



CCTV REPORT

BUILDINGS MAINTENANCE COMMITTEE

PAPER A

9 APRIL 2025

The purpose of this Report is to update members on the progress of installing CCTV at Ventnor Esplanade Public toilets as agreed by the committee

1) BACKGROUND

- a) The Full Council agreed to instal CCTV at Ventnor Esplanade Public Toilets, and a quote was agreed by this committee.

2) ISLAND ROADS' REQUIREMENTS

- a) Prior to installation, staff checked with Island Roads, who are responsible for the wall behind the toilets that permission had been sought when the system had been designed.
- b) The response was that permission had not been sought previously, and detailed the requirements for installation.
- c) The requirements are listed below:

Your request would need to be considered under Section 115 of the Highways Act and would require the applicant to enter into a Licence agreement with the Isle of Wight Council.

In order to progress your request, could you please provide us with the following information:

- *Size, material and design of attachment*
- *Method and type of fixing*
- *Plan showing exact location of attachment*
- *Maintenance arrangements*
- *Inspection regime and frequency*
- *RAMS covering installation and maintenance*
- *Out of Hours contact details if there were to be any issues with the attachment*
- *Copy of £10million public liability insurance*
- *Copy of accreditation to work on the highway of those installing*
- *Length of time proposed to be in-situ (if temporary)*
- *Copy of unmetered electrical supply agreement*
- *Copy of ICO Registration Certificate*
- *Copy of CCTV Policy*
- *Copy of Privacy Impact Assessment*
- *Copy of CCTV Signage Design (Purpose & Contact Details of Operator)*
- *EIC (Electrical Installation Certificate)*
- *BS EN 40 Assessment*
- *Consideration for installation of 2 way fused isolator to ensure compliance with BS7671 wiring regulations*

On receipt of the above, Island Roads would undertake the necessary safety and network checks to ensure there would be no issues to highway users.

All information would then be sent to the Isle of Wight Council's Contract Management Team for their consideration as approval can only be granted by the Isle of Wight Council. If they are in agreement, a Licence would be drafted for signature by both parties. Only at this point would then be possible to install the attachment.

Our Asset Management Department have advised that it may be more beneficial for you to mount your cameras on the corner of the toilet block, thus avoiding the necessity for obtaining an Authorized Attachment Licence

- d) The contractor to install the CCTV has provided responses to most of these, with Ventnor Town Council needing to provide Island Roads with the following:
- i. Copy of £10m public liability insurance
 - ii. Copy of ICE Registration certificate
 - iii. Copy of CCTV Policy
 - iv. Copy of Privacy Impact Assessment
- e) The only document not yet produced is the Privacy Impact Assessment. The Policy, Projects and Premises officer is working on this. It is not something that has been produced previously for other sites VTC manage with CCTV.

3) RECOMMENDATIONS

Members are recommended to either:

- Note the report, and consider whether to simplify the design of the CCTV installation to not include cameras on assets that Island Roads have responsibility for
- or
- complete the Privacy Impact assessment, submit all details to Island Roads, and await a response as to whether this is approved