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Town Clerk

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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 S. Miller, Cllr B. Larcombe, 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 3 October 2018 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
28.09.18

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 25 July 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 25 July 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. CCTV Operational Requirement

To allow members to consider the CCTV Operational Requirement, Privacy Impact Assessment and Risk Assessment consultant reports

9. Jubilee Pavilion Glass Eye

To allow members to consider the replacement of the Jubilee Pavilion glass eye

10. Chalet 18 Monmouth Beach

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

11. Lyme in Bloom

To allow members to consider a proposal by Philip Evans and LymeOnline to re-invigorate the Lyme in Bloom competition with a view to entering the South West Britain in Bloom Awards in three years' time

12. A Request for Double Yellow Lines in Roman Road

To allow members to consider a request from a resident for yellow lines in Roman Road

13. Cover Charges

To inform members about the latest position on the dispute with The Old Boathouse, The Alcove, Largigi Thai Restaurant and Ocean View over cover charges and to receive further advice from the deputy town clerk following his meeting with the council's solicitors, Kitson and Trotman

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

14. Complaints and Incidents

15. Exempt Business

To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any 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.

a) Agenda item 13 – Cover Charges

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 JULY 2018

Present

Chairman: Cllr J. Broom

Members: Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

18/16/TMH

Public Forum**Mr P. Evans**

Mr Evans spoke in relation to agenda item 9, Teen Shelter at Anning Road Playing Field. He said he was grateful the council was considering this issue and was particularly grateful to Cllr Mrs C. Reynolds for trying to resolve the matter in an amicable and friendly way. He said it was not a question of noise anymore, as nearby residents now believed there was great danger to young children. Mr Evans said his neighbour's 10-year-old child was now frightened to go to the playing field. He said although the police had claimed they regularly patrolled the area, none of the residents could remember seeing them, and claims the police had not received any complaints were untrue but they couldn't understand why the complaints had not been recorded. Mr Evans said there was a huge amount of drug-taking, but not by younger children using the field, who the residents had no issues with. He said there was underage drinking and incidents of simulated sex in front of young children, which they should not be exposed to. Mr Evans said it appeared a drug pusher was regularly going there and he didn't want to think of the consequences if someone took a particularly dangerous batch of drugs. He said he believed it was a problem the council had to try and find a solution to, although he appreciated this was very difficult. He said the only solution may be to move the shelter but he didn't know where it could be re-located.

Mr V. Turner

Mr Turner spoke in relation to the same agenda item. He said he was assaulted by someone at the teen shelter recently and had reported this to the police. He said he refuted police claims there had been no reports of anti-social behaviour in the area as two of his neighbours had made complaints and were given crime numbers. Mr Turner said the previous weekend he had picked up three empty canisters of 'happy gas'. He said the residents had no problem with younger children using the shelter, but the recent problems had been with a group of older people, who were waking people up in the middle of the night. He said these people were arriving in vehicles and parking them behind their houses, and bringing with them loud sound systems and lights. He agreed with Mr Evans that there was also drug-taking.

Mr J. Kendrick

Mr Kendrick spoke in relation to the same agenda item. He said on the previous weekend, a group of people were drinking alcohol at the shelter at 4pm, tearing up the cans and throwing them on the ground where children played, as well as bottles. Mr Kendrick said someone had to be to blame and if someone was injured, he was sure they would look to the council. He said he understood there was a covenant on the field restricting its use to under 16s, but it was obvious this group was well above that age and shouldn't be in there. However, he understood it would be difficult for the council to enforce this. Mr Kendrick said the residents didn't mind children playing there, but this was an older group who were taking drugs, the smell of which came through their windows. He said he had reported these issues to the police and had two crime numbers. Mr Kendrick said the gate behind Anning Road should be locked to stop these people parking their vehicles there, but he didn't believe this would stop them going into the playing field as they would park in Anning Road on the double yellow lines. He said he didn't believe they were local people.

Ms K. Crossley

Ms Crossley spoke in relation to the same agenda item. She confirmed she had made to complaints to the police. She described three particularly bad incidents: the first was when a large bottle was thrown into her garden, just missing a nine-month-old baby; the second was then her son witnessed two people in the shelter performing sexual acts; and the third was when a girl who was drunk was asked to leave and started swearing in front of children. Ms Crossley said her son was nervous to play in an area that was meant for children to play in and she felt it was now becoming a big problem.

18/17/TMH Apologies

Cllr R. Doney – family commitments
Cllr G. Turner

18/18/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, the minutes of the previous meeting held on 13 June 2018 were **ADOPTED**.

18/19/TMH Disclosable Pecuniary Interests

Cllr Mrs M. Ellis declared a pecuniary interest in agenda item 12, View Road Parking and Access Arrangements as she lived in View Road. She said she would leave the room for this item but wished to make a statement before she left.

18/20/TMH Dispensations

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

18/21/TMH**Matters arising from the minutes of the Town Management Committee meeting held on 13 June 2018****HGV signs**

Cllr B. Larcombe said size restriction signs were needed, as well as weight restriction signs, warning drivers the streets were not suitable for their vehicles.

The deputy town clerk said although the response from Highways England had not been favourable, any roads other than the A35 were the responsibility of Dorset County Council (DCC). He said the council would now have to go back to DCC to try and get signs put up in appropriate locations, but this would require the support of the police, as they needed to be committed to enforcing the instructions on the signs. However, if the signs were only advisory, no enforcement would be necessary.

Cllr J. Broom suggested the council put its own signs up on private land.

Beach replenishment

Cllr S. Williams said the council needed to have copies of the beach profile so it could take action if it went below the required levels.

The deputy town clerk said the council already had detailed technical drawings which showed the required profile. It was agreed Cllr J. Broom would look at the drawings to be able to reassure members further that the profile was within the required range.

Sidmouth Road park and ride

Cllr S. Williams asked when signs would be put up at the site directing vehicles to the Charmouth Road park and ride.

The deputy town clerk said the process of approving the signs was complex and permission had to be given by the Highways Agency and it was hoped approval would be given in the next seven to 10 days. However, he said there were already numerous signs pointing to the Charmouth Road park and ride when vehicles got off the A35, although it was noted these were only on the east of the town.

Cllr B. Larcombe suggested the council put its own signs up on private property near Hunter's Lodge.

18/22/TMH**Update Report****Marine Parade toilets**

In response to a member question, the operations manager said the toilets were now being cleaned eight times a day and more toilet roll dispensers had been ordered.

Puffin crossing

Members encouraged the public to take part in the public consultation.

Cracks in paths in Langmoor and Lister Gardens

The operations manager said he intended to obtain quotes to tarmac the cracks.

18/23/TMH Beach Hut Replacement

Members discussed the advantages and disadvantages of wooden huts versus composite huts, or a mixture of both.

Members also discussed whether any replacement should be done in one go or on a three-year rolling plan, but noted the approved budget of £15,000pa would need to be increased either way.

It was proposed by Cllr B. Larcombe and seconded by Cllr S. Williams to replace the Cart Road beach huts with a new specification in a composite product, with all 34 huts to be replaced in one go in the 2018/19 autumn/winter season.

A substantive motion was made and voted on, as follows:

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to replace the Cart Road beach huts with the standard 2006 specification in wood.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to replace all 34 Cart Road beach huts in one go in the 2018/19 autumn/winter season.

Members discussed whether the new huts should have flat or pitched roofs and how the private huts would be brought into line if the new huts had pitched roofs.

The deputy town clerk said although the new licences included a section on maintenance of day huts, but there was nothing that would allow the council to make private owners replace their huts.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the new Cart Road beach huts have pitched roofs.

Cllr Mrs M. Ellis suggested writing to the private owners to inform them the council would be replacing their huts with pitched roofs and they could benefit from a discount if they purchased a hut at the same time. There was general agreement for this.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to write a new specification for the replacement of the Cart Road beach huts to include pitched roofs, and commence the tender process for replacement.

18/24/TMH Teen Shelter at Anning Road Playing Field

Cllr Mrs C. Reynolds believed moving the shelter would only move the problem elsewhere.

Members agreed the issues mentioned by residents in the public forum could only be dealt with by the police, but agreed there was not enough police presence in Lyme Regis.

Cllr B. Larcombe said the council had already warned it would consider taking the shelter away if anti-social behaviour continued, and as there had been no improvement, it should be taken away.

Cllr Mrs M. Ellis believed it was unfair on other children to take the shelter away due to the actions of a small group.

Cllr J. Scowen suggested installing CCTV in the area to deter anti-social behaviour.

Cllr S. Miller said removing the shelter had to be the ultimate response, but he suggested trying other methods before taking this action. He suggested discussing with the police whether they would be prepared to undertake a targeted response to the issue.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to remove the teen shelter at Anning Road playing field.

Proposed by Cllr J. Scowen and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to investigate the possibility of installing CCTV at Anning Road playing field.

18/25/TMH Candles on the Cobb Pavilion Toilets' Refurbishment

Cllr D. Hallett asked if the external works' team could fit the new doors.

The operations manager said the price quoted was for supply and fitting, but he could ask for a price for supply, only.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve up to £6,000 plus VAT to refurbish the Candles on the Cobb Pavilion toilets.

18/26/TMH Chalet 18 Monmouth Beach

Members were concerned about the increased ridge height and agreed it should not be higher than that of the previous chalet, nor should it obstruct the view of chalets above.

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the drawings for the replacement of chalet 18 Monmouth Beach, provided the ridge is not higher than that of the previous chalet.

18/27/TMH View Road Parking and Access Arrangements

AGENDA ITEM 3

Cllr Mrs M. Ellis made a comment before leaving the meeting. She said residents' parking in View Road would have a wider impact, as residents from other streets, such as Coombe, Silver and Broad Streets also parked there. She said those unable to park in View Road would then try to park in Woodmead and Hill Roads. She said there were also problems with residents' parking on the main residential estate.

Cllr Mrs M. Ellis left the meeting at 8.20pm in line with her declaration of pecuniary interests.

Cllr B. Larcombe said View Road couldn't be considered in isolation as surrounding roads contributed to the problem and there would be a knock-on effect in other roads.

Members discussed the problems experienced with the residents' parking scheme in King's Way and Anning Road and surrounding roads, which was now being dealt with by a private company. It was noted there was also an issue with local accommodation providers giving visitors permits to park in these roads.

Members agreed this should be the subject of a report to a future meeting.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to pursue the request for residents' parking in View Road.

Cllr Mrs M. Ellis returned to the meeting at 8.23pm.

18/28/TMH **Complaints and Incidents Summary**

Members noted the report.

The meeting closed at 8.30pm.

Committee: Town Management and Highways

Date: 3 October 2018

Title: Matters arising from the minutes of the Town Management and Highways Committee meeting held on 25 July 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

18/21/TMH – Matters arising from the minutes of the Town Management and Highways Committee meeting held on 13 June 2018

Cllr J. Broom is looking at the technical drawings related to the beach profile and will report back to members at the meeting whether the profile is within the required range.

18/24/TMH – Teen Shelter at Anning Road Playing Field

The operations supervisor is obtaining quotes to remove the shelter and the work is programmed to take place before Christmas.

The possibility of installing CCTV at the playing field is contained within the CCTV operational requirement report elsewhere on this agenda.

18/25/TMH – Candles on the Cobb Pavilion Toilets' Refurbishment

Quotes have been obtained for the replacement doors and a contractor is being sought. The work is programmed to take place before Christmas.

Mark Green
Deputy town clerk
September 2018

Matt Adamson-Drage
Operations manager

Committee: Town Management and Highways

Date: 3 October 2018

Title: Update Report

Purpose of the Report

To inform members about progress on significant works and issues

Report

Hydrock traffic survey

The various surveys have now been completed and analysis of the data is ongoing. Further information is required from Metric, the suppliers of the town council's and West Dorset District Council's (WDDC) car park ticket machines, before any preliminary conclusions can be reached and draft reports produced.

This work will be important in any consideration of the future level of charge for the use of town council-owned car parks.

Any further update will be reported verbally at the meeting.

View Road Access

The legal boundaries and ownerships have been established. A further meeting is taking place with the council's solicitors prior to this meeting at which the matter will be discussed.

New works in the area will be monitored to ensure no encroachment takes place.

Unit 1A

Members previously agreed a trial arrangement whereby the free community use of Unit 1a at St Michael's Business Centre was reduced from five days per week to two days, on Wednesdays and Fridays, only.

At the time, it was noted that the use of the space by local community groups was extremely limited and could easily be accommodated within the two days. The change also reduced the council's costs in renting the space and in paying its proportion of the overall service charge. At the same time, it gave Lyme Regis Development Trust the opportunity to market the space and derive income from it on the remaining days.

At the time, it was anticipated the change should save the council around £3k p.a.; a figure which has been borne out in practice.

In reality, the use of the space by local community groups has continued to decline. It is used by the Citizens' Advice Bureau each Wednesday but has only been used by one other group in the last two months. At the same time, the trust has been unable to find any additional commercial users for the space.

The trust has now served notice of its intention to bring the trial arrangement to an end with effect from 1 October 2018 because it has not worked from its perspective and has led to an increase in its overall costs and a decrease in its overall income.

This is not sustainable for the trust at a time when several other units remain empty.

This will mean the council's costs revert to previous levels.

The council has no option other than to accept the end of the trial. The previous arrangements will now continue in force until 2020, when the lease of the space will need to be renegotiated. Reverting to the previous arrangements is still more favourable to the council than the terms provided for in the existing lease of the premises.

Guildhall shop

As mentioned in a recent member briefing (07/09/18), the use of a part of this space will change to a traditional sweet shop. There will be no change in tenants and no alteration to the rent payable; the figure having been assessed on the basis of a variety of potential uses, including retail.

The change does not require planning permission, the unit having previously been used as a shop and the floorspace being below the threshold at which permission is required for change of use from B1(office) to A1(retail) in any event.

The intention is for the tenant to provide small signs routing potential customers around the 'back' of the building to avoid the narrow and dangerous 'pavement' to the 'front' of the Guildhall.

Coombe Street traffic control

Discussion with the community highways manager have identified improvements to signage which may be possible without the need for a new traffic regulation order.

More information has been received from the local resident who originally requested changes to the traffic arrangements in Coombe Street. This indicates widespread local support for measures to prevent unnecessary access.

She is aware of the discussions with highways officers and is supportive of anything to limit access and prevent turning movements in Coombe Street.

Bay Hotel boundary

The Boundary Agreement has been completed by the council's solicitor, in accordance with details previously reported to this committee, and is now ready to be signed and sealed.

Puffin crossing

Any further information about the process for Dorset County Council to determine the outcome of the consultation process will be reported verbally at the meeting.

Chalet site planning permission

The planning application has not yet been determined by West Dorset District Council. The last date for comments/submissions was 2 September 2018 and a decision is expected very shortly.

None of the submitted comments object to the application, although there is some concern that the number of individual units is reaching the limit of acceptability.

Any update will be reported verbally at the meeting.

Charmouth Road park and ride

The use of the site has now ceased for the current season.

The park and ride seemed to work well with positive feedback from users, the operator and landowner. A small number of complaints were received from or on behalf of users with disabilities; primarily relating to the difficulty of accessing the 'upper' (eastbound) bus stop. This will be looked at for next year to see what changes might be possible.

The final numbers, both in terms of passengers carried and income and expenditure are awaited from the operator and are expected very shortly. Once received, a more detailed report will be submitted to members and will also be factored into the work being undertaken by Hydrock.

The meeting with the landowner was extremely constructive and explored what changes might be made for 2019 to improve the service, including new and improved signage both on and off site and improvements to the field itself.

Roof of Swim, amusement arcade and antiques centre

The repairs to the roof were underway at the time of writing and are expected to be complete by the time of this committee meeting

Work to the rear of 19a Broad Street

Proctor Builders will be working on the back of 19A Broad Street from an enclosed compound near the entrance to the Langmoor Gardens from 27 September 2018 for six months. Proctor's liability and insurance documents are on file in the office. The owners of 19A Broad Street have paid £500 to LRTC and lodged a £1,000 returnable deposit with our solicitors, which will be returned when the compound is removed and the site returned to its original state.

Security alarm installation

Alarm systems have been upgraded and installed on council buildings, as per the security and alarm review over the summer.

HGV signs

It was reported to this committee on 25 July 2018 that Highways England had reported that their signage on the A35 was adequate. Dorset Highways will not change any of their signage unless Highways England takes the lead. Our heritage consultants are pursuing Historic England for a response before compiling a heritage statement as the first part of a process to alter the Guildhall window which will involve a conservation architect.

ATM

The phone line was installed at Bell Cliff by BT Openreach on 17 September 2018. The operations manager is now in discussion with CashZone to proceed with installing the ATM.

Marine Parade Toilets

A practical completion certificate was issued by LF Webb on 13 September 2018. A building control certificate of completion was issued by West Dorset District Council on 18 September 2018 after emergency cubicle lighting had been installed. The outdoor wetsuit and foot wash was also recently installed. There are some defects outstanding, such as faulty cubicle locking mechanisms, and the operations manager is chasing these up.

Ground movement Langmoor and Lister Gardens

The town clerk has discussed this with the council's geotechnical engineers, PRCM, who are still waiting for ground monitoring information from West Dorset District Council's engineers.

PCRM will expedite this on behalf of the town council.

Mark Green
Deputy town clerk
October 2018

Matt Adamson-Drage
Operations manager

Committee: Town Management and Highways

Date: 3 October 2018

Title: CCTV Operational Requirement

Purpose

To allow members to consider the CCTV Operational Requirement, Privacy Impact Assessment and Risk Assessment consultant reports

Recommendation

Members approve proceeding with the recommendations in the CCTV Operational Requirement report and proceed to purchasing and installing new and upgraded CCTV systems

Background

1. The CCTV town security project is a council objective for 2017/18, with a budget of £30,000 to provide enhanced security for Lyme Regis.
2. At the 15 November 2017 meeting of this committee, when Automatic Number Plate Recognition (ANPR) was discussed, it was recommended and subsequently resolved 'not to proceed with the project to install Automatic Number Plate Recognition (ANPR) cameras and to re-consider the issue at a future meeting, with a proper examination of the need for any surveillance system and the options'.
3. Several CCTV consultants were approached by the operations manager. Subsequently, Simon Lambert of the CCTV Advisory Service was appointed to conduct a feasibility study, which was conducted on 19 January 2018 and the report was brought to this committee on 28 February 2018.
4. It was recommended at that meeting and subsequently resolved to:
 - create a 'CCTV operational requirement' as the foundation for new design of a CCTV system, giving vital criteria for the upgrade's performance
 - to conduct a privacy impact assessment to comply with the surveillance camera commissioner's code of practice and a data protection impact assessment to comply with data protection legislation
 - to design a CCTV system and layout that suits that operational requirement, with detailed site surveys
 - to complete a point-to-point radio survey to confirm new network paths
 - to produce a technical specification written for a CCTV installers' tender
 - to bring this information back to the council for consideration

Report

5. Warren Mitchell of Bridge Technical Consultants Ltd was appointed to work on the operational requirement and visited Lyme Regis on 1 August 2018. He met with three councillors and the operations manager and he produced a risk assessment, **appendix 8A**, for councillors to review to inform the operational requirement. The report he produced is at **appendix 8B**.
6. In summary, the existing CCTV cameras at the Marine Parade Shelters and on Guildhall Cottage require upgrading, with two recommended for removal, and new cameras are required in the gazebo, amenities' hut and Anning Road playing field. The report is written in such a way that it can be given directly to security installation companies so they can provide quotes.
7. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

Matt Adamson-Drage
Operations manager
September 2018



CCTV RISK ASSESSMENT

FOR

LYME REGIS TOWN COUNCIL

By

Bridge Technical Consultants Ltd



Version 1_0

Document Information

Project:	CCTV Project – Risk Assessment
Client:	Lyme Regis Town Council
Create Date:	3 rd August 2018
Your Ref:	
Our Ref:	Q20180612
Version No:	1_0

Change History

Date	Version	Detail	Revised by	Reviewed by
3 rd August 2018	1_0	Initial Draft		

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1. Introduction

Bridge Technical Consultants Ltd (BTC) has been appointed as an independent CCTV specialist consultancy to Lyme Regis Town Council (LRTC) to create their operational requirements for CCTV across the town centre.

Before an Operational Requirements document can be created a risk and threat assessment must be carried out to determine the associated risks and threats for individual areas within the town and then from those identified risks a suitable security solution determined.

Therefore the purpose of this draft document is to record the risks and threats for each individual location of the town centre before the final Operational Requirements document is produced.

This risk assessment data was developed and captured during a two-day site visit on Wednesday 1st August and Thursday 2nd August via a number of walks around the town at different times throughout the day as well as meetings with Councillors. The site visit walks around the town were carried out jointly with Matt Adamson-Drage during the day and then by BTC at various times throughout the day and night.

Along with the risks and threats identified for individual areas this report also offers proposed solutions to address the area. If no solution is required this is also stated.

Lyme Regis Town Council are requested to review this document and confirm the risks and threats that are detailed within this document have been identified correctly. If any areas of the towns have not been listed BTC are to be notified so they can be included in the next version of this document. The council is further requested where a security solution has been recommended next to a risk, the council accepts, or rejects, the proposed security solution so an accurate CCTV Operational Requirements document can then be produced.

The risk and threat assessment working group consisted of the following members during the site visit.

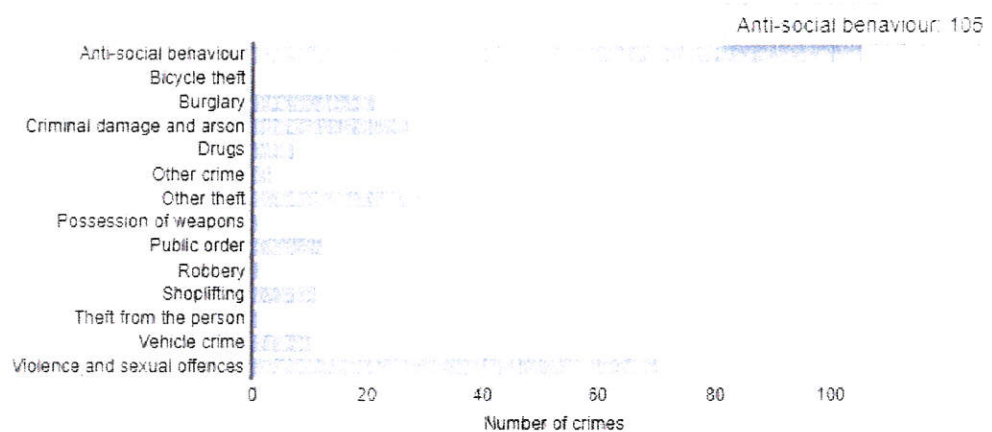
Name	Company	Position
Matt Adamson-Drage	LRTC	Operations Manager
Steve Miller	LRTC	Councilor
John Broom	LRTC	Councilor
Richard Doney	LRTC	Councilor
Warren Collins	BTC	CCTV Consultant

2. Risk Assessment

2.1. Crime Types and Levels

The table below shows the crime types in Lyme Regis between July 2017 and June 2018 as recorded on the www.police.uk website. Clearly the majority of the activity is from Anti-social behaviour with Violence and Sexual Offences being second.

Comparison of crime types in this area between July 2017 and June 2018



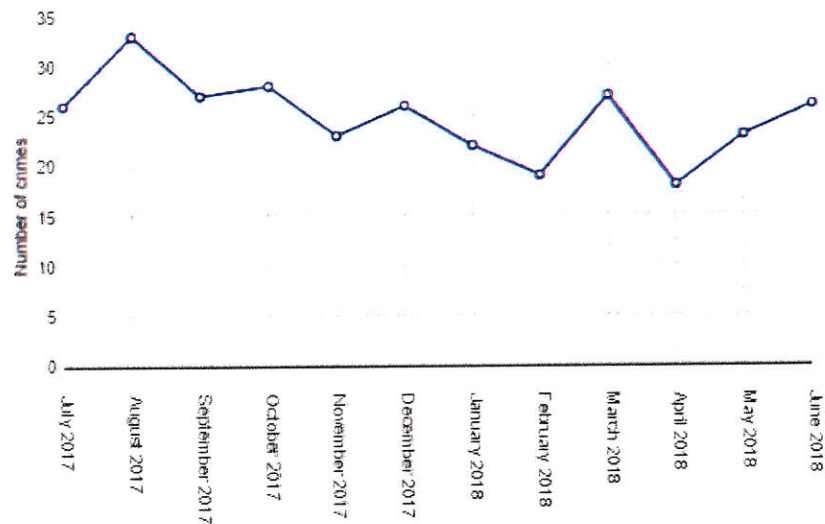
Crime type	Total	Percentage
Anti-social behaviour	105	35.23%
Bicycle theft	0	0.00%
Burglary	21	7.05%
Criminal damage and arson	27	9.06%
Drugs	7	2.35%
Other crime	3	1.01%
Other theft	29	9.73%
Possession of weapons	1	0.34%
Public order	12	4.03%
Robbery	1	0.34%
Shoplifting	11	3.69%
Theft from the person	1	0.34%
Vehicle crime	10	3.36%
Violence and sexual offences	70	23.49%

The table below shows the crime levels in Lyme Regis between July 2017 and June 2018 as recorded on the www.police.uk website.

Crime levels in this area between July 2017 and June 2018

Showing: All crime

▼ **Update**



Month ↕

Total ↕

June 2018

26

May 2018

23

April 2018

18

March 2018

27

February 2018

19

January 2018

22

December 2017

26

November 2017

23

October 2017

28

September 2017

27

August 2017

33

July 2017

26

It should be noted that the figures on the Police website are of reported crime and any criminal activity within the town that is not reported goes un-measured.

2.2. Crime Map

The map below shows where reported crime, as discussed during the site visit, has taken place in the beach front area of the town. It does not highlight individual crimes as per the police figures, these can be seen on the www.police.uk website.

The red lines indicate where it was reported Anti-Social Behaviour is occurring around the beach front.

These locations are as follows: -

- Marine Parade Benches
- Langmoor & Lister Gardens Gazebo
- Shelter

The black lines indicate where it was reported Criminal Damage is occurring around the beach front.

These locations are as follows: -

- Cart Road Beach Huts
- Monmouth Beach Huts



The map below shows where reported crime, as discussed during the site visit, has taken place in the Anning Road park. It does not highlight individual crimes as per the police figures, these can be seen on the www.police.uk website.

The red lines indicate where it was reported Anti-Social Behaviour is occurring within the park.



The location of the crimes as shown on the police website can be viewed at www.police.uk where it has an interactive map that overlays the crime to a location within the town.

2.3. Risk and Threat Assessment of Individual Areas

The following table lists all of the towns identified areas, the threat to that area and risk of it happening. A comments column is used to add more information on that location for the reader of this document and the suggested security solution details what, if any, could be carried out to safeguard the area.

Area	Threat	Risk	Comments	Suggested Security Solution
Town Centre Car Parks	Vandalism and Theft	Very few crimes reported therefore minimal risk	There is no CCTV at present in any carpark across the town	None required at this time
Public Houses	Anti – Social Behaviour and Public Order	Very few crimes reported therefore minimal risk	None of the public houses visited appeared to have any CCTV coverage including Waves which is located on the sea front.	None required at this time
Guildhall	Damage to the Grade 2* Listed Building	The Guildhall has been damaged on several occasions by large vehicles who must pass through the narrow section of road outside the Guildhall. A window section of the building protrudes into the road and it is this section of the building that is being damaged	There is already CCTV covering this roadway and Guildhall window	There is a clear requirement to maintain CCTV coverage of the roadway and Guildhall window to record any damage as it occurs and the details of the vehicle that causes it.
Anning Road Park	Anti – Social Behaviour and Criminal Damage	There have been several incidents of youths gathering in the seated area of the park late at night as well as motorbikes within the park area. Criminal damage has occurred to the public toilets on the end of the Candles on the cobb pavilion	If a CCTV Camera is to be used at this location careful consideration of the local residences must be taken as the park is surrounded by private homes	A Re-deployable CCTV Camera is used to monitor the park. The camera is not a permanent fixture and therefore can be moved around the town to where the requirement is at that time

Mains Hopping Streets	Shoplifting, Robbery & Theft from Person	The crime figures show crimes involving shoplifting are very low. As an example, only one incident was recorded in June 2018.	In a meeting the low level of shoplifting was discussed. It was pointed out that shoplifting is not being reported and therefore the number is not accurate, a charity shop was mentioned as being a victim of this crime. BTC discussed shoplifting with one shopkeeper who did have CCTV in their window who confirmed that shoplifting for them was very low. The Charity shop declined to discuss the issue, so we are unable to provide any evidence to the contrary. The only other CCTV visibility on the high street is from the large chain stores who would have CCTV installed as part of a standard shop fit out	<p>None required at this time.</p> <p>As the crime rate is very low and any CCTV system that might be installed within the town would not be monitored.</p> <p>To provide CCTV coverage of the shopping area would have to consist of a large quality of cameras that would not be in keeping with the town given low crime rates around this location.</p>
Langmoor & Lister Gardens- Art Work	Vandalism and Theft	There is a risk to the art work	The art work is not the responsibility of LRTC and is understood the artist has it insured	None required at this time

Langmoor & Lister Gardens	Anti-Social Behaviour	All the report Anti-Social Behaviour has been confined to certain areas of the garden	See Gazebo	None required at this time
Langmoor & Lister Gardens - Gazebo	Anti-Social Behaviour	The Gazebo is used extensively by individuals throughout the day and night who carry out several Anti-Social behaviours.	The Gazebo has no lighting so at night is very dark inside. The day time drinking, and occupation of the Gazebo means residents and visitors to the area do not use the location	<ol style="list-style-type: none"> 1. Install Lighting 2. Removal of the Gazebo has been suggested in a meeting. 3. Installation of a CCTV Camera to provide coverage of the internal area of the Gazebo
Langmoor & Lister Gardens – Mini Golf	Theft and Lone Working	The mini golf hut receives cash from members of the public to use the mini golf. The cash is left overnight in the hut. There is a risk from theft at night and during the day from lone working where a single member of LRTC staff is located.		Installation of a CCTV Camera to provide coverage of the internal office area of the hut to provide coverage from theft and protection of the lone worker
Lyme Regis Beach Huts	Criminal Damage	There have been break-ins to beach huts along this beach.	Half of the Beach huts are private and not the responsibility of LRTC and the remainder are owned by LRTC. The number of break-ins currently is not significant	None required at this time
Monmouth Beach Huts	Criminal Damage	There have been break-ins to beach huts along this beach	The Beach huts are private and not the responsibility of LRTC	None required at this time

Marine Parade	Anti-Social Behaviour	There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade		The existing CCTV system within the Marine Parade is not providing suitable images. A redesign of the CCTV system is carried out to provide suitable images of individuals who enter the Marine Parade area and their activities while they are within the area
---------------	-----------------------	--	--	---

2.4 Existing CCTV System

There are currently two (2) existing CCTV systems within the town. Neither of these provides suitable CCTV coverage. The risk to LRTC is the continued use of CCTV systems that are not providing suitable images and therefore should not be operating in a Public Space environment.

As part of the visit it was noted that several cameras do not serve a purpose, or the area of coverage risk is due to change and therefore should be removed. An example of this is the camera that looks down onto the glass eye on top of the Marine Parade building. Firstly the camera is not working and secondly the glass eye, it is understood is to be removed, therefore making the camera redundant and its removal be considered.

2.5 The Purpose of the CCTV System

The purpose of any newly proposed CCTV stream was discussed and determined to as follows

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors



**CCTV OPERATIONAL REQUIREMENT
AND
PRIVACY IMPACT ASSESSMENT
FOR
LYME REGIS TOWN COUNCIL**

By

Bridge Technical Consultants Ltd



Version 1_0

Document Information

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Date	Version	Detail	Revised by	Reviewed by
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1. Introduction

Bridge Technical Consultants Ltd (BTC) has been appointed as an independent CCTV specialist consultancy to Lyme Regis Town Council (LRTC) to create their operational requirements for CCTV across the town centre.

A risk assessment has been carried out prior to the creation of this document. The risk assessment data was developed and captured during a two-day site visit on Wednesday 1st August and Thursday 2nd August via a number of walks around the town at different times throughout the day as well as meetings with Councillors. The site visit walks around the town were carried at various times throughout the day and night.

Following the acceptance of the risk assessment recommendations the purpose of this document is to record the CCTV Operational Requirements (OR) for each individual location of the town centre.

2. Current CCTV Situation

There are currently two (2) existing CCTV systems within the town.

The first CCTV system is located in the Lyme Regis Town Council Build, Guildhall Cottage, Church Street. The CCTV system consists of a small Digital Video Recorder (DVR) in an office that records the Guildhall Window and Roadway camera. A second camera is located at the rear of the building and is to be removed, See Section 4

The second CCTV system is located in the Marine Parade Building Office. The CCTV system consists of a DVR in the office that records the locally connected cameras. These camera locations are to be retained, enhanced or removed.

3. CCTV Operational Requirements

3.1. The Purpose of the CCTV System

The purpose of the CCTV system is as follows: -

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors

3.2. CCTV Requirements

The following are the general requirements for the CCTV system: -

- The CCTV system is to be combined into one. There shall be only one location for recording equipment
- The CCTV system will not be monitored and therefore only static cameras shall be utilized
- The CCTV recording equipment shall be located in the Marine Parade building office
- The CCTV recording equipment shall be installed in such a way that no one can view the images from the external window that leads onto the staircase
- The CCTV system shall allow a user the ability to remotely view images should the need arise.

- The Re-Deployable camera shall come with 2 years warranty and a SIM card that allows access to the recorded images that are stored in the camera with 10 G/Bits a data a month.
- The CCTV recording equipment shall be provided with a UPS that can provide for Thirty (30) minutes of electrical support for the equipment in a power outage
- The CCTV recording equipment shall be provided with a suitable display monitor and mouse to use the system
- Given the geographical location of the cameras it is expected the transmission of the CCTV images to the Marine Parade building will be via secure wireless point to point links
- The CCTV recording equipment shall be password protected before any images (Live and recorded) can be viewed
- Full training shall be provided on the CCTV system

3.3. Signage

The new CCTV system is to be provided with suitable CCTV signage at all camera locations

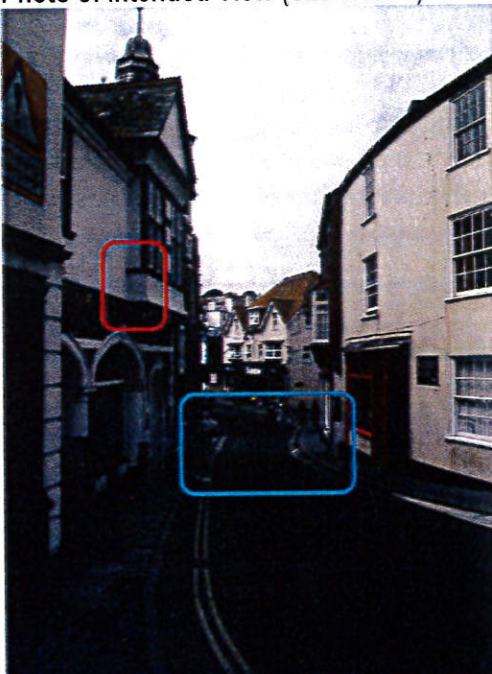
The signage is to consist of two (2) A3 signs per camera that contain details of the person responsible, the purpose of the CCTV system and contact details to comply with current legislation.

3.4. Individual CCTV Operational Requirements

3.4.1. Overview of individual CCTV Operational Requirement Locations

Camera Number	Location
1	Town Hall - Guildhall Window and Roadway
2	Anning Road Park
3	Langmoor & Lister Gardens - Gazebo
4	Langmoor & Lister Gardens – Mini Golf
5	Marine Parade – Shelter (Left)
6	Marine Parade – Shelter (Right)
7	Marine Parade – Staircase 1 (Bottom)
8	Marine Parade – Staircase 1 (Top)
9	Marine Parade – Staircase 2 (Top)
10	Marine Parade – Pinch Point (Left)
11	Marine Parade – Pinch Point (Right)
12	Marine Parade Building – Internal (Exhibition Space)

3.4.2.Camera 1

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: LRTC Existing Camera DVR Number: 1	
Area Description: Guildhall Window and Roadway			
Risks & Threats within the area (Known and Determined): The Listed Grade 2* buildings window protrudes into the road. The Guildhall is located immediately after a sharp bend where the road is narrow and only for single vehicles. The window has been hit multiple times.			
Primary View: Guildhall Window and Roadway			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To provide coverage of the Guildhall window area (Red Box in photo) to record any damage that occurs by large vehicles and to capture the vehicles number plate (Blue Box)		Photo of Intended View (See Note 1) 	
Type of Target: Vehicle			
Speed of Target: Slow moving due to road layout			
Acceptable Area of Coverage: Complete coverage of the road and the Guildhall window area that protrudes into the road			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Fourteen (14) Days	Retention Policy: To delete all recorded images after 14 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Street Lighting	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

Due to the nature of the requirements number plates will be captured and recorded. However, the duration for storing these images is to be set for Fourteen (14) days as any damage to the building would have been detected in that duration

Design features required to address privacy:

No



Signage Required:

Yes

Any other relevant info?


- Although defined as one camera in this Operational Requirements if the purpose cannot be completed with one camera a second camera can be used.
- This location is only to be recorded for Fourteen (14) days as any damage to the building would have been detected in that duration

3.4.3.Camera 2

CCTV Operational Requirement Form			
Existing Camera: No		Existing Camera DVR Location: N/A	
Area Description: Anning Road Park			
Risks & Threats within the area (Known and Determined): There have been several incidents of youths gathering in the seated area of the park late at night as well as motorbikes within the park area. Criminal damage has occurred to the public toilets on the end of the Candles on the cobb pavilion			
Primary View: The open park and seating areas			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To DETECT that a person is in the area. To RECOGNISE a known person in the area.		Photos of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Standing, Seated or Walking			
Acceptable Area of Coverage: Ideally coverage of the grassed area and seating areas but will accept blind spots due to the shape of the area			
Camera Recording Schedule			
FPS: Dependant on Re-Deployable camera model used	Duration: Dependant on Re-Deployable camera model used	Retention: Dependant on Re-Deployable camera model used	Retention Policy: Dependant on Re-Deployable camera model used

Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Poor	
Any Additional Requirements: <ul style="list-style-type: none"> The camera is to be a Re-Deployable Pan Tilt Zoom (PTZ) camera that is to be installed to provide Temporary coverage of the park. The camera will record images onboard and these images will be accessible over the mobile phone network. It is suggested the cameras is located on lamppost 5A125 which is the location where the photos were taken from 			
Notes:			
1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.			
Privacy Impact Assessment			
Privacy issues at this camera location: The camera is to be located in a public park with homes all around the location. If this camera is to be installed then consultation with the local residence needs to be carried out			
Design features required to address privacy: The use of privacy masks to provide a black screen over the camera's images should it be pointed at a house that is located around the park			
Signage Required: Yes			
Any other relevant info?			
None			

3.4.4.Camera 3

CCTV Operational Requirement Form			
Existing Camera: No		Existing Camera DVR Location: N/A Existing Camera DVR Number: N/A	
Area Description: Langmoor & Lister Gardens - Gazebo			
Risks & Threats within the area (Known and Determined): The Gazebo is used extensively by individuals throughout the day and night who carry out several Anti-Social behaviours.			
Primary View: The inside of the Gazebo			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY anyone inside the Gazebo		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Seated or Standing			
Acceptable Area of Coverage: Full Coverage of the inside of the Gazebo			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Poor Lighting inside the Gazebo	
Any Additional Requirements: The use of a 360 camera could be considered to give full coverage of the inside of the Gazebo			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A



Signage Required:

Yes

Any other relevant info?

None

3.4.5.Camera 4

CCTV Operational Requirement Form			
Existing Camera: No		Existing Camera DVR Location: N/A Existing Camera DVR Number: N/A	
Area Description: Langmoor & Lister Gardens – Mini Golf			
Risks & Threats within the area (Known and Determined): The mini golf hut receives cash from members of the public to use the mini golf. The cash is left overnight in the hut. There is a risk from theft at night and during the day from lone working where a single member of LRTC staff is located.			
Primary View: The entrance door hatch and room			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: <ul style="list-style-type: none"> To IDENTIFY a person standing at the door hatch. To IDENTIFY a person within the room 		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Standing			
Acceptable Area of Coverage: Full coverage of the hatch and room			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: No	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): No Lighting inside at night	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

The camera would be located within the hut and provided recorded images of an employee working. However, the cameras purpose is to provide coverage of the hatch to office the employee protection.

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.6.Camera 5

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Shelter (Left)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Left-Hand Shelter			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To RECOGNISE a known person in the shelter		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Standing			
Acceptable Area of Coverage: Full Coverage of the area. However if this is difficult with one camera then all benches to be monitored.			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.7.Camera 6

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Shelter (Right)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Right-Hand Shelter			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To RECOGNISE a known person in the shelter		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Standing			
Acceptable Area of Coverage: Full Coverage of the area. However if this is difficult with one camera then all benches to be monitored.			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.8.Camera 7

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Staircase 1(Bottom)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Staircase			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the staircase		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking			
Acceptable Area of Coverage: Full coverage of the staircase			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

There are flats located behind the staircase and so the camera needs to be positioned so not to look at the flat balcony

Design features required to address privacy:

The use of privacy masks to provide a black screen over the camera's images should it be pointed at a flat balcony


Signage Required:

Yes

Any other relevant info?

None

3.4.9.Camera 8

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Staircase 1 (Top)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Staircase			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the staircase		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking			
Acceptable Area of Coverage: Full coverage of the staircase			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

There are flats located behind the staircase and so the camera needs to be positioned so not to look at the flat balcony

Design features required to address privacy:

The use of privacy masks to provide a black screen over the camera's images should it be pointed at a flat balcony

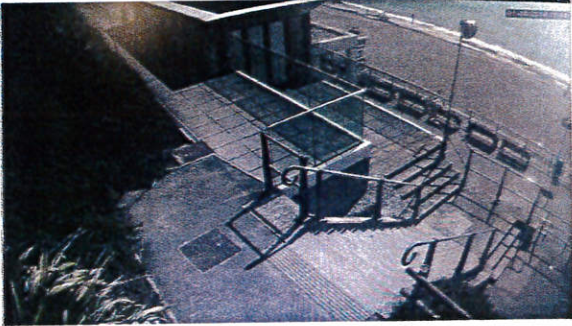
Signage Required:

Yes

Any other relevant info?

None

3.4.10. Camera 9

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Staircase 2 (Top)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Staircase and landing			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the staircase		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking			
Acceptable Area of Coverage: Full coverage of the staircase			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A

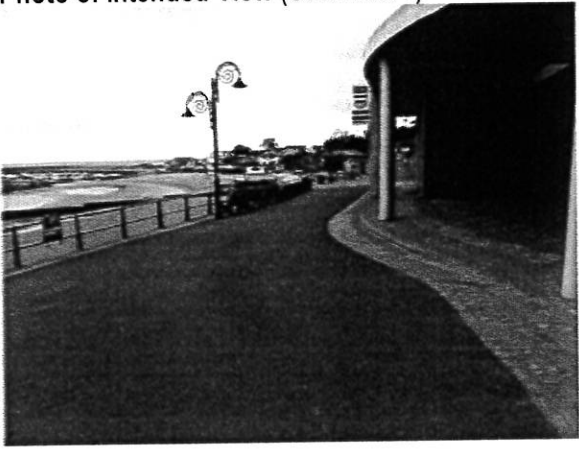
Signage Required:

Yes

Any other relevant info?

None

3.4.11. Camera 10

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Pinch Point (Left)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Marine Parade			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the Marine Parade		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking or Running			
Acceptable Area of Coverage: Full coverage across the Marine Parade at a point so not to miss a person passing the building			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.12. Camera 11

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade – Pinch Point (Right)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The Marine Parade			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person on the Marine Parade		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking or Running			
Acceptable Area of Coverage: Full coverage across the Marine Parade at a point so not to miss a person passing the building			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: Yes	Vandal Resistant: Yes	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): Good lighting level	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:

Yes

Any other relevant info?

None

3.4.13. Camera 12

CCTV Operational Requirement Form			
Existing Camera: Yes		Existing Camera DVR Location: Marine Parade Building	
Area Description: Marine Parade Building – Internal (Exhibition Space)			
Risks & Threats within the area (Known and Determined): There have been several report Anti-Social Behaviour issues located within the shelters and on the benches along the Marine Parade			
Primary View: The internal exhibition room			
Purpose of View (Norman CCTV Test Target Percentage)			
Purpose: To IDENTIFY a person in the room		Photo of Intended View (See Note 1) 	
Type of Target: Person			
Speed of Target: Walking or Standing			
Acceptable Area of Coverage: Ideally Full coverage but blind spots acceptable due to different room layouts during exhibitions			
Camera Recording Schedule			
FPS: 12	Duration: 24 / 7	Retention: Thirty (30) Days	Retention Policy: To delete all recorded images after 30 days
Camera Requirements			
Audio Required: No	Weather Protection Required: No	Vandal Resistant: No	Aesthetic Value: No
Lighting Conditions (Day Time): Good		Lighting Conditions (Night Time): No Lighting at night-time	
Any Additional Requirements: None			

Notes:

1. The photo of the intended view is not to show the exact view of the camera, but instead to assist the readers of this document to understand the area the image is to cover. The Purpose of the view is to be used to determine the final view of the camera.

Privacy Impact Assessment**Privacy issues at this camera location:**

None

Design features required to address privacy:

N/A


Signage Required:


Yes

Any other relevant info?

None

4. Removal of Existing Cameras

Removal of Existing Camera	
Existing Camera: Yes	Existing Camera DVR Location: LRTC Existing Camera DVR Number: 2
Area Description: Rear of the Lyme Regis Town Council Build, Guildhall Cottage, Church Street	
Primary View: Unknown as not functioning	
CCTV Camera View	
Photo of View	
	
Reason for Removal	
<ul style="list-style-type: none">The camera is not functioning and is providing no useful CCTV coverage of the area	

Removal of Existing Camera	
Existing Camera: Yes	Existing Camera DVR Location: Marine Parade Building
Area Description: Langmoor & Lister Gardens	
Primary View: The glass eye on top of the Marine Parade Building	
CCTV Camera View	
<p>Photo of View</p> 	
Reason for Removal	
<ul style="list-style-type: none"> The camera is not functioning and is providing no useful CCTV coverage of the area as the glass eye is to be removed 	

5. Privacy Impact Assessment

4.1 Aims

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors

4.2 Benefits

The current CCTV images are not suitable to capture a persons image. The location of some incidents and anti-social behaviour across the town are not currently covered by CCTV and therefore a new system that does provide suitable images at the correct locations is required

4.3 How is the information collected?

- CCTV Cameras
- ANPR Camera for the Guildhall window
- RE-Deployable Camera

4.4 Does the systems technology enable recording?

Yes. The recordings will be held in the Marine Parade Building Office. The office is secure, and the recorder will be password protected before any images (Live and recorded) can be viewed

4.5 What type of transmission is used for the installation subject of this PIA

- Hardwired locally to the Marine Parade Building
- Wireless point to point transmission for outlying locations

4.6 Where will the information be collected from?

- Public Spaces
- Council owned buildings

4.7 From whom/what is the information collected?

- General Public
- Vehicles who pass by the Guildhall building

4.8 Why is the information being collected?

- Prevention and Deterrent of Anti-Social Behaviour
- Prevention and Deterrent of Nuisance Incidents
- Reassurance for members of the community and visitors

4.9 How is the information used?

Used to support post incident investigation by authorised agencies, including judicial system

4.10 How long is footage stored?

Thirty (30) Days for all cameras expect for the Guildhall ANPR camera that is Fourteen (14) days

4.11 Retention Procedure

To delete all recorded images after 30 days or Fourteen (14) days for the ANPR camera

4.12 With which external agencies/bodies is the information/footage shared?

Insurance companies for any damage to the Guildhall building

4.13 How is the information disclosed to the authorised agencies?

A copy of the footage is sent to the insurance company to prove the vehicle damaged the guildhall window

4.14 Is there a written policy specifying the following?

- Which agencies are granted access - No
- How information is disclosed - No
- How information is handled - No
- Recipients of information become Data Controllers of the copy disclosed – No
- Are these procedures made public? No
- Are there auditing mechanisms? No

4.15 Do operating staff receive appropriate training to include the following? Legislation issues, Monitoring, handling, disclosing, storage, deletion of information, Disciplinary procedures, Incident procedures and Limits on system uses

No

4.16 Do CCTV operators receive ongoing training?

Currently no. However, for the new CCTV system training will be provided

4.17 Are there appropriate signs which inform the public when they are in an area covered by surveillance camera systems?

Currently no. However, new CCTV signs re to be installed

4.18 Consultation requirements

An external consultation needs to take place for the Re-Deployable camera location.

4.19 Identify the privacy and related risks

Individual camera privacy issues have been identified and recorded for each camera have been recorded within this document

4.20 Identify privacy solutions

Individual camera privacy solutions for each camera have been recorded within this document

Committee: Town Management and Highways

Date: 3 October 2018

Title: Jubilee Pavilion Glass Eye

Purpose

To allow members to consider the replacement of the Jubilee Pavilion glass eye

Recommendation

Members approve infilling the Jubilee Pavilion glass eye with concrete or similar

Background

1. The glass eye was vandalised in 2013 and was replaced through insurance at a cost of approximately £10,000.
2. In July 2016 half of the eye was damaged again. The cost of replacing this section of the glass eye was estimated at £6,000. This is covered by insurance but clearly this will affect the cost of future premiums.
3. On 27 July 2016, this committee considered the insurance implications of replacing the glass eye and the options available to reduce the cost and likelihood of future damage.
4. A further report was considered by this committee on 16 November 2016, when it was reported the other half of the eye had been deliberately damaged and also required replacement.
5. It was recommended, and subsequently resolved by the Full Council on 14 December 2016 to replace the entire glass eye at the Jubilee Pavilion with polycarbonate of an appropriate specification and with a slip-resistant painted top surface, and to recover the cost from the council's insurers.

Report

6. The company identified to replace the eye has recently informed officers they are unable to source an impact resistant alternative polycarbonate or acrylic system that has suitably robust and tested anti-slip properties. Officers have been unable to find another company which can carry out the work to the required specification.
7. The company has, however, quoted for a complete replacement in glass at a significantly lower cost than the original manufacturer, £,5835 + VAT.
8. However, due to continued vandalism and future costs to this council in insurance premiums, it is suggested that one option may be to infill the area with concrete.

AGENDA ITEM 9

8. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

Matt Adamson-Drage
Operations manager
October 2018

Committee: Town Management and Highways

Date: 3 October 2018

Title: Chalet 18 Monmouth Beach

Purpose of Report

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

Recommendation

Members re-consider the drawings for the replacement of chalet 18 Monmouth Beach and decide how to proceed

Background

1. The condition and replacement of chalet 18 Monmouth Beach was originally considered by this committee on 21 September 2016 and, more recently, on 25 February and 25 July 2018.
2. Since 21 September 2016, this committee has received regular updates on this issue, including the action taken to reposess 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 more detailed, dimensioned plans were considered at the meeting of this committee on 25 February 2018.
6. Those plans showed a chalet constructed of similar materials to the nearby six replacement chalets, which were also procured through KEOPS. The overall dimensions were 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 was broadly similar to the footprint of the previous chalet and involved approximately 95% site coverage with no provision for on-site parking. This was consistent with many other chalets on site, including chalets 16 and 17 adjoining.

8. It was noted the proposed replacement chalet had a normally pitched roof, unlike that of the previous chalet which had a much shallower pitch. Although the ridge height was believed to be slightly higher than the previous roof, the eaves' height was lower. It was noted that the plans made exact before and after comparison difficult, but because the replacement chalets immediately to the north sat on a plateau considerably higher than chalet 18, the revised roofing design was considered to be acceptable.
9. This previous acceptance of plans for the replacement chalet was in the belief that any difference in ridge height was marginal and would not impact adversely on adjoining properties.
10. As part of the wider planning consultation process, further clarification was sought about the precise height of the proposed roof in relation to neighbouring properties together with the relationship of the rear elevation to the adjoining retaining wall.
11. This resulted in further plans being submitted on 2 July 2018 which allowed a better comparison of the two designs to be made.
12. It was noted that the new design was further from the retaining wall, which was helpful in terms of allowing access for future maintenance, but the ridge height of the proposed design was noticeably higher than that of the previous chalet.
13. This generated complaints and objections from the owners of the new chalets on the plateau immediately above. They pointed out that not only was the absolute ridge height of the proposed chalet significantly higher, but the orientation (parallel to the beach) would mean their sea view when sat on their front 'porch' areas would be significantly diminished.
14. Inspection on site suggested this concern to be justified and that the impact would be significant.
15. Members were asked whether they wanted to reconsider their previous views as landowner in the light of the new and revised information.
16. The decision (18/26/TMH) was 'to approve the drawings for the replacement of chalet 18 Monmouth Beach, provided the ridge is not higher than that of the previous chalet.'
17. The revised plans were subsequently approved by West Dorset District Council (WDDC) as planning authority.

Report

18. It is clear that the plans approved by WDDC do involve an increase in the ridge height and do not, therefore, comply with the previous resolution of this committee. It would appear that the difference in height is as much as 18ins. (450mm).

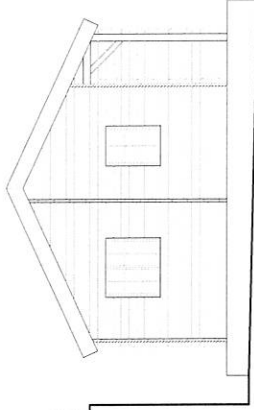
AGENDA ITEM 10

19. The design involves three layers of blockwork immediately above ground level and it would be possible to reduce this by two layers to achieve an overall reduction in height of about 18ins.
20. At the last meeting, a member suggested that the chalet design should be rotated through 90 degrees so that the ridge ran in line with most of the other chalets in the area (and as the roof of the demolished chalet 18 had done). This would make the ridge height less critical.
21. This suggestion was not picked up more generally and is not reflected in the actual decision. While it would address many of the concerns about ridge height and the obstruction to the sea view of other neighbouring properties, it would entail a fundamental redesign and the re-submission of plans to WDDC.
22. Copies of the plans approved by WDDC are attached as **appendix 10A**.
23. Members are asked how they want to proceed with this matter.
24. Any recommendations from this committee will be considered by Full Council on 31 October 2018

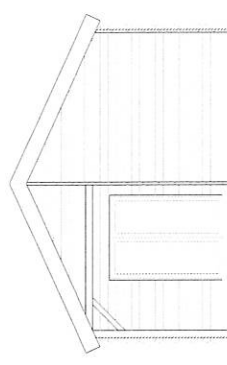
Mark Green
Deputy town clerk
September 2018

APPENDIX 10A

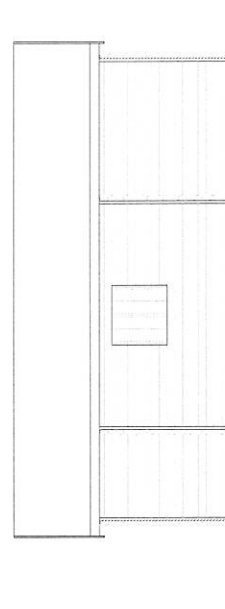
1:100 @A3
0 1m 2m 3m 4m 5m



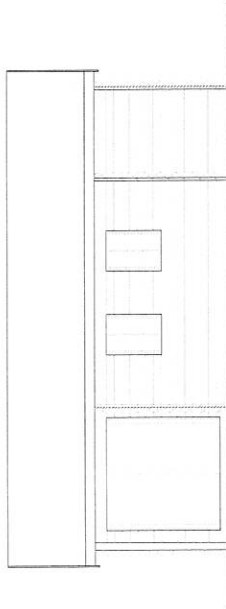
West Elevation
Scale 1:100



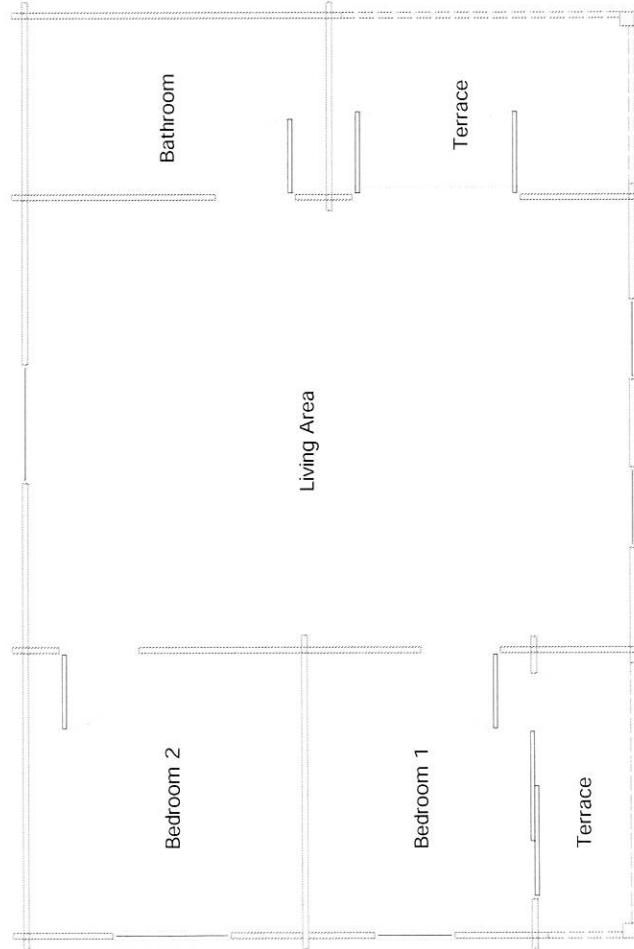
East Elevation
Scale 1:100



North Elevation
Scale 1:100



South Elevation
Scale 1:100



Ground Floor Plan
Scale 1:50

Drawing Info :
Project : Proposed Replacement Chalet
Proposed Floor Plan & Elevations
Drawing No : 18-001-03A
Scale: 1:50 @ A3
1:100 @ A3
Date : Jan 18
Drawn by : JL

Agent: Larcombe & Markham
Agent Address :
Guildhall Shop,
Bridge Street,
Lyme Regis,
Dorset, DT7 3QA
Client : Mr & Mrs Wood
Client Address :
18 Monmouth Beach,
Lyme Regis,
Dorset

LARCOMBE & MARKHAM
Property Professionals

1:100
0 1m 2m 3m 4m 5m

Committee: Town Management and Highways

Date: 3 October 2018

Title: Lyme in Bloom

Purpose

To allow members to consider a proposal by Philip Evans and LymeOnline to re-invigorate the Lyme in Bloom competition with a view to entering the South West Britain in Bloom Awards in three years' time

Recommendation

- a) Members support the idea of re-introducing Lyme in Bloom Awards in 2019
- b) Members support, in principle, a three-year programme of gardening/planting in the Langmoor and Lister Gardens and across the town, to bring them to competition standard in three years, subject to approval of an appropriate budget

Background

1. Lyme Regis used to enter the South West Britain in Bloom Awards and won several certificates, but never a national award.
2. Several years ago, Lyme Regis held its own bloom competitions run by a voluntary committee. Presentations were held in the Guildhall. The initiative ended when the voluntary body ceased to exist.

Report

3. LymeOnline is planning to re-launch the Lyme in Bloom Awards in 2019 in the hope that the town may be able, with the support of the council, to enter the South West Britain in Bloom Awards in three years. LymeOnline intend to set up a committee consisting of local residents, businesses, gardening enthusiasts and a representative of the council. No finance is being requested from the council as a local business has already offered to sponsor the awards.
4. To support this initiative, it is suggested the council implements a three-year programme of gardening and planting in the Langmoor and Lister Gardens and across the town.
5. In terms of budget for the three-year programme, an additional budget may be required for planting and new displays around the town and further gardening staff may be required. More details will be provided to members to inform the budget-setting process, should the council wish to support this initiative.

AGENDA ITEM 11

5. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

Matt Adamson-Drage
Operations manager
September 2018

Committee: Town Management and Highways

Date: 3 October 2018

Title: A Request for Double Yellow Lines in Roman Road

Purpose of Report

To allow members to consider a request from a resident for yellow lines in Roman Road

Recommendation

Members consider the request from a resident for yellow lines in Roman Road

Background

1. On 23 August 2018, Cllr D. Turner referred a request to the town council for double yellow lines in a section of Roman Road. The request was made to Cllr Turner by a Roman Road resident, **appendix 12A**.
2. Cllr D. Turner referred this to the town council because the installation of double yellow lines require a Traffic Regulation Order (TRO) and a request for a TRO must come from the town council.
3. If the council is minded to support a request to Dorset County Council, it would be sensible to understand if neighbouring properties in Roman Road also support a proposal for double yellow lines in this area.
4. Any recommendations from this committee will be considered by the Full Council on 31 October 2018.

John Wright
Town clerk
September 2018

Adrianne Mullins

Subject: FW: Parking and Emergency Vehicle access

From: XXX

Sent: 23 August 2018 08:33

To: Elaine Pawsey <enquiries@lymeregistowncouncil.gov.uk>; Daryl Turner <D.W.Turner@dorsetcc.gov.uk>

Subject: Parking and Emergency Vehicle access

Dear Sirs

On Monday of this week (20th) at 7.30am I had to call for an ambulance because my wife had collapsed and passed out. A paramedic attended, approaching our property from Haye Lane, and was able, after 2 attempts due to inconsiderate parking, to get up our drive. After attending for over an hour the paramedic decided to take my wife to Dorchester Hospital. I am pleased to say that she is now home and well.

When the double yellow lines were planned for Roman Road a few years ago I made a request for them to be installed opposite the drive entrances of myself and neighbours and the corner of Springhill Gardens due to the ongoing difficulty of access and visibility when cars are parked opposite (a loss of 3 or 4 parking places). I was informed at the time that the main consideration would be the preservation of the 'Blue Route'.

After the double yellow lines were installed resulting in the widest section of Roman Road (Horne Bridge) being made wider, I questioned both LRTC and DCC as to why nothing was done to improve the narrowest part of Roman Road at the junction with Springhill Gardens despite this area being most likely to interfere with the Blue Route. I did receive a reply but needless to say the question was not answered.

I have attached a photo of the parking as it was on Monday morning. At least 2 of the first 3 cars were parked there from the weekend until yesterday. Had an ambulance attended it is likely that the road would have been blocked for over an hour and at best delayed because of limited parking options and access.

I will also add that on several occasions recently ambulances have been using this route presumably to avoid the town centre congestion and have had to wait for traffic to clear the obvious chicane referred to above.

I am now asking again for double yellow lines to be installed opposite my property.

Yours sincerely

XXXX

INCIDENT No.	DATE RECEIVED	INCIDENT	LOCATION OF INCIDENT	DATE OF INCIDENT	REFERENCE	REPORTED TO
1687	23/07/2018	Pothole in pavement	Opposite Langmoor gardens' gates	23/07/2018		1107143 DCC
1688	27/07/2018	Man using toilet without closing door behind him - very busy with children around	Marine Parade toilets	w/c 20/7/18	Matt Adamson-Drage	LRTC
1689	13/08/2018	Giant hogweed	Left side of path along the river from Horn Bridge to Uplyme	Ongoing	Pete Williams	LRTC
1690	14/08/2018	Giant hogweed	Behind Mill Green cottages	Ongoing	Pete Williams	LRTC
1691	14/08/2018	Steps are a trip hazard, all black & yellow tape has now come off	Back of shelters	13/08/2018	Pete Williams	LRTC
1692	17/08/2018	Ragwort growing	River walk by Jordan Flats	17/08/2018	1108777	DCC
1693	21/08/2018	Dog messed on footpath, enforcement saw and did not deal with them even after being told of incident. People then walked in mess.	Marine Parade, near SWIM	21/08/2018	Matt Adamson-Drage	LRTC
1694	17/09/2018	Broken handrail	Near Mollie's	17/09/2018	Pete Williams/Mark	LRTC
1695	01/09/2018	Water quality board needs to be updated monthly, there needs to be one at the other end of town as well, there needs to be information on designated bathing beaches and water quality should be displayed on the website with a link to the Environment Agency	Sailing Club and beaches	Ongoing	Matt Adamson-Drage	LRTC