



**Minutes of the CCTV Working Party
Wednesday 5 February 2020
at Billingshurst Centre at 5.00pm**

Present: Cllrs. Paul Berry & Graeme Acraman

In Attendance

E. Berry – Office Manager
S. Meyer – Administrative Assistant
R. Johnstone - WCCTV

01/20 Apologies

Cllr. Garry Commins
Glyn Thomas - Neighbourhood Warden
Barry Faust - Neighbourhood Warden

02/20 Presentation from Ross Johnstone - WCCTV

The Working Party heard a presentation from Ross Johnstone of Wireless CCTV Ltd (WCCTV).

Councillors outlined the requirements which included the placing of CCTV cameras in a number of locations in and around Billingshurst. Mr Johnstone explained that his company had worked with a number of other local councils and references could be supplied.

The system supplied by WCCTV was a rapid-deployment surveillance system supplying redeployable cylinder/domes with ANPR capability if required. This would have wireless transmission and 360degree field of vision. The ANPR cameras capture and store vehicle registration plates and convert them into a text database showing the number plate, date and time stamp plus direction of travel. The ANPR unit also has a 'lock and follow' facility onto vehicles, therefore this unit would be preferable in a car park location ie: Jubilee Fields, and not in a High Street situation.

Following discussions, it was agreed that Mr Johnstone would provide the Council with a quotation for the supply and installation of 11 camera/domes (one of which would be supplied by WCCTV free of charge) and one ANPR unit primarily for the Jubilee Fields car park, but which could be moved elsewhere if required. The quotation should be valid until the end of May 2020, to allow the Council to seek funding opportunities and be received ASAP in order that it could be presented to the next Council meeting.

The cameras would be provided at the following locations:-

- Jubilee Fields
- L.S. Road Rec Ground/Skate Park
- Station Road Gardens
- Manor Fields
- High Street

It was agreed that the following would also be requested as part of the quotation.

- The supply & installation of any necessary signage that would be required in each location where CCTV cameras are to be situated.
- Some idea of the proposed costs for the installation of 4 x poles at two sites (ie: 3 at Station Road Gardens, and 1 at Manor Fields). These locations do not have lighting columns so therefore poles and an accompanying electricity supply would be required.
- The costs for the equipment required to monitor/download the footage back at base (Billingshurst Centre).
- The running/maintenance costs per unit on an annual basis detailing exactly what was included.

Prior to Mr Johnstone arriving, members had discussed a previously received quotation from Silverline. Following the presentation, members agreed that a like for like quotation should also be obtained from Silverline in order to give members a choice of quotations for consideration at a future Council meeting.

03/20 Date of Next Meeting: TBC

The meeting closed at 6.20 pm.

Chairman

Date