

MINUTES  
OF THE  
SPECIAL  
MEETING  
OF  
INGLEBY BARWICK TOWN COUNCIL  
HELD ON  
WEDNESDAY 8TH NOVEMBER 2017  
AT  
INGLEBY BARWICK COMMUNITY HALL  
HARESFIELD WAY  
INGLEBY BARWICK



Cllr Sally Ann Watson also declared an interest in any matters which may arise in respect of Sandgate Park shopping centre as she is joint owner of Fix It DIY Hardware Ltd., which has business premises at the location.

No further interests were declared.

**To consider any requests for dispensations**

No requests for dispensations had been received.

**129.17-18 PUBLIC PARTICIPATION.**

The Chairman invited Ward Cllr Kevin Faulks to address the meeting.

Cllr Faulks referred to the CCTV Report provided by SBC which had been circulated to Town and Ward Councillors prior to the meeting.

Reference was made to the possibility of the businesses at the shopping areas being approached for a financial contribution towards CCTV provision.

Reference was also made to IB East Ward Councillors CCTV camera and the two locations at which it has been sited. The cameras current position was referred to.

Cllr Faulks expressed his support for the report and its content.

No further matters were raised.

**130.17-18 CCTV PROVISION, INGLEBY BARWICK**

The Clerk referred to the comments received from Ward Cllr David Harrington IB West, which included reference to his support for the proposals outlined in the CCTV Report.

The comments were noted.

The Chairman invited Marc Stephenson CFYA Operations Manager SBC to address the meeting.

Marc introduced himself and provided an overview of the CCTV Report.

**CCTV Report and findings**

It was noted that the study undertaken to produce the Report had been initiated at the formal request of the Town Council at the Council meeting held on 19<sup>th</sup> April 2017. The purpose being to explore the viability of a ward based CCTV network across Ingleby Barwick.

The information provided in the document is intended to provide the Town Council with a foundation on which to explore the concept, but is not intended to be a definitive scope of works. All costs contained within the document are estimates, based on the current costs for equipment and other associated works such as labour, fixtures and fittings. Further investigation would be required to obtain a more accurate quote which would also require some upfront investment for exploratory works.

It was noted that Ingleby Barwick is a large residential housing estate, which is split into two separate wards (IB East and IB West) and has a population of over approximately 22,000 taken from the last available census. Whilst crime and disorder (including anti-social behaviour) is below average considering other wards within Stockton, the estate and in particular IB East does continue to suffer from incidents relating to crime and anti-social behaviour (ASB)

In response to these issues, the Town Council asked that a report be brought to the meeting to discuss these issues, with a view to consider utilising CCTV to obtain evidence and bring action against those responsible.

It was noted that the estate already benefits from a number of fixed and mobile camera locations which are spread across sites of significant attraction and are monitored within the SBC Control Room, 24hours per day, 365 days per year. The locations were referred to.

In considering the viability of a camera system, which would offer the best possible outcomes, a degree of statistical analysis has been undertaken. This has called upon data held by both SBC and Cleveland Police. A separate analysis document with data from Cleveland Fire Brigade has also been included, which highlights the recycling area at Tesco on Myton Road, as a brigade hotspot.

The incidents of ASB to both police and SBC were provided, from which it can be seen that most incidents occurred in IB East, equating to 64% of all the incidents. Overall, there is an average of 85 ASB incidents per month; 54 for IB East and 31 for IB West.

Marc provided an overview of the core periods, the days when most incidents occurred as well as the most prominent locations within the wards. The crime analysis was also referred to.

### **Locations/options**

Marc then outlined the recommendations contained within the Report.

It was noted that in considering the available statistical analysis, alongside consideration given to the wishes of the Town Council in past meetings, a scheme of four new camera locations is recommended.

The following four locations were referred to:

**Location 1** – Myton Road junction with Myton Way, Ingleby Way and Blair Avenue

**Location 2** – Greys Court, cycle path to the rear of and leading to Romano Park

**Location 3** – Beckfields Shopping Parade, Beckfields Avenue junction with Thorington Gardens - The proposal for location 3 is to renew the existing camera at the shopping parade, which is now coming to the end of its useful life

**Location 4 – Lowfields Avenue, junction with Greenside**

Marc provided an overview on the specific requirements and coverage detail for each location.

**Costing Information**

**Implementation Phase**

An outline was provided on the estimated cost break down for the proposed system, based on the most up to date knowledge of the areas identified, which also takes into account the existing columns that are presumed to be suitable to erect cameras onto.

It was noted that a more detailed quote can be provided, if this scheme is found to be suitable for further consideration.

The original estimated cost was **£ 10,400**, however the cost for providing the link at location 4 was confirmed as £ 400 rather than the original £ 800 hence the estimated cost is reduced to **£ 10,000**. It was noted that the costs also do not take into account any unexpected works required to route power into an area that doesn't already have an adequate source locally. Having reviewed the locations, all areas appear to have adequate supplies, but this will require further examination.

**On-going Costs**

It was noted that aside from the initial installation costs, the Council would also need to consider the ongoing costs once a scheme is installed. This includes monitoring and ongoing scheme maintenance, which includes repair of faults and maintenance such as cleaning etc.

The monitoring costs would be **£ 15,600** per annum and maintenance costs (from year 2 onwards) would be **£ 1,010.04**.

**Summary**

Marc summarised by stating that it is felt, the four locations identified above best meet the project brief set by the Town Council and effectively cover locations that would derive the most benefit for tax payers in Ingleby Barwick. All locations have been selected to offer a multitude of benefits and purposes including deterrence and detection of crime and ASB, as well as on going environmental offences such as littering, dog fouling, fly tipping and other related highway issues.

The Chairman thanked Marc Stephenson on behalf of the Town Council for the excellent, detailed and informative CCTV Report provided.

The Chairman invited questions and comments from Councillors.

A lengthy discussion took place and the following matters were raised:

- Proposed Community Centre, The Rings – the possibility of coverage from the existing CCTV camera sited at the adjacent play area was raised. It was noted that CCTV coverage is also included within the Community Centre project itself
- Burglaries – the advantages of CCTV coverage were discussed
- Information Commissioners Office – demonstrating tangibility of the scheme, the guidance for surveillance cameras and personal information were referred to, as well as data protection and the new General Data Protection Regulations
- Freedom of Information, Subject Access Requests, etc. – these were referred to. Particular regard was made to requests received from individuals, insurance companies and solicitors etc. A discussion took place in respect of the possibility of charging to retrieve the information, given the time implications
- Advantages of CCTV coverage – various types of crimes and incidents were referred to as well as general locations
- School time parking
- Insurance Premiums – it was questioned as to whether there could be possible reductions in premiums
- Funding implications and the Town Council budget
- Capabilities of the cameras – for various uses
- Camera footage – confirmation was received on the availability of the footage to Police, Enforcement, SBC departments, DVLA etc. It was noted that, generally footage deletes automatically after 31 days unless it is held for evidence purposes
- Implementation - it was confirmed that implementation works for the overall scheme would take approximately two weeks
- Payments – these would be paid quarterly
- Community Hall, Beckfields – it was suggested that for cost effectiveness the Management Committee look at providing their own CCTV camera, monitored on site

A general discussion took place and various comments were raised.

**IT WAS RESOLVED** that the Town Council accepts the CCTV Report and fully supports the recommendations therein.

**IT WAS RESOLVED** that the Town Council agrees to consider the proposed CCTV scheme and the associated cost implications at the Special Budget meeting scheduled to take place in January 2018.

The Chairman thanked Marc Stephenson for his attendance and the information provided. Marc left the meeting at this point.

Ward Cllr Kevin Faulks also left the meeting at this point.

**131.17-18 VAT REGISTRATION**

The VAT element of the proposed Community Centre project at The Rings, Ingleby Barwick was referred to.

It was noted that the Town Council has engaged a Specialist Consultant from Parkinson Partnership LLP to advise them on the VAT implications of the project. A VAT Report titled 'Advice on VAT Planning' in respect of the proposed Community Centre had been provided.

The Town Council considered the VAT Report at the Special meeting held in May 2017 when it was agreed to progress Option 2, which requires the Town Council to make an Option to Tax. This is a decision by the Council that all future supplies of the building will become taxable supplies. VAT is then charged on all hiring of the building and the Council is able to reclaim the VAT incurred on the project as it relates to taxable business activities.

It was noted that the Town Council has agreed 'in principle' that they intend to register for VAT, with the view to registering the site of the proposed Community Centre at The Rings for the 'Option to Tax' once all agreements and legal documentation are in place.

The latest information provided by the Parkinson Partnership LLP was referred to, which advises the Town Council to move forward with VAT Registration. It was noted that the Minutes from the Special meeting of the Town Council in May 2017, clearly demonstrate the Council's intention to make taxable supplies, which should be sufficient evidence for HMRC.

It was reiterated that the Council can only go back 6 months from the date of VAT registration, when reclaiming VAT that relates to taxable business activity. Given the invoices already paid and that VAT registration is normally from the 1st day of a month, the Council is advised to register now and backdate its registration to 1st November 2017.

The Council can then register an Option to Tax as soon as it has a legal interest in the site.

Reference was made to the taxable turnover figure required and it was agreed that the first-year prediction figure be used for the registration.

It was noted that once registered VAT Returns are required to be submitted to HMRC 4 times per year.

**IT WAS RESOLVED** that the Town Council agrees to register for VAT and to backdate its registration to 1st November 2017. The Town Council to register an Option to Tax, as soon as it has a legal interest in the site for the proposed Community Centre at The Rings, Ingleby Barwick.

**The Chairman thanked everyone for their attendance and closed the Meeting at 8.15 p.m.**