

**MINUTES OF THE MEETING  
OF THE CCTV COMMITTEE  
HELD ON FRIDAY 28<sup>TH</sup> JANUARY 2010**

**Present:** Councillor J A Schoner (in the Chair)  
Councillors M J Lyons and Mr C Pester (CCTV Consultant)

**Also Present:** The Town Clerk

**Apologies:** P C S Duncan

**1 APOLOGIES OF ABSENCE**

Councillors A Mayne and Mrs A Mayne – family commitments.

It was

**PROPOSED BY:** Councillor M J Lyons  
**SECONDED BY:** Councillor J A Schoner and

**AGREED** – That the above apologies be accepted.

**2 DECLARATION OF INTERESTS**

There were none declared.

**3 MINUTES OF THE MEETING HELD ON THE 14<sup>TH</sup> DECEMBER 2010**

It was

**PROPOSED BY:** Councillor M J Lyons  
**SECONDED BY:** Councillor J A Schoner and

**AGREED** – That the Minutes be approved as a correct record of the meeting.

**4 ADJOURNMENT OF MEETING**

There were no written statements or verbal questions from the public.

**5 THE MONITORING OF THE HYTHE CCTV SYSTEM**

Following on from the visit to Ashford, the draft legal agreement had been received and circulated to all Members. The Town Clerk had passed on the Chairman's comments on the agreement (please see attachment to the Minutes). Clarification was required on a number of issues. It was to be ascertained where the responsibilities started and finished from a technical consideration. There was a section in the Control Room – the output from the Ethernet decoders was deemed to be the point, ie output from the terminal box. The agreement was required to include maintenance responsibilities which were not currently contained in the agreement. In clause 4, the RPI index was needed to be added as the basis of the increase. The CCTV contractor was to act as the client representative. Ashford Borough Council had been advised that the three month's notice was not acceptable for inclusion in the agreement.

The agreement did refer to five-year's length but a financial penalty clause for an early break in the agreement for each party was suggested to be included as follows:

£25k – first year	}	
£20k – second year	}	
£15k – third year	}	Ashford Borough Council's commitment
£10k – fourth year	}	
£5k – fifth year	}	

£10k – first year	}	
£5k – second year	}	Hythe Town Council’s commitment
- following 3 year’s on	}	
the basis of annual rental	}	

When Hythe Town Council was satisfied with the agreement it was to be forwarded to the Town Council’s Solicitor.

The CCTV Consultant stated that the control protocol in use – having checked with the manufacturer of the camera and control equipment - should be no problem. The Hythe Town Council’s “Metal Mickey” camera version had Vicon controls which were compatible with Ashford. It might be that the protocol version was needed at Ashford but he did not consider this to be necessary. This needed to be checked, just in case – it should however be a straightforward switch-over (please see the attached email from the CCTV Consultant dated the 18<sup>th</sup> January 2011).

There were no deemed problems with the control room at Ashford. The digital video recorders were already in place. One would be required at Ashford but this did not pose any major problems. Removing the equipment from Shepway District Council by the Town Council’s Contractor (Central Securities) would be an additional cost – Mr C Pester was to ascertain the actual cost. £3k had already been covered in the Ashford submitted costs for the re-programming of the 11 cameras. The Ashford system was a hybrid system of analogue and digital, but no problems were foreseen. The change-over was expected to take between 3 – 4 days – or up to a week and was dependent upon the BT timings.

It was

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor M J Lyons and

**AGREED – That:**

- 1 Mr C Pester be appointed as the co-ordinator (CA) for the move of the Hythe CCTV system from Shepway District Council to Ashford Borough Council.
- 2 The Town Clerk was to advise Mr Pester of the agreed costs and where they were to be apportioned.

**6 FINANCIAL CONTRIBUTUION TOWARDS CCTV COSTS FROM SHEPWAY DISTRICT COUNCIL**

The Chairman reported that the financial contribution from Shepway District Council would be discussed at its Cabinet Meeting in February. The next stage would be the ratification of the legal agreement.

It was

**PROPOSED BY:** Councillor J A Schoner  
**SECONDED BY:** Councillor M J Lyons and

**AGREED – That,** subject to satisfactory completion of the agreement and ratified by the Town Council’s Solicitor, Hythe Town Council proceeds with the transfer of the Hythe CCTV system to Ashford Borough Council.

## HYTHE SPORTS PAVILION- CCTV

### Options For Connection

- (i) An ethernet wireless bridge from the Pavilion to Oaklands could be looked at. It could then be incorporated into the transmission to Ashford – at no extra cost from BT. There would be a need to decode the system at Ashford and would require a box per camera – at a cost of £300 - £400 per camera. £500 for the equipment and installation was something to be investigated. It was **AGREED** that this not be pursued.
  
- (ii) The “Adpro” system was already in place at Ashford for remote monitoring. The “Adpro” link would need broadband connection to Ashford from the Pavilion, which was a motion detection system. The “Adpro” system would have all cameras plugged into it. The camera would have an “alarm” system which would be time-adjustable – it also took signals from the PIR system. It was **AGREED** that this be looked at separately at a future date when all the other elements had been completed.

If the transfer proceeded, the CCTV Committee would then look into the possibility of re-activating the Hythe Shopwatch radio link.

The meeting closed at 11.35 am.