

SAFFRON WALDEN TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

BASELINE SERVICES STATEMENT

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| BASELINE ACTIVITY FOR: | CCTV |
| EXISTING SERVICE PROVIDER: | Saffron Walden Town Council |
| RESPONSIBLE OFFICER: | Lisa Courtney |
| JOB TITLE OF RESPONSIBLE OFFICER: | Town Clerk |
| DATE COMPLETED: | 10 th May 2018 |

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| Summary of service provided: | The Town Council have a network of CCTV cameras across the town, and some are located in the town centre. A review is currently underway and the Town Council are looking at provision of CCTV cameras in communal areas and those situated near to car parks. Some are wifi and some are fibre optic cameras. |
| Associated services provided: | CCTV cameras are recorded but not monitored. Following a Police request footage will be downloaded and provided to the Police. |
| Extent of BID geography covered: | Listed cameras are within the Saffron Walden BID area. |
| Service specification: | List of cameras – held at SWTC and not available at this juncture for public review and further noting that the specification of many is being updated |
| No. staff required to deliver the service: | The Town Council office administration staff manage the CCTV and provide footage to the Police as required. |
| Equipment required to deliver the service: | Cameras Poles Wifi links Fibre optic links Recording boxes |
| Performance measures: | Daily visual check and review of system Service and maintenance contract held with 3 rd party Annual review of system Subject to and complies with appropriate legislation |
| Non-compliance – mitigation procedure: | |

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| | In the event of non-compliance, a review would be carried out to ascertain if the non-compliance was isolated or across the system. The outcome of that review would dictate any future course of action |
| Current costs of service provided within the BID area: | Circa £15,000 (this is an estimate based on the total annual cost of the CCTV budget) |
| Statement completed by: | Lisa Courtney, Town Clerk, Saffron Walden Town Council |
| Contact details: | townclerk@saffronwalden.gov.uk 01799 516501 |

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