



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

## **MINUTES OF A MEETING**

**Community Safety Committee**

**held on**

**Wednesday 20<sup>th</sup> June 2018**

**at**

**The Guildhall, High Street, Newport**

**PRESENT:** Cllrs Tony Forrester  
Graham Foster  
Thomas Janke

**IN ATTENDANCE:** Lee Jakeman – Town Clerk  
Sheila Atkinson – Deputy Town Clerk  
Sophie Alford – Council Officer for SIDs  
Cllr Peter Scott – Town Mayor

### **CS/1/18-19 ELECTION OF CHAIRMAN**

Cllr Forrester was elected as Chairman of the Community Safety Committee for the municipal year 2018/19.

### **CS/2/18-19 ELECTION OF DEPUTY CHAIRMAN**

Cllr Janke was elected as Deputy Chairman of the Community Safety Committee for the municipal year 2018/19.

### **CS/3/18-19 APOLOGIES FOR ABSENCE**

Phil Norton (holiday).

### **CS/4/18-19 DECLARATIONS OF INTEREST**

There were no declarations of interest

### **CS/5/18-19 TERMS OF REFERENCE**

Members noted the committee's terms of reference approved at the Town Council meeting on 2<sup>nd</sup> May 2018.

### **CS/6/18-19 MINUTES**

The minutes of the meeting held on 21st March 2018 were accepted as a true record and signed by the Chairman.

### **CS/7/18-19 CLOSED CIRCUIT TELEVISION (CCTV)**

Members welcomed Inspector Andrew Bailey from the Telford Police to provide information on the update of the T&W / West Mercia Police CCTV network and the intention to connect the Newport system to allow remote monitoring:

- The capital expenditure of the project is circa £450k.
- Funding is through a partnership (TWC/ West Mercia Police) and hopefully some funding will be available from Newport Town Council.
- £20k - £50k primarily to replace Newport CCTV hardware and connectivity to central monitoring station.
- It is intended that volunteers will man the cameras under the supervision of a paid employee of the police.

Members took the opportunity to ask Inspector Bailey a variety of questions on the project and asked that the project look seriously to include extend coverage.

(Clerk's note: Cllr Scott arrived during the discussion).

#### **CS/8/18-19 PUBLIC SESSION**

There being no members of the public present wishing to make representations the meeting resumed.

#### **CS/9/18-19 COMMUNITY SAFETY FINANCES**

Members considered a copy of the latest community safety income and expenditure report as at 19 June 2018.

#### **CS/10/18-19 FOOTWAY LIGHTING**

Members noted a report regarding the footway lighting (extract at Appendix 1).

#### **CS/11/18-19 PUBLIC TOILETS**

Members noted a report on the public toilets.

#### **CS/12/18-19 SPEED INDICATOR DEVICES (SIDs)**

Members noted a report and recommendations regarding the SIDs, extract at Appendix 2

Members received a presentation from Sophie Alford (the officer implementing the project for The Town Council) on the data set collected to date.

Members **RESOLVED** to;

- a. **Enter into a 12 month service contract (with an option to extend to 3 years) for the rotation of SIDs to PP Electrical. Members agreed to waive financial regulations (while only 2 quotes had been obtained they were satisfied that reasonable**

*attempts to obtain 3 quotes had been made and value for money had been achieved).*

- b. **To Form a Working Group comprising all members of the Community Safety Committee to examine data collected in the first few months and identify how that might best be used and or shared.**

**CS/13/18-19 SMARTWATER**

Members received a report, extract appendix 3

Members noted the opportunity to attend a demonstration/ registration event from 6pm to 6:45 pm on Wednesday 18<sup>th</sup> July 2018. (Smart water and 'We Don't Buy Crime' representatives to attend to inform and hand out kits).

Members **RESOLVED to approve the purchase of the sufficient SmartWater kits to trigger the contributions from the Police & Crime Commissioner (to provide signage) and from Telford Police (to provide a further 973 kits).**

Signed.....

Dated.....

Footway Lighting Report.

AIM

- To inform on the general street lighting maintenance.
- An update on the street lighting upgrades.
- To update on a proposal put forward for 2 street lights to be installed on the footpath between Springfield Avenue and Wallshead Way

DISCUSSION

- The street lighting contractor has maintained a response time in line with the contractual 5-7 working days. Quarterly report attached
  - The LED upgrade to the Town Council footway lighting has now been largely completed. There are a few outstanding issues e.g.
    - Small cherry picker required for access
    - 8 columns identified as being unsafe as part the initial inspection remain to be done.
  - There have been 576 Town Council footway lights upgraded to LEDs this year at a cost of £95,673.60.
  - Other expected expenditure includes:
    - Steel column survey £3,168.00
    - 1 x steel column (immediate replacement) £804.30
    - 8 x steel columns replacement £6,493.06
    - 1 x concrete column replacement £740.03
  - The total project costs looks like being around £106,878.99
  - Community Safety Meeting (21.03.18) – Minute 54/17-18 refers

At the last Town Council Meeting (11.04.18 Minute 234/17-18 refers) it was agreed that the New Works budget be increased from £2,000.00 to £3,000.00 to cover the costs. In the intervening period an additional street light failure has put strain on the budget and it has been decide to (for the immediate time being) only install one of the 2 lights proposed for Wallshead Way park.

- An order to install a column at the Springfield Avenue end of the footpath between Springfield Avenue and Wallshead Way has been placed. The work is projected to be carried out by 31 August 2018.

SUMMARY

- LED project almost complete

- Work in progress to install additional light on park

## **Speed Indicator Devices**

### **AIMS**

To provide an overview of the new SIDs purchased.

To receive a recommendation for provider for service contract for rotation and maintenance for SIDs

To provide a demonstration on the type data collected, and to discuss how and who with data should be shared with, thinking about the risk of misinterpretation.

### **BACKGROUND**

The Town Plan (page 32) promotes '*the need to address the volume and speed of traffic within the Town, preserve and increase the safety of pedestrians and cyclists*'.

Authority to purchase two Speed indicator devices – Community Safety Committee Meeting 20<sup>th</sup> December 2017 Minute 43

The Working Party (WP) agreed that intended purpose of the Town council Funded SIDs was:

1. Community Benefit – Delivering SIDs to the Community who have asked for them, empowering residents to ask for locations that they feel are a hot spot for speeding
2. Driver Behaviour – Encouraging drivers to self-regulate and drive safely through our parish
3. Data Collection – Using the raw and analysed data collected to share with Highways and police and also data for councillors to feedback to residents.

### **DISCUSSION**

The Council purchased two M-Sid VARIO SIDs from Morelock for the cost of £4690.00, the council launched two SIDs on Monday 21<sup>st</sup> May 2018.

The council purchased a Moto G5 smart phone on PAYG from Tesco for £150, necessary for the application software for downloading the data from the SIDs.

Sophie received training on installation and data collection and analysis.

The SIDs are currently located at Boughey Road and Water Lane (next to Victoria Play Park), and have both been fitted onto our Lamp posts.

Regrettably, the SIDS are not in those prime locations identified by the working group.

We have asked but are awaiting Telford and Wrekin's permission to use their Lamp posts. When we have T&Ws written permission we will begin to use their furniture, which will be needed to site them on the prime locations.

PP Electrical carried out the first installation as a one off, at the cost of £200.

An extra insurance premium has been paid, to add the SIDs to our insurance policy (£27.62) for the remaining 4 months of the current policy.

### **Rotation and Service Contract**

PP Electrical have provided quote on Rotating and replacing batteries.

It is envisaged that we would relocate the SIDs about 10 times a year plus an estimated 10 maintenance visits to change batteries.

Financial regulations would normally require the Council to tender/ obtain 3 quotes for such a contract. It is recommended that the council agree to waive financial regulations to award the first 12 month Contract to PP Electrical due to:

- a. The relatively low-level of the annual contract proposed by PP Electrical (10 x relocate and 10 x change battery)
- b. The fact that the market has been tested to some extent by obtaining an additional quote, which provides some reasonable assurance that value is being obtained.
- c. The fact that until a contract is agreed the Council would be required to pay one-off fees (currently £200) which might mitigate any medium term saving or, the Committee could leave the SIDs in their current location (with the battery life likely to expire very soon).

**The Council will need an annual budget for 10 rotations (£1600), 10 battery changes (£900) plus a small contingency in case the batteries run out ahead of a 5/6 week rotation.**

There remains £2130 unspent/ unallocated in the budget for the remainder of the current financial year (insurance and mobile phone payments pending)

### **Data Analysis**

Real time Data collected from SIDs will be tabled at the CS meeting to provide an initial insight into the data collected.

The working group agreed to share data collected with Telford & Wrekin Highways and West Mercia Police.

The working group agreed to share data collected with residents, however it's important that this data when distributed is interrupted correctly.

## SmartWater Update

### BACKGROUND:

Smartwater is a commercial enterprise that produces a system of marking valuable possessions to deter theft and help with the return of goods if they are later discovered.

Police Superintendent Harding gave a presentation to the Council on the subject and its role within West Mercia Policing

Smartwater has a partnership agreement with West Mercia Police under the banner of '**We don't buy crime**'. Warwickshire and West Mercia Police have a dedicated project manager.

The Town Council agreed a budget of £21,000 towards the roll out of SmartWater (the issuing of around 1900 SmartWater packs). Nominal Ledger 4218 (CS miscellaneous) identified for all expenditure related expenditure.

The Town Council funding results in other additional sources of funding becoming available (subject to a few conditions):

- The provision of 'We don't Buy Crime' signage from the West Mercia Police & Crime Commissioner.
- Provision of additional Smartwater kits from the Telford & Wrekin Policing.

### REFERENCES / MEETINGS

Thu 7<sup>th</sup> June – Roll-out Initial Planning Meeting (led by Cllr Nelson) Notes of meeting attached.

An initial plan of activity has been created (copy attached) to demonstrate the elements of the project delivery. The plan includes some 'work to be done' / 'detail to be confirmed' and is intended to become a living document during the delivery phase of the project.