years.
4. The roof is now coming towards the end of its useful life.
5. The Bay restaurant and the amusement arcade have reported problems with water ingress.
6. Before the council commits monies to renewing the roof, it should consider what it wants to use this area for; future use will determine the specification and cost of a new roof. Options include:

Commercial use

7. The whole or part of the area could be let as a concession for use as a separate outdoor café or as an additional seating area for an existing restaurant or café. Commercial use would require a higher specification covering but costs could be recovered through either a rent-free period and/or rental income.

Public use

8. It could be used as a public viewing area with seating. This type of project could attract Section 106 monies. It may also qualify for a grant through the next bidding round of Coastal Communities Fund.

Existing Use

9. If future use is restricted to existing use, the council may wish to consider re-asphalting the roof area, as opposed to a more expensive option.

Indicative costs

10. The cost of Polymethyl Methacrylate (PMMA) roof, a liquid resin system, is £130 per square metre. This system is more suitable for commercial and public use.
11. The cost per square metre for stripping and re-asphalting is approximately £50.
12. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

John Wright
Town clerk
February 2018

Committee: Town Management and Highways

Date: 28 February 2018

Title: CCTV

Purpose

To allow members to review the CCTV report from the CCTV Advisory Service and consider a way forward with the project

Recommendation

Members consider the need and purpose of a town CCTV system and commission a more detailed study to include specifications for a system covering all, some, or one of, the following areas: the seafront, Langmoor/Lister gardens, Broad Street, and the Town Mill area

Background

1. The CCTV town security project is a council objective for 2017/18, with a budget of £30,000 to provide security for Lyme Regis businesses and residents.

Report

2. Following the 15 November 2017 meeting of this committee, when Automatic Number Plate Recognition (ANPR) was discussed, several CCTV consultants were approached by the operations manager. Subsequently Simon Lambert of the CCTV Advisory Service was appointed.
3. After discussion and a full site visit on 19 January 2018, he was asked to produce a report covering CCTV possibilities/feasibility on the seafront, Broad Street, the Langmoor/Lister Gardens and the Town Mill area. The report is at **appendix 10A**.

CCTV Purpose and Types of Camera

4. The purpose of CCTV for the town needs to be established. Why and what do we want to view and what do we want to do with that information? This will inform whether we require high definition, broader field view or a combination of both types of camera.
 - a. High definition cameras. The crime rates in the town are generally low. To identify individuals for court evidence a high definition camera would be required and, for an unmanned system, the cameras must be focussed on choke points or specific risk areas.
 - b. Broader field cameras will provide an over-arching view of a wider area but will not provide enough detail for facial recognition.

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- c. A combination of high definition and broad field cameras would provide the best solution allowing an over-arching view of activity while providing facial recognition at choke points.

Data Transmission

5. The report also shows the feasibility of line of sight data transmission from the four areas back to a single location i.e. the council office.

Existing CCTV Systems

6. Any new system should ideally incorporate the two separate existing systems (office and seafront) in order to review all the footage from a single location.

CCTV at the ANPR locations

7. Simon Lambert confirmed that CCTV cameras in the locations on the three major routes into town, that were investigated for ANPR cameras, would not be the preferred option to provide surveillance of traffic.

Budget

8. Broadly, in terms of cost, a budget of £30,000 may only be enough to provide a system covering one of the four areas. More defined costings would be established as part of a more detailed study and specifications by the consultant.
9. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Matt Adamson-Drage
Operations manager
February 2018

Report

on

CCTV

for

Lyme Regis Town Council

Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

February 2018

Version: 1.0
20th February 2018
Author: Simon Lambert
The CCTV Advisory Service

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1. Introduction

On 12th January 2018, an initial fact-finding visit to Lyme Regis was made by Simon Lambert of The CCTV Advisory Service, independent consultants. The visit was hosted by Matt Adamson-Drage, Operations Manager for Lyme Regis Town Council (below, abbreviated to LRTC).

The current CCTV installation was toured and reviewed. New areas for future CCTV coverage were toured and consider new options.

2. Objectives

This preliminary independent report addresses several key issues:

- Current CCTV system: its effectiveness for LRTC requirements.
- Future CCTV: additional cameras to meet primary requirements.
- Communications for new CCTV: feasibility of radio links.
- Modern CCTV technology options.
- Implementation steps: to meet purposes, regulations & standards.

3. Overview of Current CCTV



The Marine Parade CCTV was established in 2012, according to the CCTV drawings, with 9 no. external static cameras, video recorder and monitor, with mouse for control. The CCTV is set up to give overviews around the Pavilion and adjacent buildings, and the upper concourse.

Each camera appears to be cabled to the digital video recorder (DVR) in the Pavilion building. Images from each camera, by day and night, are shown in Appendix A, below. The size and detail in each image suggest cameras are producing high-definition (HD) video. The co-axial cables at the DVR suggest it uses analogue HD technology, upgraded since 2012.



The wide fields of view give broad coverage but not sufficient detail for *identification of an unknown person* (see category definitions illustrated in Appendix B). However, images might achieve *recognition of a known person* in the foreground; reducing to just *observation* at mid-distance. These vital considerations are shown in detail below in section 11.4, Video Image Quality.



Lighting at night appears to greatly reduce the clarity of images. Street lighting often creates both deep shadows and glare from highlights.

Dirt on the cameras can also result in glare which obscures the picture. Recently, CCTV maintenance has not had a provider on contract.

The LRTC office hosts a separate CCTV system comprising 2 no. external static cameras.

The 4-channel analogue DVR is made by Zmodo, a Chinese brand at the cheaper end of the CCTV market.

The cameras view:

1. LRTC entrance along Bridge St.
2. Marine Theatre entrance.



The images are standard definition so, in comparison, gives about half of the image detail available from the high-definition at Marine Parade.

3.1. Current Risks

In reference to the *Current CCTV* in section 2 Objectives, above, the following assumptions, based on similar town centres, are proposed:

- Public space CCTV is primarily for community safety and security.
- CCTV is mainly for retrospective investigations, not live surveillance.
- Video should be good evidence for investigators, e.g. police, LRTC.
- If supporting prosecution in court, images to be of sufficient quality.
- Images should be satisfactory by day and night.

Based upon these assumptions, there are risks from the current state of the CCTV for the following reasons. Note: image clarity judgement here is based on video recording quality seen at the time of our site visit.



It is good to find that HD images are available, but the wide-angle settings of the lenses means that small details in each scene are lost. This reduces likelihood of recognising people. Vehicle number plates on Marine Parade would be illegible. The quality of video evidence is likely to be unsatisfactory, especially for clear identification and prosecution of offenders, so the reputation of the LRTC CCTV scheme could be eroded by failures of this nature.

Also, many night images are unsatisfactory owing to scene lighting.

Infrequent cleaning in the seafront atmosphere means a build-up of dirt obscures the pictures. One camera contains water (right), suggesting poor maintenance or simple failure of seals in a seafront environment where robust marine-grade equipment housings should be used.



Currently, public signage warning of CCTV is sparse. By example, shown left, this one does not comply with the Data Protection Act and the Information Commissioner's Office Code of Practice. This is from the absence of details about the operator and contact address or number.

As this is a matter of law, and forthcoming General Data Protection Regulations, we recommend urgency in deployment of good signage.

In reference to *Future CCTV* in section 2 Objectives, the following areas are now important for LRTC to establish CCTV coverage:

- Marine Parade and cart road beach huts & café.
- Langmoor Gardens and Lister Gardens.
- Broad Street and Bridge Street.
- Town Mill and Galleries.

The purpose of this new public space CCTV surveillance is to enhance the legitimate aims of public safety and security in the areas, especially as maintaining their good reputation with many thousands of tourists.

We have been advised that earlier plans for the three main roads into Lyme Regis to be equipped with Automatic Number Plate Recognition (ANPR) cameras have been shelved for the time being.

3.2. Mitigating Risks

Camera upgrades, to newer and better HD or MP (mega-pixel) models, can overcome the shortcomings in image clarity to meet their purpose.

Careful redesign of each camera's field-of-view, avoiding unnecessarily wide-angle settings, will concentrate each one to maximise the detail available in order to fulfil its individual purpose.

Additional CCTV lighting, specifically for each camera, can maximise image clarity at night too. Re-siting cameras can reduce sun glare.

Frequent cleaning and diligent CCTV maintenance will help pictures stay as clear as possible, especially in a seafront environment.

Redesigning the CCTV to meet British Standards¹ and the Home Office's Surveillance Camera Commissioner's Code of Practice² will significantly increase the likelihood that CCTV evidence is valuable to both LRTC and the criminal justice system. Compliance with the Data Protection Act and the forthcoming General Data Protection Regulations will be much more robust if such standards are the foundation of a new CCTV design.

Following the same principles, new CCTV around Lyme Regis can expect the same success in helping safety & security.

4. Preliminary Solutions

The following paragraphs outline general solutions to mitigate the risks to LRTC resulting from their CCTV not meeting their needs.

4.1. Satisfactory Images

These can be realised through the following steps:

- Replacement of cameras with high-quality models.
- CCTV lighting (infrared and/or white light) fitted with each camera.
- Housings for a marine environment, e.g. with motorised wipers.
- Essential preparation for the new design is the creation of a 'CCTV Operational Requirement' (see section 8, below, and APPENDIX B).

The expense of cameras and lighting brands and models with excellent reputations is necessary because cheaper choices will likely disappoint, necessitating their replacement, and a significant waste of funds.

¹ BS EN 62676-4:2015 "Video surveillance systems for use in security applications"

² https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/282774/SurveillanceCameraCodePractice.pdf

4.2. To Accommodate Future Cameras

Replacement of the existing 16-channel DVR with a modular unit capable of future expansion will prove a worthwhile investment in 'future-proof'³ equipment from a reputable brand. Otherwise, the current nine cameras limit growth to only seven more.



The existing DVR made by Qvis is not generally considered a sufficiently high-calibre model as primary recorder in a town centre CCTV scheme.

If the existing cameras are to maintain operation during the whole upgrade process, they could continue to be recorded after the purchase of a new 'hybrid' DVR unit. This permits recording of both the current analogue video and future cameras' IP video data. This retains the flexibility of one-by-one changeover of cameras.

4.3. Video Recorders & Controls

Rehousing the recording and control equipment is desirable to ensure robust physical protection of this core equipment and the sensitive personal data that it holds.

The current location upstairs in the Pavilion building might be retained, if fitted out with suitable equipment enclosures, including cooling, and additional measures in order to prevent access to the CCTV data by any unauthorised persons.

4.4. Additional Camera Coverage

The following areas are now important for LRTC to establish CCTV coverage:

- Marine Parade and cart road beach huts & café.
- Langmoor Gardens and Lister Gardens.
- Broad Street and Bridge Street.
- Town Mill and Galleries.

To cover each of these extensive areas, and provide images of sufficient detail to be useful, would mean the town 'bristling with CCTV cameras'. This would be very costly. It may be seen by the public as unreasonably intrusive too. So, we recommend only a small number of cameras, each fixed on one of the few entry/exit points of the areas listed above. The primary purpose of each shall be to give sufficient image detail for facial identification of people and vehicle number plates.

³ Of course, few choices are 'future-proof'. The phrase should be understood as 'future-flexible'.

Secondary cameras are recommended. These are allowed to give lower levels of detail because their views spread over much wider areas.

For instance, Marine Parade and cart road beach huts and the Blue Sea café, could be overseen by some general camera views, each of which is insufficient to clearly identify a person but, vitally, each will be closely associated with dedicated *identification* images obtained at nearby entry/exit 'pinch-points' such as outside Dottie Kitchen to the east and Jane's Café to the west. Similar would be the cameras' purposes at the entrances to the extensive areas of the gardens.

Example: Identification portal camera (primary)



Example: general view camera (secondary)



4.5. Third Party Camera Coverage

During our initial visit, it was apparent that many buildings already have CCTV on them, operated by the business owners. We recommend that consideration be given to cooperating with third party CCTV owners so that their standalone recordings might be used for the common good.



4.6. Signal Transmission

The wide areas being considered for new CCTV cameras span more than 500m x 150m over a built-up environment. So, the creation of new buried cable routes will be very expensive and disruptive to the public.

More cost-effective may be a new private radio data network, which commonly requires a line of sight for each point-to-point link.

Our preliminary layout, based on 3D computer modelling of the Lyme Regis terrain suggests that such a radio network is feasible. Screenshots overleaf show new masts in red carrying radios with radio lines of sight shown as yellow lines. New cameras needed for new areas of CCTV coverage listed in section 4.4 can also be hosted by these new masts.

Naturally, confirmation of precise locations should be part of a future detailed design plus camera and radio survey performed at height. This computer modelling shows that detailed survey should not be fruitless.



5. Recommended Course of Action

The following steps are recommended to develop a programme. Particularly, this is to comply with Home Office recommendations.

1. Create a *CCTV Operational Requirement* as the foundation for new design, giving vital criteria for the upgrade's performance.
2. Conduct a Privacy Impact Assessment to comply with Surveillance Camera Commissioner's Code of Practice and a Data Protection Impact Assessment to comply with Data Protection legislation.
3. Design new CCTV system and layout, with detailed site surveys.
4. A point-to-point radio survey to confirm new network paths.
5. Technical Specification written for CCTV installers' tender.
6. Competitive tender process.
7. Installation, whilst minimizing downtime for the existing CCTV.
8. Testing and quality assurance prior to handover and final account.

6. Technology Recommendations in Detail

6.1. Analogue Obsolescence

Existing analogue CCTV at the LRTC offices, can be replaced with products from the current market. However, dwindling support from manufacturers would not offer sustainability through the expected life of ten years. So, choosing analogue technology is not recommended.

6.2. High-Definition (HD) Video

High definition cameras have now been commonplace for several years. Some use a new form of HD analogue signals, either TVI or CVI⁴. More widely used by myriad manufacturers are digital signals as IP data over Ethernet cables or Wi-Fi. For a long-term future and flexibility, IP video is recommended.

These HD cameras are often referred to as 2MP (mega-pixel) devices. As technology improves rapidly, the market already offers 3, 4, 8MP (known too as 4K), even 30MP cameras. However, larger is not always

⁴ The current Qvis DVR has co-axial cables so we infer analogue HD signals.

better. The large images have poorer low-light capability, and they may needlessly create a huge volume of data to carry on the network and archive. So, a well-measured design is recommended. Again, this emphasizes the value of diligently creating a new CCTV Operational Requirement (see section 8 below and APPENDIX B).

There are thousands of camera brands available in the marketplace. Prices have dropped profoundly owing to Far East influences. Poor quality and poor support are significant risks to the buyer, so only reputable names should be entertained, such as Bosch, Panasonic, Axis, Pelco, Hikvision⁵, et al.

6.3. Analogue - Digital Hybrid Recorders

To minimize disruption to day-to-day CCTV operations, existing cameras and cabling do not need to be replaced at once. Rather, each could be temporarily left in service until its replacement is ready to go live. This way, the actual downtime of the camera being swapped should be less than half a day, thereby minimizing gaps in surveillance.

If this is desirable, the installation of a new 'hybrid' video recorder would permit each existing camera to be recorded in the interim. New digital HD cameras would be compatible with it now and in the long term as LRTC CCTV expands.

6.4. Video Switching & System Control

Video switchers are now commonly part of the digital video recording equipment. This is true with the existing Qvis DVR. In a larger system, ease of use is greatly increased by adding Video Management System (VMS) software onto a PC which provides more tools than the DVR. Especially important are good tools for efficiently reviewing footage and exporting evidence, as these can be very time-consuming tasks.

As the LRTC system has currently 9 no. cameras, investing in a high-priced 'enterprise grade' VMS may be considered overkill at this stage. However, as the system grows, the need to expand the number of cameras and software tools should be borne in mind. Care can be taken in choosing a VMS with room to grow in a modular way. Often, later upgrades to software, or expanding the number of connected cameras, simply requires the purchase of new product licences for the VMS.

Many VMSs are compatible with a range of video recorders, e.g. such reputable names as Bosch, Panasonic, Axis, Milestone, et al.

⁵ Opinion range widely on this enormous Chinese company; its Chinese government ownership and the risks raised by previous cybersecurity vulnerabilities.

6.5. Video Recorders

Modern recorders are able to grow as the CCTV expands using modular architecture. Hard disks are larger and cheaper than ever, so it is now economic to record with the extra capacity in case of individual hard-disk failure. Also, with better clarity through low compression of the video, at full frame rate (25 images/second) and to store for 31 days, or however long a duration can be justified by LRTC needs. This will be stated in the Data Protection registration.

6.6. Recording Equipment Environment

New, more powerful VMS and recorders may consume much more electricity than the existing equipment, so power supplies, battery support, noise, heat and air conditioning considerations should be included in the design stages. These are not already in place at the site of the existing DVR, so the suitability of this room should be reviewed.

Owing to the protection of sensitive personal data contained in CCTV video, and the importance of the CCTV's uninterrupted operation, physical access to the equipment and its images should be restricted to authorized persons only. A locked equipment rack in a locked room with strict control of keys is recommended.

Some modern mass-storage products are specifically designed to use energy reduction techniques, so maybe these should be considered if equipment accommodation is particularly constrained.

6.7. Lighting for CCTV

The low-light capabilities of cameras have improved greatly over the years. However, despite the marketing claims of CCTV manufacturers, there is no substitute for good design regarding lighting. CCTV is not usually a consideration with the designers of general street lighting, so CCTV should have its own needs specifically met. Particularly, this is because street lighting may be bright but when it is coming from the wrong direction, the person of interest may be seen as a silhouette so identification is thwarted. Cameras want frontal lighting for their scene.

Most commonly now using LEDs, either white light or infrared, the CCTV market has many dedicated products to help achieve clear images by day and night. Sometimes separate static lamps are suitable, from such manufacturers as Raytec Ltd. It is recommended that this important gear is considered from the outset.

6.8. CCTV Data Network

Ideally, the transmission of CCTV signals will be laid out with as few single-points-of-failure as can be cost-effectively arranged, it is recommended the design include, as part as layout permits, automatic re-routing if any signal path fails, to minimize CCTV outages.

Mindful of future possibilities for CCTV expansion, care at the design stage should be taken to enable cost-effective extensions to be added.

6.8.1. Wi-Fi Point-to-Point

Wireless data links can be provided in the form of private Wi-Fi or paid, licensed, microwave radio. Arguably, Wi-Fi is less reliable or secure than cables, with potential for signal deterioration and lost data from:

- radio interference, jamming or network (cyber) attack⁵.
- poor or infrequent maintenance.
- extreme weather such as very heavy rain.
- antenna misalignment in a strong wind.

Nonetheless, for LRTC this may be the only method which is financially viable, so care should be taken to minimize these risks. The quality of radio equipment will greatly influence these effects. While cheap radio links are available, it is recommended that those of a good reputation are sought, such as SilverNet, Fluidmesh, Siklu, et al. Regular diligent maintenance of the radio links is also important.

6.8.2. Re-use of Existing Cabling

The existing co-axial cables in the Marine Parade CCTV might be re-used if their replacement is beyond budget.

In a world of legacy co-axial cable, 'IP-over-Coax' (IPoC) interfaces have been developed by several manufacturers. The existing co-axial cables might be satisfactory for carrying IP video data. An IPoC interface would be installed at each end, e.g. camera and recorder.

The cost-benefit of this approach should be considered at an early stage as this is likely cheaper around the Pavilion than installing new Wi-Fi links for very short hops. We recommend all existing cables are tested and their suitability confirmed before design or installation work begins for the upgrade. This is to reduce the risk of later unexpected cable replacement if images fail because of a camera signal upgrade. This can happen if signal losses are too high owing to length, bad joints, deterioration, interference, etc.

⁵ The recently discovered KRACK vulnerability in all Wi-Fi, a case in point. Nonetheless, it is expected it will be rectified soon. Of course, it is possible others may be discovered.

6.8.3. Renewal of Cabling

If tested and found to be unsuitable, consideration should be given to replacement of the existing Marine Parade cables. The condition of the cable conduits & ducts will be important if new cables are to be pulling through. Labour is a large proportion of renewing long cables.

6.9. Re-use of Existing CCTV Masts

If further inspection shows the existing masts are in good repair with years of service remaining then large savings can be made by retaining them whilst upgrading the CCTV components mounted upon them.

If a newly developed CCTV Operational Requirement (see below) means that any mast is in the wrong location, it may be relocated. This entails groundworks for the concrete base and cable ducts for mains power.

If new masts are required, those designed specifically for CCTV use will each likely cost more than £1,000 when installed. This is because good rigidity is vital, so high quality is an important consideration.

7. Upgrade Plan

Good use of the available budget demands that project risks are kept to acceptable levels, to minimise unplanned costs. This will be assisted by discovering key fundamental facts as early as possible. For instance:

- Establish a detailed *CCTV Operational Requirement* with all relevant stakeholders: LTRC, police, community and business groups, et al.
- Establish both Privacy and Data Protection Impact Assessments.
- Confirm property demarcation, to avoid non-viable CCTV sites.
- Conduct Wi-Fi/radio survey, plot routes, duct condition, test cables for IP-over-coax performance, etc.
- Design outline CCTV scheme, then compile project budget estimate before decision to proceed with detail design and tender.

When the above steps are complete and a project programme agreed, a Technical Specification should be written as part of LTRC's Request For Quotation (RFQ) for competitive bids by prospective installers.

Risks in the project are significantly reduced by the presence of new Operational Requirement documents. These will detail, in measurable ways, all the system performance criteria for the CCTV upgrade. From the outset they document all stakeholders' realistic expectations. Then guide all decisions through the implementation. Finally, at the project's handover, they drive the checks to verify that all have been achieved.

Importantly, the preparatory investigations can update LRTC site documentation too, reducing risks from unknown factors, thereby:

- enabling maintenance work to be better informed
- making maintenance works cheaper and faster to complete
- better compliant with Health & Safety regulations.

To maintain current CCTV protection during the upgrade and reduce the risk of an incident going unseen, it is recommended that each piece of old equipment only be removed after its replacement is in place and set to work in a very short time, e.g. the same day, including recording.

Adherence to Home Office recommendations for CCTV and British Standards represent good practice. This reduces the risk that the CCTV strategy could fail to stand up to scrutiny if it is challenged for any reason, e.g. on the grounds of cost, or after a security incident, etc.

8. Create an 'OR' Foundation – Operational Requirement

On anything except the smallest premises, or a large 'money-no-object' site, CCTV cannot provide highly detailed images of every area. Magic image enhancements performed by CSI laboratories on TV are fantasy. In reality, the required details must come from diligent CCTV design.

These regions of Lyme Regis need a strategy for effective CCTV images over their extensive areas. A very common CCTV strategy to protect large areas uses longstanding security principles which first protect the perimeter, especially normal entrances & exits. When entrants have been seen by the CCTV 'gatekeepers' then less detailed, supportive surveillance can be accepted for inner areas.

Static cameras are vital as they cannot 'be looking the wrong way'. The latter is a common problem if using only PTZ (pan/tilt/zoom) cameras. The principal cameras are intended to provide:

- 1) Highly-detailed images at perimeter entry/exit 'portals'.
- 2) Coverage of wide areas inside the perimeters, with less detail.

During CCTV-based retrospective investigations, the activities recorded in wide areas can be supported and informed by good identifications made at the perimeters.

For example, at each of the areas listed in this report:

- *Identify* people & vehicles at all perimeter entry/exit points
i.e. barriers, road junctions, gates, paths, etc.
- *Monitor* their general movement around wide areas
e.g. streets, footpaths, etc.

Note: each of the italicized CCTV terms is defined in APPENDIX B, on page **Error! Bookmark not defined.** in **Error! Reference source not found.**

Pan/tilt/zoom (PTZ) cameras are valuable for routine 'patrolling' large areas and managing widespread incidents. They support, but should never remove the need for, dedicated static cameras on specific tasks. However, as LRTC currently do not have plans for CCTV operators to perform live monitoring, the expense of PTZ cameras is not justified.

So that CCTV can be designed to meet precise needs of stakeholders, the creation of this foundational Operational Requirement requires a detailed exercise. Its main value becomes apparent in the following:

- Owner & stakeholders' expectation for each image is agreed from the outset, to greatly reduce the risk of CCTV performance being a disappointment.
- Installers are informed of this expectation prior to their tender, to greatly reduce the risk they fail to provide a satisfactory design and price.
- The OR is the non-subjective measure by which final performance is judged so that the installer can be held to account through their contract prior to their invoice being paid.

Creation of the OR should include meetings using site layout documents and site walks. The CCTV consultant should lead this with the CCTV owner as the project sponsor. Whilst all interested parties should be involved at the outset, in reality, it may be that other stakeholders in the LRTC CCTV development are reluctant to attend long meetings on this subject, so it could be wise to present them with pre-digested proposals for areas which concern them, so they can modify or agree.

8.1. Foreseen CCTV Operational Requirement Factors

Typical issues for an urban environment were discussed at our initial meeting, to be addressed by the CCTV scheme. Particularly, gathering evidence of undesirable activity in the aforementioned key regions.

- Anti-social behaviour.
- Criminal damage.
- Affray.
- Theft.
- Burglary.

It is recognised that ineffective deterrence and prosecution could erode confidence in LRTC's management of safety and security for residents, visitors, traders and commercial tenants of the LRTC estate and maybe deter future tenants. It is possible for crime and anti-social behaviour to escalate when perpetrators perceive little deterrence to their activities. So new and effective security measures could be associated with a real return on investment and a saleable benefit.

For the new CCTV coverage listed in section 4.4 Additional Camera Coverage, the primary identification ‘portals’ for these new regions are indicated by the blue arrows. In this preliminary design, the radio masts are in locations suitable to carry the cameras needed.



9. Summary of Report

9.1. Current Issues

The two CCTV systems, at Marine Parade and LRTC offices, do not meet current purposes. Image quality is often poor, especially at night.

Lack of regular CCTV cleaning and maintenance, mean images' clarity has deteriorated, and an uncorrected clock undermines video evidence.

Many areas of the town are not viewed by CCTV. LRTC consider such security important for residents, tourists, tenants and reputation.

Existing recorders are not suitable for important town centre CCTV over the next five to ten years.

9.2. Proposed Solutions

The areas for CCTV and precise purposes should be newly documented in a *CCTV Operational Requirement* and meet Home Office guidance.

Improvements are recommended for equipment: cameras, housings, recorder, expansion, lighting, signals, security, maintenance, etc.

Ensure Data Protection Act compliance, including public signage.

New areas for CCTV may be connected by new radio data links.

9.3. Plan of Action

The following steps are recommended to develop a programme. Particularly, this is to comply with Home Office recommendations.

1. Create a *CCTV Operational Requirement* as the foundation for new design, giving vital criteria for the upgrade's performance.
2. Conduct a Privacy Impact Assessment to comply with Surveillance Camera Commissioner's Code of Practice and a Data Protection Impact Assessment to comply with Data Protection legislation.
3. Design new CCTV system and layout, with detailed site surveys.
4. A point-to-point radio survey to confirm new network paths.
5. Technical Specification written for CCTV installers' tender.
6. Competitive tender process.
7. Installation, whilst minimizing downtime for the existing CCTV.
8. Testing and quality assurance prior to handover and final account.

10. Conclusion

The easy availability of cheap equipment and no restrictions as to who may design and install CCTV means buyers can be lulled into a race to the lowest price and fastest completion. Good CCTV requires more planning and attention to detail than it is commonly afforded. Hasty programmes create a very high risk to their investment in CCTV going bad, becoming an embarrassment, and being costly to put right. This is not the nature of the Lyme Regis CCTV upgrade project.

Adherence to Home Office guidelines and British Standards can, at first, appear tediously slow and detailed. However, their worth is realised in the quality of the final outcome. The upfront effort is balanced by the reduced risks in later stages. Any prospective installer who is not already familiar and comfortable with this discipline is showing that they are too high a risk to employ.

In this project at Lyme Regis, it initially appears all the LRTC needs can be achieved. The cost depends upon a number of currently undecided elements, such as: number of cameras needed to achieve the as yet unwritten Operational Requirement, sites for new cameras and masts for a dedicated radio data network. Then a budget estimate and programme can be proposed.

Finally, reflecting on what we have learned during this initial fact-finding exercise and report, the CCTV Advisory Service, in our role as independent technical consultants, will be pleased to discuss further assisting you in seeing this project through to completion. Naturally, we hope our contribution here provides you with a valuable service.

* * * * *

11. APPENDIX A: Current CCTV Details

The much smaller system at the LRTC office is described at the end of this section.

The main section, immediately below, refers to the most extensive public space CCTV system which is at Marine Parade.

11.1. High Definition Video

Images exported from the digital video recorder (DVR) appear to produce high-definition (HD) video (1920 x 1080 pixels in size). Each arrives at the DVR over co-axial cables. This suggests that the signals are analogue HD rather than an IP video on a data network.

If replacements are ever needed for this technology, manufacturers' support can be expected for a number of years into the future.

In the long term, mindful of future growth of the system and CCTV coverage, step-by-step migration to an IP video network should allow security operations to upgrade smoothly with no large gaps in CCTV operation.

11.2. Monitors & control

An upstairs store room in the Pavilion building on Marine Parade is the everyday location for monitoring & control of CCTV cameras. One video monitor displays a 'mosaic' of multiple live views. A computer mouse plugged into the DVR gives the user control of the display and the system's functions with the software tools necessary for reviewing playbacks and exporting footage. One USB data port on the front of the DVR is rusty and does not function properly. The DVR unit, monitor and cables are very dirty, with untidy cables.

A Wi-Fi router is connected to the DVR and three other Cat.5 network cables are also plugged into the router. The purpose was not apparent. If not carefully set up, unauthorised access to the CCTV over the Wi-Fi or Internet must be addressed urgently as a serious vulnerability affecting secure data and sustaining daily site security. It is possible an external connection was used for remote diagnostics by the CCTV maintenance providers (no longer under contractor).

The login details for the DVR (username and password) were not available at the time of the visit, so deeper interrogations of the DVR was not possible. Rigorous management of access is recommended.

11.3. Recording

The digital video recorder (DVR) is located in an upstairs store room in the Pavilion building on Marine Parade, as described above, in section 11.2 Monitors & control. Analogue high-definition CCTV signals are digitized by the DVR and stored on the internal hard disks. Also, the split-screen display of images is created by the DVR.

The DVR model is an I-Range Hybrid by Qvis Global Adata Ltd. A mid-market unit from a well-known name.

Without the login and password for the DVR its internal settings could not be accessed in order to comment on its configuration and capacity.

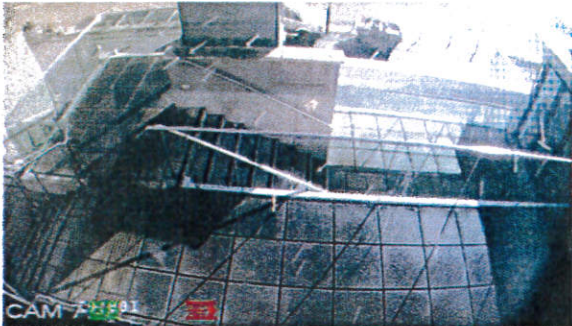

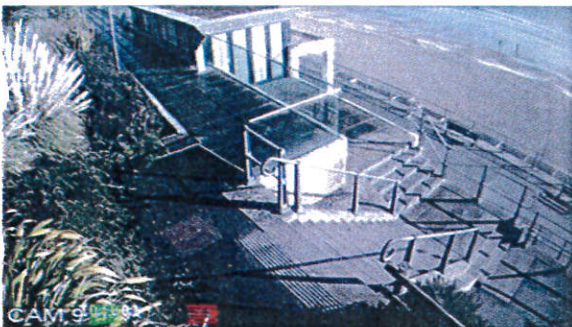

The DVR clock was 1 hour & 2 minutes ahead and should be adjusted to correct time, as it could undermine video evidence from the CCTV.

11.4. Video Image Quality

The quality of the recorded images from the Marine Parade CCTV can be judged from the samples of video, below. Owing to our unfamiliarity with the DVR export function (first encountered during this survey), only four cameras' footage was extracted onto a memory stick. For speed, owing to time constraints, other cameras were photographed from the monitor screen and later photo-edited for inclusion below.



<p>Camera 3 Day</p> 	<p>Night</p> 
<p>Camera 4 Day</p> 	<p>Night</p> 
<p>Camera 5 Day</p> 	<p>Night</p> 
<p>Camera 6 Day</p> 	<p>Night</p> 




<p>Camera 7 Day</p> 	<p>Night</p> 
<p>Camera 8 not displaying at the DVR</p>	
<p>Camera 9 Day</p> 	<p>Night</p> 

Generally, where simple overviews of scenes are all that is needed, the preponderance of wide-angle views could suffice. However, if people or vehicles must be identified positively then narrower fields-of-view will be necessary to achieve clear number plate details. As explained in section 8, above, this can be much easier to achieve using 'pinch-points' such as entrances/exits and road lanes.

<p>Camera 1 Day</p>  <p>The magnified sections of this full-HD image (right) show the level of detail available on playback. Bright sunshine is unavoidable. Nonetheless, siting each camera should carefully minimize the unwanted effects of glare and silhouetting as much as possible.</p>	 <p>The foreground region might give <i>recognition of a known person</i> but the steep angle makes it harder.</p> <p>The mid-ground area could not achieve the same, reducing the available detail to just <i>observation</i>.</p>
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Lyme Regis Town Council Offices CCTV

The quality of the recorded images from the LRTC office CCTV can be judged from the samples of video, below. Again, for speed, owing to time constraints, the two cameras were photographed at the monitor screen and later photo-edited for inclusion below.

<p>Camera 1 Day</p> 	<p>Camera 2 Day</p> 
 <p>The magnified section of this standard definition image (left) shows the level of detail available.</p> <p>This mid-ground area shows very little detail.</p> <p>The foreground region is cut off at the bottom of this field of view.</p>	<p>Standard definition CCTV needs a person to fill 100% of the picture's height to identify unknown persons.</p> <ul style="list-style-type: none"> ♦ Reducing to 50% to Recognise known persons. ♦ Reducing to 25% to only Observe. ♦ Merely Detecting intruders: 10%. ♦ Controlling & Monitoring: just 5%.

Ubiquitous when the CCTV was designed around 2012, the cameras appear to produce standard-definition (SD), analogue video. This is carried over co-axial cables. Digital recordings are made of the analogue video onto a hard disk drive.

The DVR model is a 4-channel unit by Zmodo, Chinese unit from the cheaper end of the market.

The monitor is a Samsung flat-screen SyncMaster 720n and produces a clear split-screen image.

12. APPENDIX B: CCTV ‘Operational Requirement’

The standards recommended for effective CCTV are well established. General adherence to these is strongly recommended to ensure that the system is designed to meet the owner’s requirements and is verified as doing so. Principally, this is BS EN 62676-4:2015 “Video surveillance systems for use in security applications. Application guidelines”. This accords with current Home Office guidelines.

12.1. “OR” rationale

Home Office guidance since 1994 recommends owner and provider of CCTV agree an ‘Operational Requirement’ before a system is designed. Simply, this is to agree “what, where, why, who, when & how” for each area to be viewed. The detail in each image must be sufficient for its purpose. Unfortunately, in many CCTV systems this is where owner’s expectation fails to be met. Obviously, wide-angle views cannot carry the same details as narrow close-ups. So a balance must be struck between these two extremes, for example, which will be satisfactory?

- A wide vista to *Monitor* tiny figures or vehicles moving about?
- Narrow it a little for enough detail to *Recognise* familiar people?
- Accept that a narrow close-up is necessary to *Identify* strangers?

Table 1, Terminology for image level-of-detail and purpose.

		
Control & Monitor movements	Detect (confirm an intruder)	Observe people’s activity
		<p>In ascending order of image detail, these compare the BS EN 62676-4 minimum level-of-detail regarding an image’s purpose.</p> <p>As an example: if, from the outset, the purpose is to <i>Identify</i> people then, obviously, using wide-angle images that deliver only <i>Observe</i> details will fail in their purpose.</p>
Recognise a known person	Identify unknown person	

12.2. High Definition (HD) vs Ultra High Definition (4K)

As camera technology progresses at an increasing rate, sales people are peddling a “more must be better” mantra and recommending the latest ultra HD devices (UHD or 4K) to their customers, giving larger images. This is not necessarily the best thing to deploy.

Ultra high definition CCTV, of course, follows these same principles regarding the minimum image detail required. However, the headline advantage of UHD is that, viewing the same scene, they offer twice the detail of basic HD images. So, when keeping the original angle-of-view, the UHD is effective at twice the distance. Or, if keeping the original viewing distance, the UHD is effective over twice the angle spanned.

However, as described in section 6.2, above, their low-light capability is not as good, and images at night are vital, so this is an important issue. Also, UHD cameras create 4x more data than HD cameras but deliver only 2x more image detail, so there is a consideration of diminishing returns in the extra storage and bandwidth the 4K video will require. The cameras deployed for LRTC do not need to be “the latest” but, rather, need to sufficiently good in all aspects of their purpose.

Reviewing LRTC’s current CCTV in this report, any unsatisfactory images can be largely explained with the Home Office and British Standard principles shown above. It is quite likely that these criteria were not considered when the current system was designed. If OR documents are available from that time, it would be interesting to review them.

To avoid a new design foundation going awry, an OR exercise should be undertaken for every CCTV change from now on so expenditure on all new cameras produces the desired images and meet expectations. The Home Office CCTV guidelines explain how in a short, easily understood brochure⁷ or at great technical length⁸. The discipline is a fundamental stage in all CCTV standards and strongly recommended.

⁷ “CCTV supporting small businesses” by Home Office Centre for Applied Science & Technology.

⁸ “CCTV Operational Requirements Manual” by Police Scientific Developments Branch.

Committee: Town Management and Highways

Date: 28 February 2018

Title: Chalet 18 Monmouth Beach

Purpose of Report

To allow members to re-consider a floor plan and drawings for the replacement of chalet 18 Monmouth Beach

Recommendation

Members approve the floor plan and drawings for the replacement of chalet 18 Monmouth Beach

Background

1. The condition and replacement of chalet 18 Monmouth Beach was considered by this committee on 21 September 2016.
2. Since 21 September 2016, this committee has received regular updates on this issue, including the action taken to repossess the site in the absence of satisfactory progress being made by the owners of the chalet to remedy the situation.
3. At the meeting of this committee held on 15 November 2017, it was reported that the owners of chalet 18 were in the process of arranging to have their existing chalet demolished; their contractor having contacted the town clerk to discuss the timing of the demolition.
4. It was also reported that the owners had been in contact with a chalet provider, KEOPS, about the provision of a replacement chalet and members were asked to approve plans showing the intended floor plan and design.
5. Members felt unable to approve the plans without receiving further information and the detailed, dimensioned plans are attached, **appendices 11A and B**.

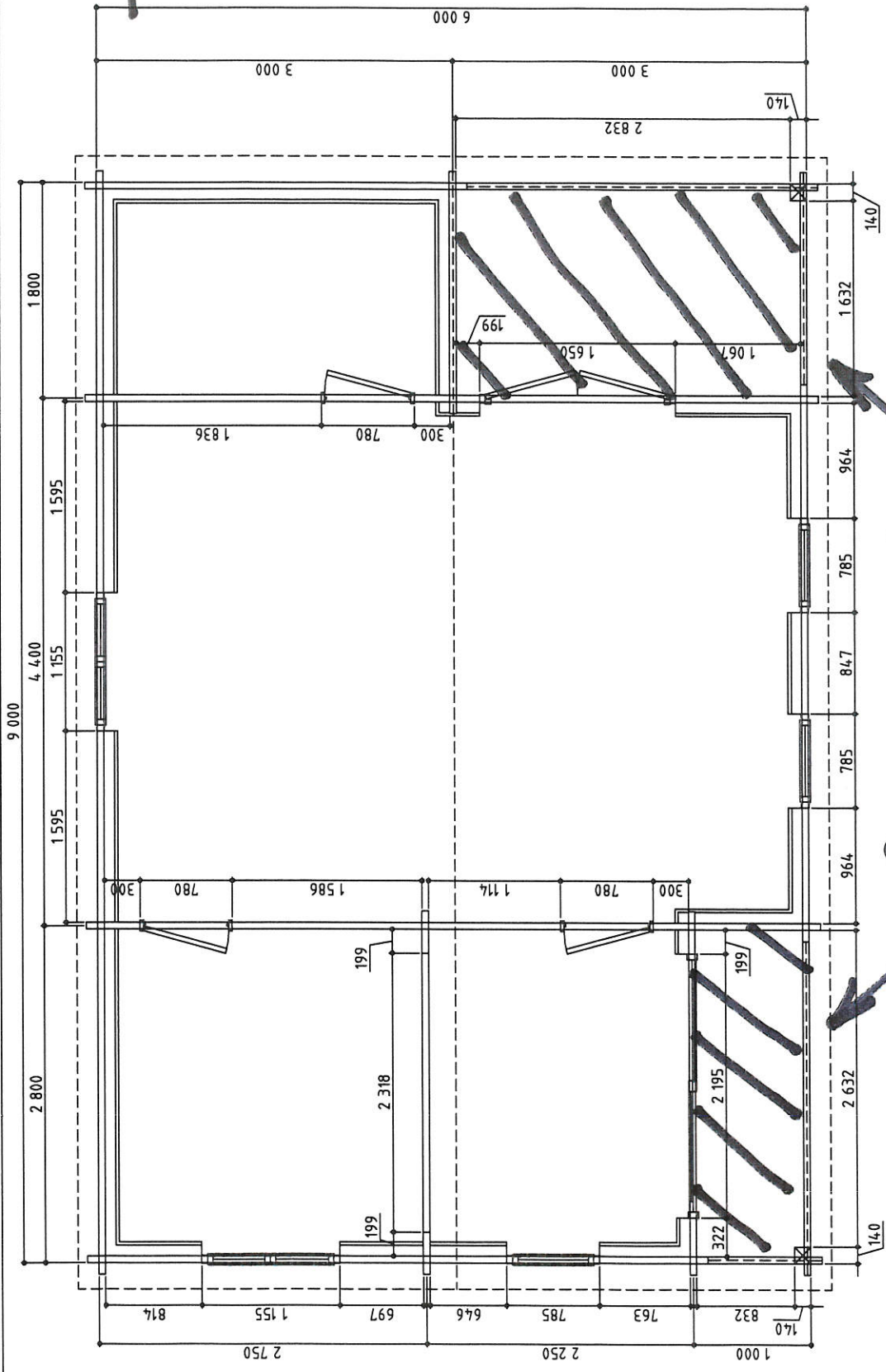
Report

6. These plans show a chalet constructed of similar materials to the nearby six replacement chalets, which were also procured through KEOPS. The overall dimensions are 9m x 6m, including two small roofed areas of decking to the south-western and south-eastern corners of the building.
7. The overall size is very similar to the footprint of the existing chalet and involves approximately 95% site coverage with no provision for on-site parking. This is consistent with many other chalets on site, including chalets 16 and 17 adjoining. See **appendix 11C** for a location plan.

AGENDA ITEM 11

8. The proposed replacement chalet does have a pitched roof, unlike the existing chalet which is flat-roofed. Although the ridge height is higher than the existing roof, the eaves' height is lower. Because the replacement chalets immediately to the north sit on a plateau considerably higher than chalet 18, the revised roofing design is considered to be acceptable.
9. More generally, Western Power disconnected the electricity supply on 7 February 2018 and demolition is now able to take place.
10. The deputy town clerk spoke with the owners again on 20 February 2018 and reiterated the importance of the demolition taking place without any further delay. Discussions have also taken place with the contractor appointed to carry out the works. It was emphasised to all concerned that the legal notice would not be withdrawn and there was an urgent need for clear evidence of substantive and swift progress.
11. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Mark Green
Deputy town clerk
February 2018



Covered Decking

scalebar : 500 1000 1500 2000 2500 mm



Floorplan

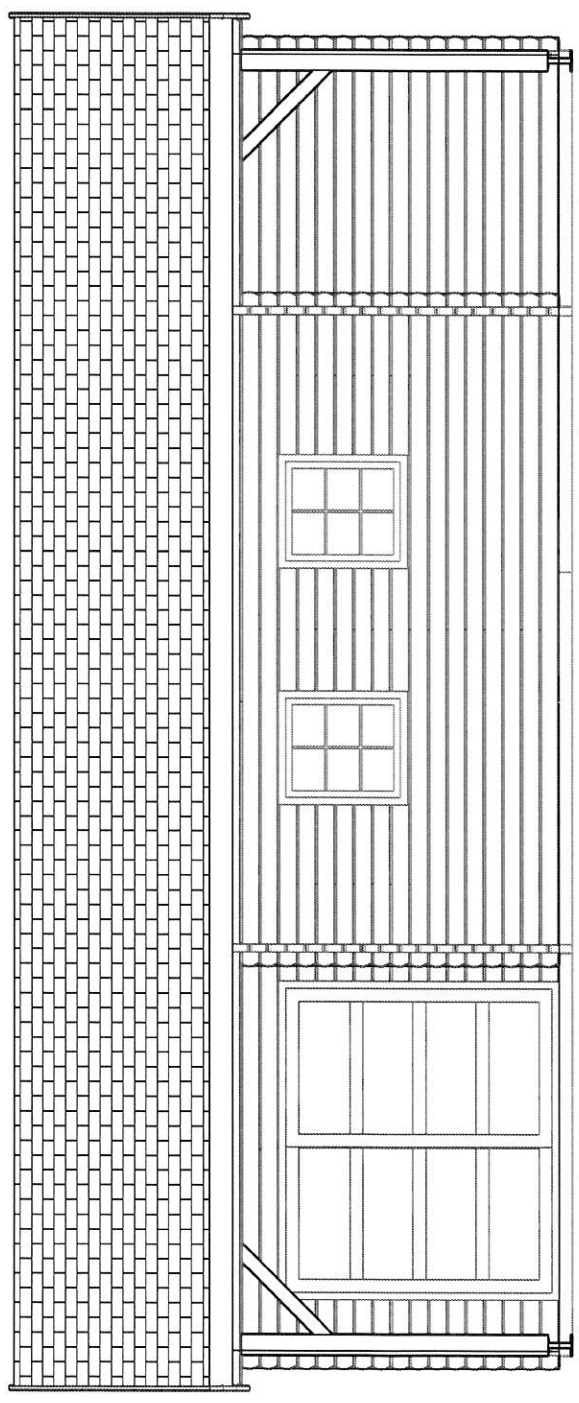
Datum: 27/10/2017

Getekend: JB

Ref: Keops - Wood A

A4

Schaal 1/50

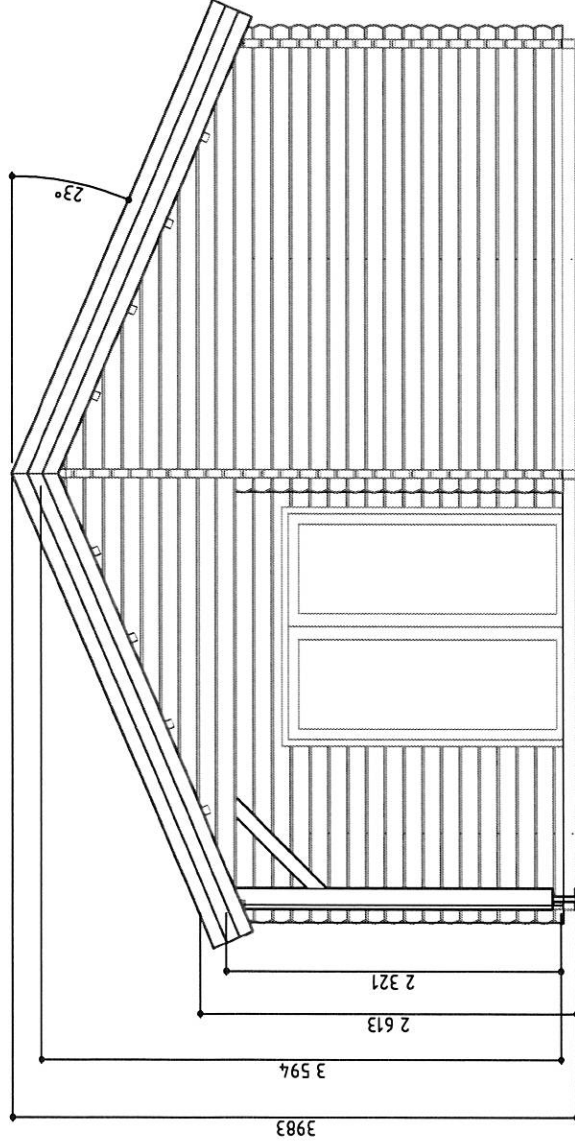


scalebar :  500 1000 1500 2000 2500 mm



Front view

Datum: 27/10/2017
Getekend: JB
Ref: Keops - Wood A
A4



scalebar : 

TOP
COTTAGE

Right view

Datum: 27/10/2017

Getekend: JB

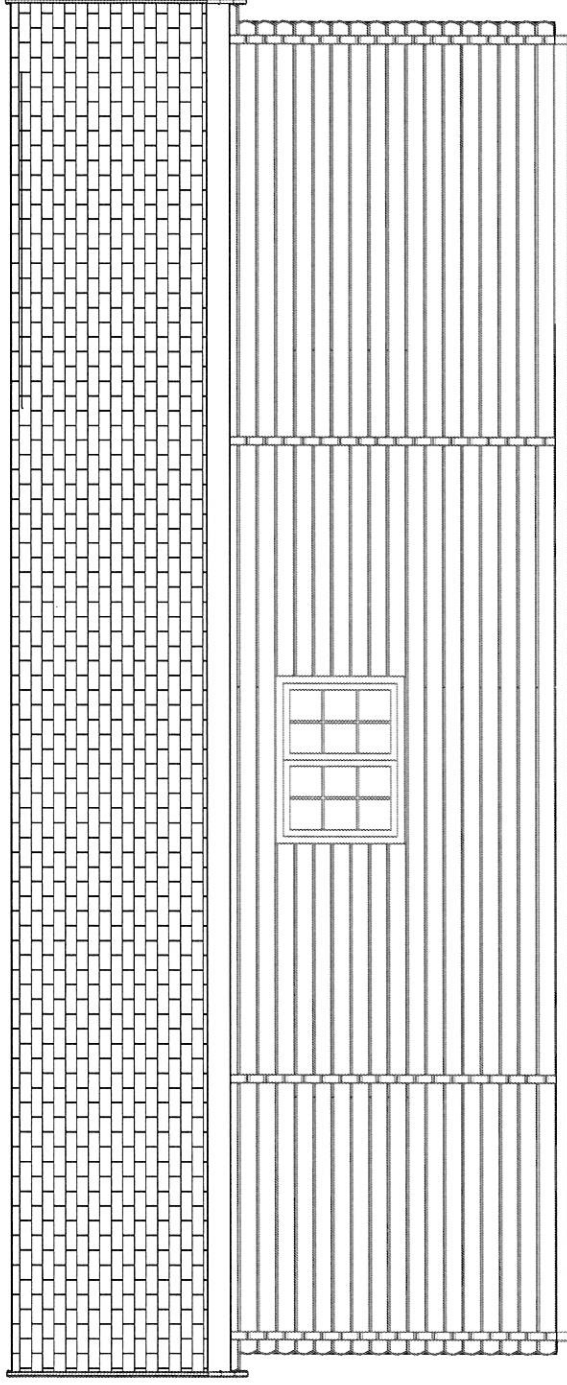
Ref: Keops - Wood A

A4

Schaal 1/50

1

U:\OTPVAndere\Keops - Wood A\Keops - Wood A.dwg



scalebar :  500 1000 1500 2000 2500 mm

TOP
COTTAGE

Rear view

Datum: 27/10/2017

Getekend: JB

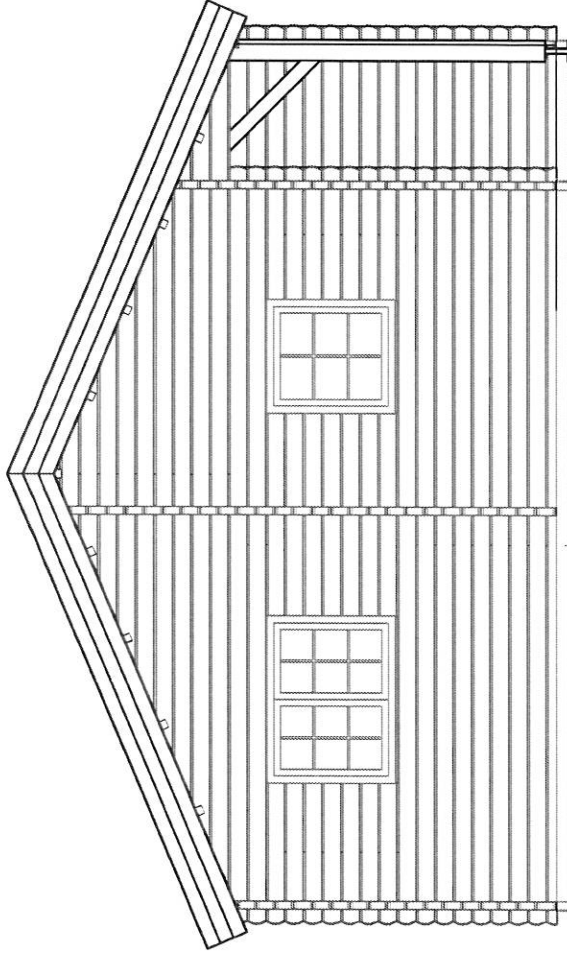
Ref: Keops - Wood A

A4

Schaal 1/50

1

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scalebar :  500 1000 1500 2000 2500 mm

TOP
COTTAGE

Left view

Datum: 27/10/2017

Getekend: JB

Ref: Keops - Wood A

A4

Schaal 1/50

U:\OTPV\Andere\Keops - Wood A\Keops - Wood A.dwg

1

Location Plan - CHALLETTS MONMOUTH BEACH

Home

Google Maps

Sign in

NO THANKS

YES

Google recommends using Chrome
It's a fast, secure browser with updates built in.



APP
11C

Committee: Town Management and Highways

Date: 28 February 2018

Title: Memorial Benches and Trees

Purpose

To allow members to agree provision of memorial benches and trees for 2018

Recommendation

To consider adding 10 memorial benches to Marine Parade and 10 memorial cherry trees for the memorial walk in the gardens at no cost to the council and as the 2018 provision

Background

1. Memorial benches and trees were discussed at this committee on 17 January 2018. It was subsequently resolved by the Full Council on 14 February 2018 to review the lists every three years to ensure further allocation was feasible.

Report

2. Last year seven benches were purchased for Marine Parade. These benches were delivered this year and work is underway to obtain wording, and to engrave and attach the memorial plaques. No new memorial trees were purchased in 2017.
3. Further to reporting that there was no space for further trees, the head groundsman has confirmed there is additional space for more trees on memorial walk at the back/top of the gardens.

Waiting Lists

4. Following the allocation of the 7 benches, the list stands at 26. The tree list stands at 25. Those on the waiting lists are being contacted to confirm they wish to remain on the lists. To date, 10 from each list have confirmed they wish to remain on the lists.
5. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Matt Adamson-Drage
Operations manager
February 2018

Committee: Town Management and Highways

Date: 28 February 2018

Title: Guildhall Window

Purpose of the Report

To allow members to consider further information in relation to the Guildhall window, the appointed heritage consultant actions, the insurance arrangements, repair and road closure

Recommendation

Members note the report

Background

1. The Guildhall's overhanging window was struck by five articulated vehicles in 2017. Insurance companies have been contacted. A heritage statement consultant has been appointed. Quotes from building firms have been sought for repair and a road closure to conduct the repair is in consultation. Highways England and Dorset County Highways have both been contacted with reference to improved signage.

Report

Insurance

2. All five insurance companies have been contacted. To date, two have offered 20% of the total repair cost and officers are yet to hear from the remainder. It is officers' intention to pursue the last firm that struck the window for the remaining sum, should the other insurance companies not be forthcoming.

Heritage Statement

3. Judy Enticknap, director of JME Conservation Ltd, Bath, has been appointed to consult on behalf of the town council with regard to producing a heritage statement on the significance of the window. Before commencing on this, she is attempting to organise an on-site meeting of the conservation officer, Historic England, highway authorities (Dorset County Council and Highways England) and representatives from both West Dorset District Council (WDDC) and the town council. Elements of the window structure are specifically mentioned in the Grade II listing of the Guildhall and therefore the emphasis would be to convince the highway authorities to do more to protect the building before proceeding with a heritage statement and planning application for its removal.

Repair Costs

4. Quotes from six building firms have been sought to return the window to the original state. To date, only one has formally quoted for the work at £1975.88 and they have assured the operations manager the work can be conducted in line with the timescales of the road closure.

Road Closure

5. The operations manager applied for a road closure between 19 and 23 March between 4pm and 8pm, only. The consultation period to allow objections ended on 23 February 2018. Subject to that approval, the operations manager will organise informing all affected local residents and businesses of Bridge, Church and Coombe Streets, organise road closure and diversion signage and consult with bus companies.
6. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Matt Adamson-Drage
Operations manager
February 2018

Committee: Town Management and Highways

Date: 28 February 2018

Title: Chalet Water Leaks

Purpose

To inform members about possible water leaks at the chalet site

Recommendation

Members note the report

Background

1. There have been historic issues of water leaks in the Ware Cliff and bowling green chalet areas for some years.
2. The finance manager has identified the council has been paying much more in water charges to South West Water for the chalets than it receives from the chalet owners. This has been going on for some years but appears to be getting worse. The maintenance team has checked for leaks but cannot find any.

Smart Meters

3. The maintenance team is in the process of installing smart water meters to all the properties to enable electronic reading of meters. This is particularly important where meters are internal to the property and therefore cannot be read by the maintenance staff without appointment. This process is due to be completed later this year when we will have a complete picture of water usage for individual chalets across the area. Officers will then be able to identify any possible leaks more easily and charge more appropriately.

Charging

4. The council currently charges an average usage cost for those meters which cannot be read and charge actuals for those that can be read.
5. All chalet owners have received a letter explaining that the council's costs for water are greater than the charges it applies and that, where required, a convenient appointment with the maintenance team must be booked for the installation of a smart meter.

Matt Adamson-Drage
Operations manager
February 2018

Committee: Town Management and Highways

Date: 28 February 2018

Title: View Road Access Arrangements

Purpose of Report

For members to note that the existing arrangements controlling access over the council-owned road to the rear of View Road expires early next year and that officers will now commence consideration of how best to deal with access rights and other associated issues in future with a view to bringing a comprehensive report to a meeting of this committee later in the year

Recommendation

Members note that the existing arrangements controlling access over the council-owned road to the rear of View Road expire early next year and that officers will now commence consideration of how best to deal with access rights and other associated issues in future with a view to bringing a comprehensive report to a meeting of this committee later in the year

Report

1. The town council owns the private road to the rear of View Road. This road provides access to the emergency centre and secondary/rear access to several properties fronting View Road.
2. The View Road properties pay a licence fee to the council based on a formula which takes into account the use of the property, i.e., domestic or commercial or part and part and the total number of units of accommodation involved.
3. The formula has led to a number of issues arising with owners about the split of uses, the timing of uses, the number of units and the timing of any changes in use.
4. The officer view is that it should be possible to come up with a simplified arrangement which is easier to understand, administer and explain to owners.
5. In addition, a number of issues have been raised about the precise extent of ownerships in this area and the council's solicitor has been asked to clarify the situation.
6. There have also been recent planning applications which potentially impact on the council's ownership; either by changing the number of units deriving access or by requiring access to facilitate construction taking place. This will also need to be looked at as part of the review process.
7. The intention is to bring an initial set of proposals to a meeting later in the year to enable sufficient time for members to properly consider the matter.

AGENDA ITEM 15

8. Any recommendations from this committee will be considered by the Full Council on 28 March 2018.

Mark Green
Deputy town clerk
February 2018

INCIDENT No.	DATE RECEIVED	INCIDENT	LOCATION OF INCIDENT	DATE OF INCIDENT	REFERENCE	REPORTED TO
1664	09/02/2018	Webcam unfocused	Marine Theatre	Ongoing	Luke Lawson - has looked into it Lens requires clean - cherry picker is required Matt Adamson-Drage	LRTC
1665	13/02/2018	Dog coming into beach hut - owners said they didn't see signs.	Cart Road	13/2/18 - recurring event	Matt Adamson-Drage	LRTC
1666	16/02/2018	Drains blocked	from Silver Street Catholic Church to Hill Road	Ongoing	1094642	DCC
1667	16/02/2018	Block paving loose and other slabs crumbling	Outside Mulberry Manor	16/02/2018	1094696	DCC