

STOTFOLD TOWN COUNCIL

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10 January 2024

Members of the Buildings Management Committee: Councillors S Hayes (Chairman), S Buck, Mrs M Cooper, S Dhaliwal, D Matthews, B Saunders, J Smith, J Talbot.

You are hereby summoned to attend the Buildings Management Committee meeting to be held in the Council Chamber, Greenacre Centre, Stotfold on **Wednesday 17 January 2024 at 7.45pm** for the purpose of transacting business detailed in the agenda.

Emma Payne
Town Clerk

Members of the public:

In addition to attending in person, you are now able to observe our meetings by joining via MS Teams. Join on your computer or mobile app [Click here to join the meeting](#). Please note, our meetings may be recorded for minute taking purposes, and will be deleted after minutes are approved.

Members of the public are invited to observe the meeting and may participate at the 'public section' agenda item. As per Standing Orders, if you wish to speak, you must notify the Town Clerk of your intention prior to the start of the meeting (contact in advance enquiries@stotfoldtowncouncil.gov.uk or 01462 730064 or you will be asked at the appropriate point in the agenda if unable to give prior indication).

AGENDA

1. APOLOGIES FOR ABSENCE

2. DISCLOSURES OF MEMBERS INTERESTS AND DISPENSATIONS

- a) Members to declare interests in respect of any item on the agenda
 - b) Proper Officer to consider written requests from members for dispensations
- Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.

3. PUBLIC SECTION

Members of the public to speak on matters of concern, ask questions or make statements (maximum of 3 minutes per speaker), after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification. [Public Participation Policy](#) applies.

4. MINUTES OF PREVIOUS MEETING

Members are asked **to resolve** that the minutes of the Buildings Management Committee meeting held on 15 November 2023 are a correct record.

5. CLERK'S REPORT, CORRESPONDENCE RECEIVED AND MATTERS ARISING FOR INFORMATION

6. REPORTS TO COMMITTEE

6.1 Redecoration of Greenacre Centre

To receive a report to consider the redecoration of areas within the Greenacre Centre.

6.2 Asbestos Survey

To receive quotations to undertake an asbestos survey.

6.3 CCTV

To review and adopt a CCTV policy.

6.4 Greenacre Centre Car Park Extension

To receive a specification for the extension of the car park at the Greenacre Centre.

6.5 Just Out

To ratify the delegated decision of the Chair and Town Clerk to award a free hire on 22 December 2023.

6.6 Work Programme

To receive and note this Committee's Work Programme

7. Items for information purposes, relevant to this Committee only

8. CONFIDENTIAL ITEMS

To resolve to exclude the press and public for the consideration of the following items under the Public Bodies (Admissions to Meetings) Act 1960:

7.1 Library Update including lease

7.2 Library Café update including lease

9. DATE OF NEXT MEETING

Wednesday 20 March 2024

**MINUTES OF A MEETING OF THE BUILDINGS MANAGEMENT COMMITTEE
HELD ON WEDNESDAY 15 NOVEMBER 2023 AT 7.30PM IN THE COUNCIL
CHAMBER, GREENACRE CENTRE.**

Committee Members present:

Councillors S Hayes (Chairman), S Buck, M Cooper, S Dhaliwal, D Matthews, J Smith, J Talbot

Also present:

Cllr J Bendall and Cllr J Headington
E. Payne, Town Clerk

51/23 APOLOGIES FOR ABSENCE

All Members were present.

**52/23 DISCLOSURE OF MEMBERS INTERESTS AND REQUESTS FOR
DISPENSATION**

There were no declarations made.

53/23 PUBLIC PARTICIPATION – QUESTIONS, COMMENTS & RESPONSES

None present.

54/23 MINUTES OF PREVIOUS MEETING

Members received the minutes of the Buildings Management Committee meeting held on 18 October 2023 and it was **RESOLVED** that:

The minutes are a true record of the meeting.

**55/23 CLERK'S REPORT, CORRESPONDENCE RECEIVED & MATTERS
ARISING FOR INFORMATION**

Cllr Hayes advised the meeting that following a meeting of the DMC at CBC, the planning application to relocate the library to the Greenacre Centre had been approved unanimously.

56/23 REPORTS TO COMMITTEE

56/23.1 Review of Hire Charges

Members considered the hire charges, and it was **RESOLVED** to:

Retain the hire charges at their current level.

56/23.2 Community Café

This is a request from the Churches Together group to run a community café on a Tuesday morning, in the Maple Room, run by volunteers and supplied by The Need Project. It will open from 9am to 1pm, to encourage parents who are dropping off at Roecroft School to attend. It will commence the first week of December, running through to the end of March 2024. They will provide their own Public Liability and Risk Assessment. Some works will be required to be undertaken in the kitchen. It was **RESOLVED** to:

Approve the free use of the Maple Room as a Community Café.

56/23.3 Asbestos Survey

Members received a report outlining the Council's responsibility to monitor any asbestos in the buildings that it owns/manages. Members were advised that they hadn't been undertaken in 5 years. It was **RESOLVED** to:

Obtain quotations for an asbestos management.

56/23.4 PV Cells at Greenacre Centre

Members received a quotation to clean the PV cells at the Greenacre Centre and install bird guards. It was **RESOLVED** to:

Accept the quotation of £1750 to be met from the maintenance budget.

56/23.5 Condition of Arlesey Road Car Park

Members considered the condition of the non-tarmac area of the Arlesey Road car park. Members considered that a contractor was required, and it was **RESOLVED** to:

Obtain quotations for the next meeting for this item.

56/23.6 Cemetery Building Condition Survey

The report had not yet been received. This item will be considered by the Cemetery Committee.

56/23.7 Work Programme

Members received the work programme for this committee. It was **RESOLVED** to:

Note the report.

57/23 ITEMS FOR INFORMATION PURPOSES, RELEVANT TO THIS COMMITTEE ONLY

There were no items.

58/23 DATE OF NEXT MEETING

Wednesday 17 January 2023

The meeting closed at 2002.

MINUTES APPROVED (date):

SIGNED BY CHAIRMAN:

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

DATE: 17 JANUARY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: REDECORATION OF GREENACRE CENTRE

1. SUMMARY

- 1.1 With the impending relocation of the library to the Greenacre Centre, Members are asked to consider redecoration of public and private areas in the centre.

2. RECOMMENDATION

- 2.1 Members are asked to consider this report and advise the Clerk if they wish to proceed with the redecoration of public and private areas of the Greenacre Centre.

3. BACKGROUND

- 3.1 Ensuring that public areas in the centre remain well maintained and decorated, highlights to residents that the town council values its assets and manages them well.

- 3.2 The Greenacre Centre has not been decorated since it was handed to the Town Council in 2017 and there is an allocation in the S106 funding agreement for refurbishment in on a 4 yearly basis, with a sum per refurbishment of £800 per event.

- 3.3 The proposed areas to be redecorated are:

- Council Chamber
- Male, female, and disabled toilets
- Council offices
- Town Clerk's office

This includes walls, ceilings, and any woodwork (windowsills, door surrounds) but not doors as these are natural finish.

- 3.4 It is anticipated that once the library works have been completed that further redecoration of the lobby areas and the converted Maple Room will need to be undertaken.

4. FINANCIAL

- 4.1 Any sum up to £800 will be met from S106 agreement with the remaining amount to be met from Building Maintenance budget.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	N/A
Resources	The redecoration project would be overseen by the Facilities Officer.
Equalities	N/A
Financial	Existing budget and use of EMR.

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

DATE: 17 JANUARY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: ASBESTOS SURVEY

1. SUMMARY

- 1.1 At the meeting of this committee held on 15 November 2023, the Clerk was asked to provide this committee with quotations for an asbestos survey to be undertaken.

2. RECOMMENDATION

- 2.1 Members are asked to consider the quotations outlined below and advise the Clerk which contractor they would like to appoint.

3. QUOTATIONS RECEIVED

- 3.1 Contractors were asked to provide quotes for a management survey of:

- Memorial Hall
- Simpson Centre
- Hitchin Road changing rooms and tractor shed
- Mossman Centre

- 3.2 A refurbishment survey was requested for the Cemetery toilets in view of the impending works to be undertaken.

- 3.3 The following quotations have been received:

Contractor A	Management Survey	1875.00
	Refurbishment Survey	600.00
	Total	£2475.00
Contractor B	Management Survey	1780.00
	Refurbishment Survey	375.00
	Total	£2155.00

4. FINANCIAL

- 4.1 The following budgets apply:

Buildings General – Maintenance	53/512
EMR Cemetery	41/404

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Management of asbestos is a H&S matter
Resources	N/A
Equalities	N/A
Financial	Budget exists for works to be undertaken

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT

DATE: 17 JANUARY 2024

OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK

SUBJECT: CCTV POLICY INCLUDING PROCEDURE
FOR SUBJECT ACCESS REQUEST

1. SUMMARY

- 1.1 Closed Circuit Television (CCTV) systems have become increasingly prevalent in public spaces, playing a crucial role in enhancing security and surveillance. However, the deployment of these systems raises ethical, privacy, and practical concerns.
- 1.2 The Council, as it has CCTV installed in its buildings and open space, needs to be able to minimise the impact on people's privacy, justify why CCTV is needed, how long you will keep the footage and have a policy outlining how you deal with people's data and how they can access it.

2. RECOMMENDATION

- 2.1 Members are asked to review the attached policy and recommend its adoption to Council.

3. BACKGROUND

- 3.1 The protection of people's data needs to a prime consideration before considering installing a CCTV system or similar technology, whether you're recording footage or just live streaming. People care about how you treat their personal information and that includes footage of them capture on CCTV.
- 3.2 By considering the following steps, you can feel confident that your use of CCTV complies with data protection. It will also demonstrate to residents that you take your data protection responsibilities seriously.

- **Think about how you'll respect people's privacy and uphold their rights.**
People have the right to privacy, so if you're thinking about installing CCTV you have to consider how it could impact on them.
- **Create a document which explains your decision.**
Set out why you need CCTV and how you plan to minimise the impact on people's privacy. Include which areas the CCTV will cover and how long you'll keep the footage.
- **Ensure your policies are updated and robust.**
You should have a separate CCTV policy which explains the legal basis for gathering and using CCTV footage; who has responsibility for CCTV; the security measures you have in place to protect the data you're gathering; who you'll share the data with and how long you'll keep the data for. Have an up-to-date privacy notice.
- **Inform people it's there.**
Once you're set up, ensure you tell people it's there through signage. Make sure the camera angles only capture what you need to and nothing more.

- **Keep on top of the footage your capture.**
Decide how long you are going to keep the data for a record this in your policy and keep the footage safe so that it's not easy to breach.

4. FINANCIAL

4.1 There are no financial implications.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	A data breach is a risk and needs to be reported to ICO
Resources	N/A
Equalities	N/A
Financial	N/A



STOTFOLD TOWN COUNCIL

CCTV CODE OF PRACTICE 2024

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1. INTRODUCTION AND OBJECTIVES

- 1.1 This code of practice has been written in accordance with the Information Commissioner's CCTV Code of Practice and the National Surveillance Commissioner's CCTV Code of Practice.

This Code of Practice applies to all CCTV cameras operated and managed by Stotfold Town Council at the following sites:

- The Greenacre Centre
- Riverside Multi Use Games Area

The system owner and Data Controller is Stotfold Town Council. They are responsible for the ownership of the system with overall responsibility for ensuring this Code of Practice is adhered to and the system is properly maintained. The Town Clerk is the Data Processor, responsible for the day-to-day management of the system including data processing and management of the code of practice.

1.2 Statement in Respect of Human Rights Act 1998

The system owners have considered the obligations imposed by the above legalisation and consider that the use of cameras in the locations mentioned above is necessary proportionate and a suitable tool to help prevent and detect crime and disorder.

The system will be operated with respect to all individuals, without any discrimination on the grounds of gender, race, colour, language, religion, political opinion, national or social origin or sexual orientation.

1.3 Objectives of the System

The primary objective of the CCTV system is to protect Town Council owned property and increase the safety of the users of our facilities. The system will be used and data processed for the following purposes only:

- To prevent and detect crime, providing evidential material for criminal proceedings.
- To deter and detect incidents of anti-social behaviour, providing evidential material for criminal proceedings.
- To assist with other civil proceedings such as insurance claims.

The need to assist with personal safety will override any other requirements.

1.4 System Review

The system will be reviewed regularly to ensure it remains necessary, proportionate, and effective.

2. STATEMENT OF PURPOSE AND PRINCIPLE

2.1 Purpose

The purpose of this document is to state how the Owners and System Manager intend to use the system to meet the objectives and principles outlined in Section 1.

2.2 General Principles of Operation

The system will be operated in accordance with this Code of Practice and the Data Protection Act 1998 at all times. The system will be operated in due deference to the general right to respect for an individual and regard for their private and family life.

The public interest in the operation of this system will be safeguarded by ensuring the security and integrity of operational procedures.

2.3 Copyright

Copyright and ownership of all material recorded on the system, will remain with the Data Controller.

2.4 Monitoring and Recording Facilities

The images from the cameras located at the sites mention in this code, will be stored as follows:

The Greenacre Centre – stored on site.
Arlesey Road and Riverside – stored locally.

2.5 Processing and Handling of Recorded Material

No record material, whether digital, analogue, hard copy or otherwise will be released by the Data Processor unless it is in accordance with this Code of Practice.

2.6 Changes of this Code of Practice

All changes to this Code will be agreed by the Owners of the system.

3. PRIVACY AND DATA PROTECTION

3.1 Data Protection Legalisation

The operator of the system has been notified to the Office of the Information Commissioners in accordance with the current Data Protection Legalisation. Data will be processed in accordance with the Data Protection Act 1998, summarised as:

- All personal data will be processed fairly and lawfully.
- Personal data will be obtained only for the purposes specified.

- Personal data held will be accurate, relevant and not excessive in relation to the purpose for which the data is processed.
- Steps will be taken to ensure personal data is up to date.
- Personal data will be held for no longer than is necessary.
- An individual will be allowed to access their data in accordance with the relevant legalisation.
- Procedures will be implemented to prevent unauthorised access to, alteration, disclosure or loss of, or destruction of information.
- Information shall not be transferred outside of the European Economic area unless the rights of individuals are protected.

3.2 Request for Information – Subject Access Request

Any request from an individual for disclosure of personal data which they believe is recorded by virtue of the system will be directed in the first instance to the Data Processor and should be treated as a Subject Access Request.

Any person making such a request should use the form included as Appendix 2 including the fee of £10 and must be able to provide sufficient information to prove their identity and enable the data to be located.

If the relevant footage shows third parties and the provision of such could involve an unfair intrusion into their privacy of the third party, the footage will not be disclosed unless all third parties have provided written agreement of the relevant footage can be obscured.

In accordance with Section 29 of the Data Protection Act 1998, personal data processed for the prevention of crime and/or the apprehension or prosecution of offenders is exempt from the subject access provisions to the extent to which the application of the provisions to the data would be likely to prejudice these matters.

A request from an individual for footage for themselves is exempt from the provisions of the Freedom of Information Act. Instead, this request should be treated as a data protection subject access request as explained above.

4. ACCOUNTABILITY AND PUBLIC INFORMATION

This Code will be made available on the Council's website and upon request to the Data Processor.

5. ASSESSMENT OF THE SYSTEM

The operation of the system will be audited on an annual basis to check for compliance with this Code of Practice and to ensure the system meets the objectives specified in section 1.

6. MANAGEMENT OF RECORDED MATERIAL

6.1 Guiding Principles

For the purposes of this Code, 'recorded material' means any material recorded by, or as the result of, technical equipment which forms part of this system; this specifically includes images recorded digitally or on other media including still prints.

Every recording made by the use of the system has the potential for containing material that may need to be admitted in evidence at some point during the period of its retention. Members of the public must have total confidence that information recorded will be treated with due respect for private and family life. It is therefore imperative that all recorded is treated strictly in accordance with this Code of Practice until the final destruction of the material.

Access to and the use of recorded material will be strictly for the purposes defined in this Code of Practice only.

Recorded material will not be copied, sold or otherwise released or used for commercial purposes or otherwise made available for any use incompatible with this Code of Practice.

6.2 National Standard for Release of Data to a Third Party

Requests from the Police for footage for the prevention and/or detection of crime and disorder will be submitted to the Data Processor.

In complying with the National Standard, it is anticipated, as far as is reasonably practicable, to give effect to the following principles:

- Recorded material shall be processed lawfully and fairly and used only for the purposes defined in the Code.
- Access to recorded material will only take place in accordance with the National Standard and this Code.

Subject to compliance with this Code, the Police, and other agencies with a Statutory Authority to investigate and/or prosecute offences, may release details of recorded information to the media only in an effort to identify offenders or potential witnesses. In all cases this will need the permission of the Data Controller.

6.3 Footage and Recorded Material – Retention

Images are recorded by cameras are retained on the system for 28 days. After this time, the footage is erased.

When footage is released as recorded material a master copy is made and retained securely. This is retained for 7 years after which it is securely destroyed.

6.4 Register and Release of Recorded Material

Every item of recorded material that is produced is managed using specific software which provides a clear audit trail.

6.5 Prints of Recorded Material

Prints will be treated in the same manner as other recorded material and in accordance with this Code of Practice and the National Standard.

Appendix 1 - National Standard for the release of Data to Third Parties

All requests for the release of data shall be processed in accordance with this standard and the Code of Practice. All Police requests for footage needed for the prevention and/or detection of crime and disorder shall be dealt with by the Data Processor. Data to day responsibility for the operation of the CCTV system lies with the Data Processor.

1. Primary Request to View Data

- a) Primary requests to view data generated by a CCTV system are likely to be made by third parties for any one or more of the following purposes:
 - i. Providing evidence in criminal proceedings (e.g. Police and Criminal Evidence Act 1984, Crime Procedures and Investigations Act 1996, etc).
 - ii. Providing evidence in civil proceedings or tribunals
 - iii. The prevention of crime
 - iv. The investigation and detection of crime (may include identification of offenders).
 - v. The identification of witnesses
- b) Third parties, which are requested to show adequate grounds for disclosure of data within the above criteria, may include, but are not limited to:
 - i. Police (see note 1)
 - ii. Statutory (enforcing) authorities with powers to prosecute (e.g. Custom & Excise, Trading Standards etc).
 - iii. Solicitors (see note 2)
 - iv. Plaintiffs in civil proceedings (see note 3)
 - v. Accused persons or defendants in criminal proceedings (see note 3)
 - vi. Other agencies, according to purpose and legal status (see note 4)
- c) Upon receipt from a third party of a bona fide request for the release of data, the data controller shall:
 - i. Not unduly obstruct a third-party investigation to verify the existence of relevant data.
 - ii. Ensure the retention of data which may be relevant to the request, but which may be pending application for, or the issue of, a court order or subpoena. A time limit shall be imposed on such retention, which will be notified at the time of the request.
- d) In circumstances outlined in note (3) below, (requests by plaintiffs, accused persons or defendants), the Data Controller or nominated representative shall:
 - i. Be satisfied that there is no connection with any existing data held by the Police in connection with the same investigation.
 - ii. Treat all such enquiries with strict confidentiality.

Notes

- (1) The release of data to the Police is not to be restricted to the civil Police but could include (for example), British Transport Police, British Military Police, Ministry of Defence Police etc. Special arrangements may be put in place in response to local requirements.
- (2) Aside from criminal investigations, data may be of evidential value in respect of civil proceedings or tribunals. In such cases, a solicitor, or authorised representative of the tribunal, is required to give relevant information in writing prior to a search being granted. In the event of a search resulting in a requirement being made for the release of data, such release will only be facilitated on the instructions of a court order or subpoena. A charge may be made for this service to cover costs incurred.

In all circumstance, data will only be released for lawful and proper purposes.

- (3) There may be occasions when an enquiry by a plaintiff, an accused person, a defendant, or a defence solicitor falls outside the terms of disclosure or subject access legalisation. An example could be the investigation of an alibi. Such an enquiry may not form part of a prosecution investigation. Defence enquiries could also arise in a case where there appeared to be no recorded evidence in a prosecution investigation.
- (4) The data controller shall decide which (if any) 'other agencies' might be permitted access to data. Having identified those 'other agencies', such access to data will only be permitted in compliance with this Standard.
- (5) The Data Controller can refuse an individual request to view if sufficient or inaccurate information is provided. A search request should specify reasonable accuracy (could be specified to the nearest half hour).

2. Secondary Request to View Data

- a) A 'secondary' request for access to data may be defined as any request being made which does not fall into the category of a primary request. Before complying with a secondary request, the Data Processor shall ensure that:
 - i. The request does not contravene and that compliance with the request would not breach current legislation (e.g. Data Protection Act 1998, Human Rights Act 1998, section 163 Criminal Just and Public Order Act 1994 etc.)
 - ii. Any legislative requirements have been complied with (e.g. the requirements of the Data Protection Act 1998).
 - iii. Due regard has been taken of any known case law (current or past) which may be relevant.
 - iv. The request would pass a disclosure of 'public interest' (see note 1).
- b) If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards shall be put in place before releasing the material:
 - i. In respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material should be obtained from a police officer not below the rank of Inspector. The officer should have personal knowledge of the circumstances of the crime/s to be prevented and an understanding of the CCTV Code of Practice.

- c) Recorded material may be used for bona fide training purposes such as police or staff training. Under no circumstances will recorded material be released for commercial sale or for entertainment purposes.

Note

- (1) 'Disclosure in the public interest' could include the disclosure of personal data that:
 - i. Provides specific information which would be of value or interest to the public wellbeing.
 - ii. Identifies a public health or safety issue.
 - iii. Leads to the prevention of crime.
 - iv. The disclosure of personal data which is the subject of a 'live' criminal investigation would always come under the terms of a primary request (see 3 above)

3. Individual Subject Access under Data Protection Legislation

- a) Under the terms of the Data Protection legislation, individual access to personal data, of which that individual is the data subject, must be permitted providing:
 - i. The request is made in writing.
 - ii. A specified fee is paid for each search.
 - iii. The Data Controller is provided with sufficient information to suffice him/herself as to the identity of the person making the request.
 - iv. The person making the request provides sufficient and accurate information about the time, date, and place to enable the Data Controller to locate the information which that person seeks (it is recognised that a person making a request may not know the precise time. Under these circumstances, it is suggested that within one hour of accuracy would be a reasonable requirement).
 - v. The personal making the request is only shown information relevant to that particular search and which contains personal data of him/herself only, unless all other individuals who may be identified from the same information have consented to the disclosure.
- b) In the event of the Data Controller complying with a request to supply a copy of the data to the subject, only data pertaining to the individual should be copied (all other personal data which may facilitate the identification of any other person should be concealed or erased).
- c) The Data Controller is entitled to refuse an individual request to view data under these provisions if insufficient or inaccurate information is provided, however, every effort should be made to comply with subject access procedures and each request should be treated on its own merits.
- d) In addition to the principles within the Data Protection legislation, the Data Controller should be satisfied that the data is:
 - i. Not currently and as far as can be reasonably ascertained, not likely to become part of a 'live' criminal investigation.
 - ii. Not currently or as far as can be reasonably ascertained, not likely to become relevant to civil proceedings.
 - iii. Not the subject of a complaint or dispute which has not been actioned.
 - iv. The original data and that an audit trail has been maintained.
 - v. Not removed or copied without proper authority.
 - vi. For individual disclosure only (i.e. to be disclosed to a named subject)

4. Process of Disclosure

- a) Verify the accuracy of the request
- b) Replay the data to the requestee only (or a responsible person acting on their behalf).
- c) Only data relating to the request will be shown.
- d) It must not be possible to identify any other individual from the information being shown
- e) If a copy of the material is requested and there is no one site means of editing out other personal data, then the material should be sent to an editing house for processing prior to being sent to the requestee.

Note: The Information Commissioner's Code of Practice for CCTV makes specific requirements for the precautions to be taken when images are sent to an editing house for processing.

5. Media Disclosure

- a) In the event of a request from the media for access to recorded material, the procedures outlined under 'secondary request to view data' shall be followed. If material is to be released the following procedures shall be adopted.
 - i. The release of the material must be accompanied by a signed release document that clearly states what the data will be used for and sets out the limits for its use.
 - ii. The release form shall state that the receiver must process data in a manner prescribed by the data controller e.g. specific identifies/data that must not be revealed.
 - iii. It shall require that proof of any editing must be passed back to the Data Controller either for approval or final consent, prior to its intended use by the media (protecting the position of the Data Controller who would be responsible for any infringement of Data Protection legislation and the System Code of Practice).
 - iv. The release form shall be considered a contract and signed by both parties (see note 1)

Note: In the well case of *R v Brentwood Borough Council, ex parte Geoffrey Dennis Peck* (QBD, November 1997), the judge concluded that by releasing the video footage the Council had not acted lawfully. A verbal reassurance that the broadcasters would mask the identity of the individual had been obtained. Despite further attempts by the Council to ensure the identity would not be revealed, the television company did in fact broadcast footage during which the identity of Peck was not concealed. The judge concluded that tighter guidelines should be considered to avoid future accidental broadcasts. Attention is drawn in this respect, detailed in her Code of Practice summarised above.

6. Principles

In adopting a national standard for the release of data to third parties, it is intended, as far as reasonably practicable, to safeguard the individual's rights to privacy and to give effect to the following principles:

- a) Recorded material shall be processed lawfully and fairly and used only for the purposes defined in the Code of Practice for the system.

- b) Access to recorded material shall only take place in accordance with this standard and Code of Practice.
- c) The release or disclosure of data for commercial or entertainment purposes is specifically prohibited.

Appendix 2 - Subject Access Request Form

Stotfold Town Council CCTV System

Data Protection Act 1998

How to apply for Access to Information Held on the CCTV System

These notes explain how you can find out what information, if any, is held about you on the CCTV system. These notes are only a guide. The law is set out in the Data Protection Act 1998. Further information is obtainable from the Information Commissioners Office www.ico.org.uk

Your Rights

Subject to certain exemptions, you have the right to be told whether any personal data is held about you. You also have the right to a copy of that information in a permanent form except where the supply of such a copy is not possible or would involve disproportionate effort, or if you agree otherwise.

The Council will only give that information if it is satisfied as to your identity. If release of the information will disclose information relating to other individual(s), who can be identified from that information, the Council is not obliged to comply with an access request unless:

- The other individual has consented to the disclosure of the information, or
- It is reasonable in all the circumstances to comply with the request without the consent of the other individual(s).

The Council's Rights

The Council may deny access to information where the Act allows. The main exemptions in relation to information held on the CCTV system are where the information may be held for:

- Prevention and detection of crime
- Apprehension and prosecution of offenders

And giving you the information may be likely to prejudice any of these purposes.

Fee

A fee of £10 is payable for each access request, which must be in pounds sterling. Cheques to be made payable to 'Stotfold Town Council' or BACS payment to:

Account name: Stotfold Town Council
Sort Code:
Account Number:
Reference: CCTV – *Your name*

The application form

When you have completed and checked this form, take, or send it together with the required TWO identification documents, photography and fee to:

Town Clerk, Stotfold Town Council, The Greenacre Centre, Valarian Way, Stotfold, Beds SG5 4HG

STOTFOLD TOWN COUNCIL
CCTV SURVEILLANCE SYSTEM
DATA PROTECTION ACT 1998

Section 1 – About Yourself	
<p>The information requested below is to help the Council: a) Satisfy itself as to your identify and b) find any data held about you. Please use BLOCK capitals</p>	
Title (Mr/Mrs/Miss/Dr etc	
Surname/Family Name	
First Name	
Maiden name/former names	
Sex (Male or Female)	
Height	
Date of Birth	
Place of Birth (Town & County)	
Your current home address	
	Post Code:
Telephone Number	

If you have lived at this address for less than 10 years, please give your previous addresses for the period.

Previous Address(es)	
Date of Occupancy (From/To)	
Previous Address(es)	
Date of Occupancy (From/To)	

Section 2 – Proof of Identity	
<p>To help establish your identify your application must be accompanied by TWO official documents that between them clearly show your name, date of birth and current address. For example, a birth/adoption certificate, driving licence, medical card, passport, or other official document that shows your name and address. Also, a recent, full face photograph of yourself Failure to provide this proof of identify may delay your application</p>	

Section 3 – Supply of Information	
You have a right, subject to certain to exceptions, to receive a copy of information in a permanent form. Please tick the box that applies.	
Do you wish to:	
a) View the information and receive a permanent copy	
b) Only view the information	

Section 4 – To help us find the information	
<p>If the information you have requested relates to a specific offence or incident, please complete this section. Please complete a separate box in respect of each different categories/incidents/involvement. Continue on a separate sheet in the same way if necessary. If the information you require relates to a vehicle, property or other type of information, please complete the relevant section overleaf.</p>	
Were you (tick box below)	
Victim of an offence	
A witness to an offence or incident	
Other – please explain	
Date(s) and time(s) of incident	
Place incident happened	
Brief details of incident	

Section 4 – Declaration	
Declaration to be signed by the applicant	
The information that I have supplied in this application is correct and I am the person to whom it relates.	
Signed by	
Date	

Document Revision History

Date	Version No	Revision
January 2024	V1	Date Adopted

STOTFOLD TOWN COUNCIL

COMMITTEE: BUILDING MANAGEMENT
DATE: 17 JANUARY 2024
OFFICER RESPONSIBLE: EMMA PAYNE, TOWN CLERK
SUBJECT: GREENACRE CENTRE CAR PARK EXTENSION

1. SUMMARY

- 1.1 Members are asked to consider the attached specification for the extension for the car park at the Greenacre Centre.

2. RECOMMENDATION

- 2.1 Members are asked to:
- a) Approve the attached specification.
 - b) Consider the provision of disabled parking bays.

3. BACKGROUND

- 3.1 The current rear car park at the Greenacre Centre is not often used, apart from Town Council vehicles, as it leads onto the one-way system via Buttercup Road, and it has a manual barrier. The town council staff and visitors currently park in the smaller car park at the front of the building or on the road.
- 3.2 With the library relocating to the centre, along with the on-site café, car parking provision needs to be reassessed, as we want to be a considerate neighbour to the residents in the area.
- 3.3 The specification attached to this report sets up the extension to the area immediately behind the Town Clerk's office which is easily accessible via Marigold Way, without using the one-way system via Buttercup Road.
- 3.4 Disabled Motoring UK Ltd introduced the [Disabled Parking Accreditation](#) scheme, which recognises off-street parking facilities which are accessible to disabled people. Whilst we are not offering a pay to park scheme, Members are asked to consider implementing their recommendations when it comes to the allocation of disabled fully accessible car parking spaces.
- 3.5 Their recommendation is that car parks between 1-50 spaces allocate 2 spaces plus 3% of the total number of car parks.

There are 30 car park spaces in the existing rear car park, plus 20 in the newly planned extension, plus the 3 in the front car park. Therefore there should be an additional 1 disabled car park space allocated in either the rear or front car park.

- 3.6 Members may like to consider redesignating the entire front car park (with the exception of P1 - which is allocated to the site opposite the Greenacre Centre), as a disabled only car park, as it is nearest the front entrance.

4. FINANCIAL

4.1 The cost for extending the car park will be met from the Greenacre Open Space EMR.

5. IMPLICATIONS

Strategic Plan	N/A
Risk Management	Due to the possible cost, this will need to be processed through Contract Finder
Resources	The Town Clerk will project manage
Equalities	Additional disabled spaces would adhere to Equalities Act
Biodiversity	N/A
Financial	Funding from EMR



Stotfold Town Council

Greenacre Centre car park extension

Precis

We currently have a car park to the rear of the building comprising of 30 parking spaces, some of which are on a permeable concrete solution (8) and tarmacadam with thermoplastic marking (22).

The current car park is accessed via Buttercup Road, which is one way in nature and makes it difficult to use during opening hours as parking in the neighbouring roads is severely impacted by the parents at drop off /collection times. It does have a manual barrier to restrict access.



As you can see from the above, access at certain periods of the day, can be prohibitive and obstructive. This proposal is to relieve some of that weight by this additional car park.

We require an extension to the current car park to terminating to the east of the current car park into Marigold Way (see photo below), forming an in-and-out opening. This will also include access control barrier to the current car park which will be retained for staff / visitor parking and adding additional disabled parking should it be deemed necessary.



'The project is also subject to planning permission from local planning authority'.

The Specification

Area – 28 m x 20m (from rear of building pathway allow for 1m grass verge with Birdsmouth fence barrier towards the southern side pathway.)

Preamble;

Site set up in current car park consisting of self-contained welfare facility to be placed on 25mm ply sheeting to protect current car park surfacing. Additional area with Heras fencing to allow for container (should one be required) and skip for debris removal (again with surface protection). All area within the site compound to be protected, with health and safety signage. The work area to be fully protected by Heras fencing double clipped and secured to prevent entry as far as practicable.

Current planting to be removed and where possible any salvageable plants to be relocated to new planters which will be made during the excavation process. The planters will segregate the new car park area to the existing car park by way of a 600mm deep planter, with edgings as scheduled below.

There is also the need to install a pathway extension to the current pathway to navigate the service strip and car park entry/exit, to the park. This is to be made of suitable construction similar to that of the car park surface.

Construction

The surface will be constructed by removal of approximately 450mm of the current soil surface, where there is a current concrete permeable bay's, these are to be retained for the council officers to use in other locations at their discretion.

There will need to be the installation of drainage to the new car park surface which can be connected to the current surface run off, should it be deemed inadequate the installation of a suitable soakaway can be made below the surface.

Gullies to be installed minimum 450mm x 450mm with sumps sized to suit. Installed to the corners of the new car park area and the corner of the entrance exit ramps to deal with surface water runoff.

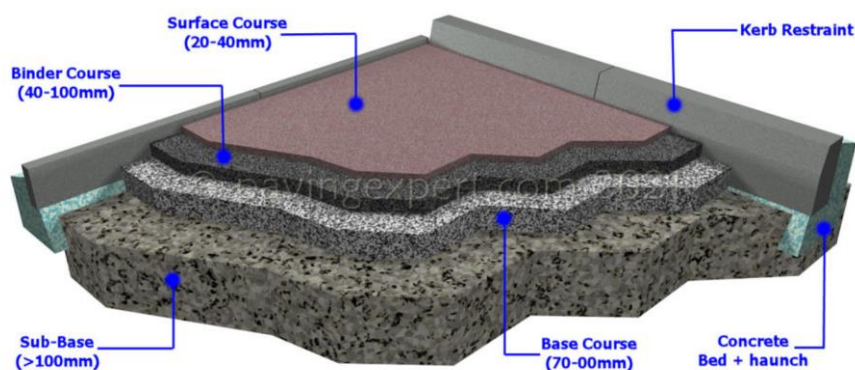
Installation of 75mm duct work to the locations

- Between lamp columns x 4 (extension from current column car park lighting)
- 75mm duct work between the primary location (feed location and the access control pillar)
- 75mm duct work between the primary location and the corner of the height barrier locations on Marigold way (future provision for automatic barriers).

Composition of surface

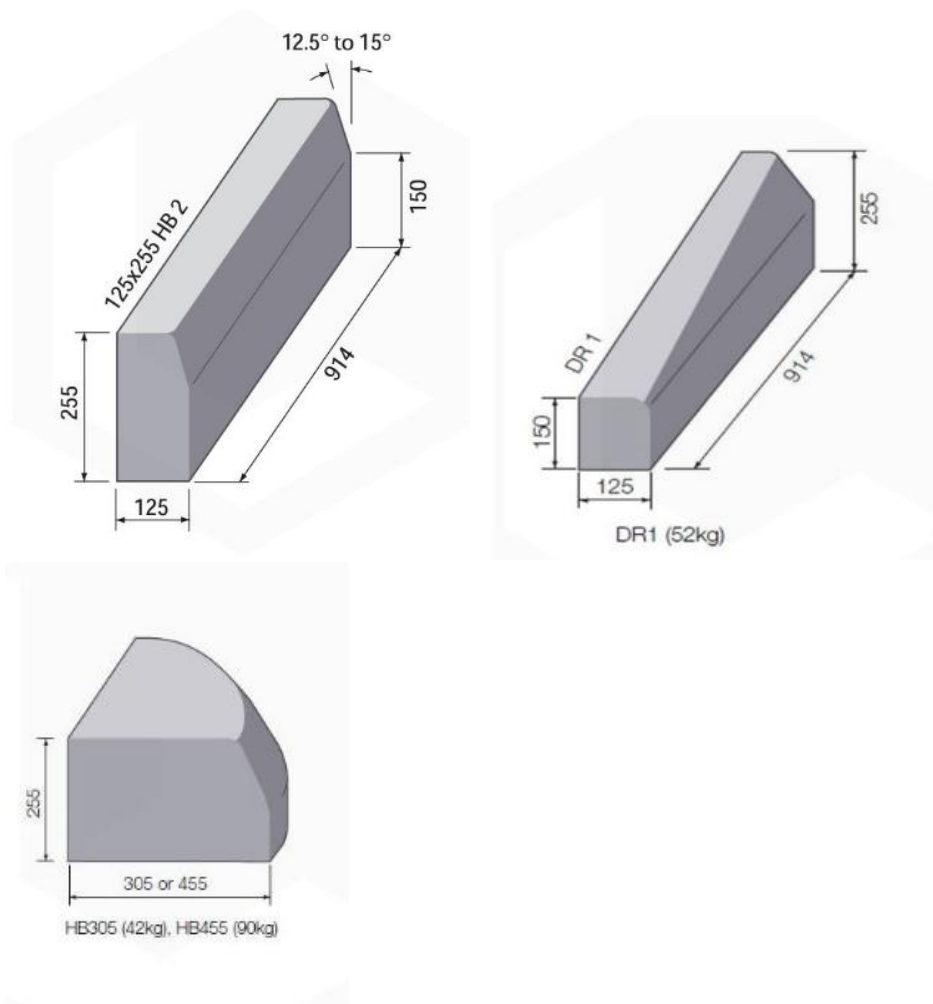
Surface to be excavated to a depth of no more than 520mm, and any loose organic matter to be removed. Any subsequent areas to be filled with suitable stabilising material and compacted by mechanical compaction device. Once the area has been stabilised the construction of not less than 150mm of type 1 mot aggregate (**Sub base**), (Geotextile barrier may need to be installed if pernicious weeds are found), 200mm (**Base layer**), base course comprising of 20mm stone chips in binding agent (**Base course**), 70mm binding layer (**Binder course**), 30mm surface course (**top surface dressing**).

- Top surface – 30mm – Rolled 1:40-1:60
- Binder course – 80mm – DBM (Dense Bitumen Macadam)– 28mm aggregate in bitumen binding agent.
- Base course – 70 mm
- Geotextile membrane – nominal – weed suppression (if required)
- Subbase – 250mm – Compacted - Type 1 mot – mechanical compaction to stabilise ground.



The perimeter of the car park to have kerb edging to be installed as per the design below with associated quadrant and dropper kerbs as required. These are to be bedded /haunched on a 20mm aggregate concrete base proportionate to the subbase/ base layer in the above diagram.

Specification – minimum 125mmx 225mm x i.e. 914mm



Street Lighting

Installation of four number 5m galvanised street columns with LED lanterns. These are to meet the requirements of the current provision. They should be installed at a suitable location so as not to be vandalised through vehicle movements or a crash protection barrier installed to protect them.

E 951 – 55watt led with 76mm post collar.

(note- where column is adjacent to the residential properties – a part night photocell with 00:00 off to be installed).

Rear of Greenacres Centre

Installation of birdsmouth barrier fence 450mm high with access gaps at 3m points along the boundary to the facility secured by galvanised strapping. Suitable v shaped posts installed to support; this can be made of composite material as opposed to wood.



Line marking

Thermo-plastic line markings to be installed to the finished surface, this will denote the parking bays and 'IN' and 'OUT,' bays will be marked as per drawing.

Where the entrance to the staff area is 'No Parking' and double red lines will be marked. Bay marking in the existing car park to be marked.

- Town Clerk
- Town Mayor
- Café
- Café
- Library
- Library
- Deliveries

These bays will be indicated at time of installation.

Automatic barrier

FACC B680 hydraulic barrier 4m arm – Tip support - single set of photocells and loop wire. The system to have integral 'traffic lights' and LED beam indication lighting.

Automatic barrier to be installed with barrier arm, this will be operated by a GSM access control device which will be managed by Town Clerk.

Required functionality -

SIM card units, where it then has a unique phone number which can be called from any phone whether land line or mobile anywhere. When a call is made, the GSM system reads the 'Caller ID', then drops the call and then compares the number to its internal list of authorised callers. If a match is found, the relay(s) on board the unit are triggered, opening the barrier.

Internally a loop to be cut into the current surface to activate the barrier for exit, it is appreciated that some bays may need to call the gate again to open.

Height Barriers

Two number vehicle height barriers to be installed with padlock security to allow for them to be opened if necessary.

They are to be made of steel construction with a powder coated finish (yellow) and appropriate signage displaying height of barrier not less than 2.4m. They should be heavy duty and robust, easily maintainable.

Something similar to;



All debris to be removed from site once complete, RAMS, Public Liability insurance and relevant accreditations will be required (CHAS SMAS safe constructor)

BUILDINGS COMMITTEE WORK PROGRAMME 2023-24

Meeting Date	Agenda Item	Description	Officer Responsible	Neccessity
17/01/2024	Redecoration of GAC	To consider the redecoration of the GAC	Town Clerk	Buildings Maintenance
	Asbestos	To receive quotations for asbestos management survey	Facilities Officer	Health and Safety at Work Act 1974
	CCTV	To review and adopt a CCTV policy	Town Clerk	GDPR
	Just Out	including Christmas event	Town Clerk	
	Confidential - Library Update	To receive an update on the library project	Cllr S Hayes	
	Confidential - Library Café Lease	To consider the terms and conditions for the library lease	Cllr S Hayes	
20/03/2024	Budget Virements	To consider any budget virements for this committee	Town Clerk	