



POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 28 March 2023

Agenda Item: 13

Subject:	CCTV
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider recommending to full Council the installation of further CCTV cameras and reinstatement of existing camera's not working.
Background:	<p>Current CCTV provision is aging and the cameras at North Street and on the flyover have been lost for varying reasons.</p> <p>Staff safety, police enquiries and general public safety have all been of high profile in recent months, resulting in a frustrating situation whereby the CCTV in Wareham has proved inadequate.</p>
Key Points:	<p>The works being quoted for are as follows:</p> <ul style="list-style-type: none">• Takeover the existing system.• Relocate/extend the existing cabling from the maintenance office up to the cupboard in the 1st floor office.• Supply, install and commission a new 32ch Hybrid Recorder c/w 24tb of Storage.• Supply, install and commission turret cameras (1 to cover the gate and fire exit door and 1 to cover the rear courtyard area).• Supply and install 5mtr Column in the car park area adjacent to the ticket machine.• Supply, install and commission 3 varifocal bullet cameras to be fitted on the column to cover the car park, council vehicle parking area and car park entrance area.• Supply, install and commission 1 varifocal bullet camera to be located on the Masonic Lodge building to view towards the public toilet area.• Supply, install and commission the required Point 2 Point Links for the car park and toilet cameras to transmit the images back to the proposed new recording equipment location.• Relocate the exiting PTZ camera on North Street to a new building (exact building to be confirmed). We will utilise the existing equipment already in place.• Supply, install and commission 1 new additional PTZ to be fitted adjacent to the existing unit on North Street to face the other direction. We will utilise the existing transmission equipment.• We have allowed for (03) PoE Switches for the new cameras. <p>Additional/Optional Q16161 – Bridge Camera</p> <ul style="list-style-type: none">• Replace the existing PTZ Camera on the Bridge with a new IP Fully Functional PTZ.• Supply, install and commission and a Point 2 Point Link to be located on Carey Hall for viewing and control of the new/replacement camera.• Supply, install and commission the relevant power supply units and PoE Switches.• Create a VPN/Tunnel back to the Council Offices.• Supply and fit 1 3mtr wall mounted column to Carey Hall to enable line of sight with the Bridge camera if required.



	<ul style="list-style-type: none">• A full preinstall survey will be carried out prior to commencing the works for the Bridge Camera.• Containment has been allowed for where required. <p>The quote price is as follows:</p> <p>A = VSS System Remedial Works and Additions as detailed within our Quotation Ref: Q15916 = TOTAL £ 12,976.30 +VAT</p> <p>B Bridge Camera works as detailed within our Quotation Ref: Q16161 = TOTAL £ 7,344.32</p> <p>C Access Equipment Hire (if required) TOTAL = £ 815.00</p> <p>The Committee is asked to consider option A as essential work, with option B as optional.</p> <p>Three quotes have not been forthcoming and the current contractor has been incapacitated, so is unable to provide the service. The Auditor is aware of the situation and has agreed that the matter should proceed with one quote given it is dealing with Health and Safety.</p> <p>The costs can be covered by a combination of reserves which have been held for a number of years, as follows:</p> <p>Wareham Wednesday's donation for CCTV £1,000 Car Park Maintenance £7,878.17 Property Maintenance £16,340.68</p> <p>The flyover camera has been left as optional due to the cost and members may wish to consider inviting the Police to contribute if they wish to go ahead with works B.</p>
Implications	<p>The total cost is greater than £10,000 and will therefore need full Council approval for the spend.</p> <p>Failure to carry out the work will leave Council with a system that is fast dilapidating and will cost more to replace in future years.</p> <p>Current positioning of the recording equipment does not comply with ICO rules for GDPR and should be only accessed by the Data Protection Officer (Town Clerk).</p>
Recommendation	<p>To consider the quote and recommend to full Council either works A & C or works A, B & C as the committee feels appropriate, funded from a combination of the reserves held.</p>

VSS SYSTEM REMEDIAL WORKS AND ADDITIONS QUOTATION

CLIENT:

Wareham Town Council
Town Hall
East Street
Wareham
Dorset
BH20 4NS

SITE:

Wareham Town Council
Various locations

Reference: Q15916/Q16161
Quotation Date: 21st March 2023
Surveyor:

Dear Nicola,

Following our recent site visit and discussion with yourself, I have pleasure in enclosing a quotation for the remedial works and additions to your existing VSS system at the above site address.

are a fully accredited and insured company with fully qualified and security screened staff. Protection is our number one priority. Whether it is deterring criminals with the presence of our Burglar Alarms, capturing key evidence with our VSS Cameras or detecting the early stages of fires with our Fire Alarm Systems. We install every system with the utmost professionalism and proficiency taking pride in our installations.

We are experienced in the design, installation and maintenance of all types of Fire & Security Systems which includes but is not limited to the following services:

- >> Burglar Alarm Systems
- >> VSS Camera Systems
- >> Access Control and Door Entry Systems
- >> Fire Alarm Systems and Fire Extinguishers
- >> Emergency Exit Lighting and Signage
- >> Automated Gates and Security Barriers

is both **BAFE Approved** and **SSAIB Approved** ensuring any work carried out by us will be carried out in compliance with current British and SSAIB Standards. A certificate of compliance will be issued to the required Fire and Security scopes on completion, ensuring you that the installation and on-going maintenance has also been certified in accordance with **ACPO Policy** (Association of Chief Police Officers), which is supported by insurers.

Works to be Completed

engineers propose to carry out the following works:

Q15916

1. Takeover the existing system.
2. Relocate/extend the existing cabling from the maintenance office up to the cupboard in the 1st floor office.
3. Supply, install and commission a new 32ch Hybrid Recorder c/w 24tb of Storage.
4. Supply, install and commission (02) 2.8mm turret cameras (01 to cover the gate and fire exit door and 01 to cover the rear courtyard area).
5. Supply and install (01) 5mtr Column in the car park area adjacent to the ticket machine.
6. Supply, install and commission (03) varifocal bullet cameras to be fitted on the column to cover the car park, council vehicle parking area and car park entrance area.
7. Supply, install and commission (01) varifocal bullet camera to be located on the Masonic Lodge building to view towards the public toilet area.
8. Supply, install and commission the required Point 2 Point Links for the car park and toilet cameras to transmit the images back to the proposed new recording equipment location.
9. Relocate the exiting PTZ camera on North Street to a new building (exact building to be confirmed). We will utilise the existing equipment already in place.
10. Supply, install and commission (01) new additional PTZ to be fitted adjacent to the existing unit on North Street to face the other direction. We will utilise the existing transmission equipment.
11. We have allowed for (03) PoE Switches for the new cameras.

Q16161 – Bridge Camera

1. Replace the existing PTZ Camera on the Bridge with a new IP Fully Functional PTZ.
2. Supply, install and commission and a Point 2 Point Link to be located on Carey Hall for viewing and control of the new/replacement camera.
3. Supply, install and commission the relevant power supply units and PoE Switches.
4. Create a VPN/Tunnel back to the Council Offices. *see notes below
5. Supply and fit (01) 3mtr wall mounted column to Carey Hall to enable line of sight with the Bridge camera if required.
6. A full preinstall survey will be carried out prior to commencing the works for the Bridge Camera.
7. Containment has been allowed for where required.

Important Notes

1. The new recording equipment we have allowed for will be able to take the existing cameras as well as the proposed new fully IP cameras. This will also mean that as and when any of the existing cameras fail, they can be replaced with IP units (some recabling will be required).
2. **Any mains supplies required at the proposed camera locations is to be the responsibility of the customer and not**
3. We have allowed for the relevant groundworks for the new column for the car park area.
4. Should there be a need for any road closure/diversions we will coordinate with yourselves.
5. We have shown the cost for any lifting equipment as a separate cost.
6. We have allowed for the works on the Bridge to be completed out of hours. The lane on the camera side of the Bridge will need to be closed/traffic controlled. **This is the responsibility of the customer and not**
7. A working Broadband Connection will be required at Carey Hall to enable the VPN/Tunnel Works to get the signal back to the council offices.
8. A full maintenance quotation and program will be provided on award of the contract for the takeover and additions.

Please note a Full Design Proposal will be made available upon request.

Maintenance Plan – VSS Systems

Should we be successful in being awarded the works we will provide a separate quotation for Maintenance of the system.

General Installation Notes

You are asked to advise our engineers of the location of any concealed water, gas, electricity, telephone or other services, wiring or pipes, before work commences. In the absence of such advice, we cannot accept liability for damages to these services or for consequential damages. Some remedial decorating maybe required after installation, to be provided by others. We will make good where possible after installation.

Our engineers and its sub-contractors will sweep-up and clear away any dust or debris etc. resulting from their work but no provision is made for special cleaning or sterilising of surfaces, walls, ceiling or floors in areas where work has been carried out.

It is deemed that all areas are free of Asbestos. However, should this not be the case a clear definition of areas and procedure must be provided to enable installation works to continue. Any variation to the contract as a result may be subject to additional costs.

Commissioning & Handover

Commissioning of the system will constitute in Practical Completion. At this time, our engineer will present an Acceptance Certificate for signature by your representative and we will hand over the system in full detail.

Should access be restricted i.e. by the landlord or customer reducing the hours available to commission, priority will be given to the main control equipment and all other accessible devices for functional testing. The remaining devices will be checked by looking at the device values and where possible simulate the device going into alarm. Sounder tests should be arranged prior to our scheduled visits with the tenant, landlords, staff and agents.

cannot be held responsible for the non-compliance of this testing due to third party restrictions and advises the client to seek dispensation from the landlord or allow for the testing to be done out of hours in compliance with the standards.

RTM Warranty

A Return to Manufacturer warranty (RTM) on parts and materials is provided for 12 months from the date of shipment for products supplied by

Technical support by telephone, fax and email is included during the warranty period.

As the authorized installer for these products the Client is required to provide all on-site labour for any Warranty issues.

Callout Costs, Rates and Payment Terms

All labour charges are calculated on an hourly basis and include travelling time. There is an Initial callout charge of one hour, thereafter it will be calculated to the nearest half hour.

Remote Access and telephone Support sessions within normal working hours if the included inclusive sessions have been used would be chargeable at **£12.00** each.

Standard Callout Charge within our normal working office hours between 8:30am and 5:30pm Monday to Friday will be **£70.00** and any additional time spent after the first hour onsite will be charged at **£45.00** per hour.

Out of Hours Standard Callout Charge between 5:30pm and 8:30am including weekends, bank holidays and after office hours will be **£90.00** and any additional time spent after the first hour onsite will be charged at **£60.00** per hour.

Terms & Access to Site

Our agreement assumes that the Company's engineers will have free access to all relevant areas and are afforded continuous and uninterrupted working. Whilst the Company will make all reasonable efforts to work with other suppliers, servants, trades and the customer, any interruptions or delays by the forenamed may result in additional charges being made to the customer.

The prices included in this agreement are based on the cost of labour and material ruling at the date of completion hereof unless otherwise stated in this proposal. The company reserves the right to pass on any increase in material or labour costs incurred before completion unless otherwise stated in this proposal.

Access Equipment

engineers use and carry the required and latest proprietary testing equipment available that enables access to most areas where the equipment is to be found. The Provisions of specialist access equipment, i.e. towers/lifters are not provided or costs included within the above agreement and are the responsibly of the client to provide safe working access.

Maintenance Terms

Should access be restricted i.e. by the landlord or customer reducing the hours available to work, priority will be given to the main control equipment and all other accessible devices for functional testing. The remaining devices will be checked by looking at the device values and where possible simulate the device going into alarm. Sounder tests should be arranged prior to our scheduled visits with the tenant, landlords, staff and agents.

cannot be held responsible for the non-compliance of this testing due to third party restrictions and advises the client to seek dispensation from the landlord or allow for the testing to be done out of hours in compliance with the standards.

Payment Schedule

We have not allowed for any changes in the present rate of Value Added Tax or for costs arising from any statute, regulation or other instruments imposed by the government after the day of submission of this estimate. Neither does our estimate price include any extra expenses incurred should the contract be extended as a result of our being delayed or prevented from proceeding with the contract for any reason other than our fault.

Prices stated exclude VAT, which will be applied in accordance with legislation applying at the time of completion. As equipment is specific to projects, 50% of the total value is payable at the time of acceptance, and the final 50% will be payable at the 'final account' stage.

The execution of an order placed with us would be in accordance with these conditions of sale, I trust this information meets with your approval, but should any points require clarification, please do not hesitate in contacting me.

I would like to take the opportunity to thank you for your enquiry and should we be successful in our quotation the work can usually be carried out within four weeks of your acceptance.

Yours sincerely,

✍

Sales

CLIENT QUOTATION ACCEPTANCE

CLIENT:

Wareham Town Council
Town Hall
East Street
Wareham
Dorset
BH20 4NS

SITE:

Wareham Town Council
Various locations

Reference: Q15916/Q16161
Quotation Date: 21st March 2023
Surveyor:

Agreement Summary of Costs

<u>Option</u>	<u>Description</u>	<u>Price</u>	<u>Tick</u>
A	VSS System Remedial Works and Additions as detailed within our Quotation Ref: Q15916	£ 12,976.30	
B	Bridge Camera works as detailed within our Quotation Ref: Q16161	£ 7,344.32	
C	Access Equipment Hire	£ 815.00	
Total:		£	

(Please total, tick and complete the selected options.)

Acceptance

I / We the customer accepts the above quotation, design proposal and the company terms and conditions which I / We have read and understood.

This pricing is exclusive of VAT and valid for 14 days from the date of submission.

Signed: Print: Date:

Print & Mail to:

Alternatively Scan and E-mail to: