

## 2020/2021 Community Fund: Interim Assessment Form

*Locality: Teviot & Liddesdale*

*Ref. No.: CF2021-T&L-10*

*Organisation Name: Newcastleton & District Community Council (NDCC)*

*Funding Requested: £17,490*

| ABOUT THE GROUP   |                       |                   |  |
|---|-----------------------|-------------------|--|
| <b>Organisation Structure</b>   | Community Council     |                   |  |
| <b>Annual Accounts Balance</b>  | £1,945.01             |                   |  |
| Are any funds ring-fenced, if so why & how much?<br>Of their current balance of £2,447.83, ring-fenced budgets include:<br>community path and grass cutting £450<br>ring-fenced flood donations £500 from Thornhill Rotary<br>ring-fenced gardening club donation from Common Riding for £400 |                       |                   |  |
| Has the applicant successfully applied for SBC funding within the last three years?<br><input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  |                       |                   |  |
| <b>SBC Funds received</b>   | <b>Financial Year</b> | <b>Amount (£)</b> | <b>What used for?</b>                                      |
| Community Council support grant   | annual                | £630              | Supporting the operation of Newcastleton Community Council |
| Have they recently applied to the Common Good Fund?<br><input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>  |                       |                   |  |

| ABOUT THE PROJECT    |  |
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| <b>Project brief</b> | <p>NDCC are seeking funding to install a CCTV system that provides a series of linked cameras for all entrances to the village as well as locations prone to regular vandalism. The intention is to provide a resource that helps the village reduce criminal behaviour but also combat the impacts of climate change and provide flood prevention measures through an early warnings system.</p> <p>Eight locations for a camera have been identified in total which includes the primary school at their request (locations referenced at the bottom of the document). The system will operate by line of site, requiring power to support the camera points and mast which provides the digital signal to</p> |

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|  | <p>link the network. This allows camera points to be added if need demands.</p> <p>The requested funding would be used to fund 50% of the following:</p> <ul style="list-style-type: none"> <li>• Ground works £5,676, plus a contingency for ground works of £412</li> <li>• Electrical services £4,401</li> <li>• Radio Infrastructure / masts etc £9,300</li> <li>• CCTV and NVR £14,800</li> <li>• Planning application £201</li> <li>• Mapping downloads to support planning application £100</li> </ul> |  |
| Project Start Date: DD/MM/YY               | As soon as budget secured   |  |
| Total Expenditure (£)                      | £34,890   |  |
| Community Fund Request (£)                 | £17,490   |  |
| 10% organisation contribution              | £17,400   |  |
| Any Other Contribution?                    |   |  |
| Other Funding Sources                      | Amount (£)  | At what stage?   |
|  | £7,400  | SLF (asset transfer CFFOF) confirmed                               |
|  | £8,000  | Community Council, N&D Community Trust, Resilience Group – secured |
|  | £2,000  | Pledged donations once funding confirmed                           |
| Community Fund Outcomes                    | <input type="checkbox"/> Communities have more access to better quality local services or activities<br><input checked="" type="checkbox"/> Communities have more access to a better quality environment<br><input type="checkbox"/> Communities have more pride in their community<br><input type="checkbox"/> Communities have more access to better quality advice and information<br><input type="checkbox"/> More local groups or services are better supported to recover from financial difficulty     |  |
| Teviot & Liddesdale Action Plan priorities | <p>The project meets the following priorities:</p> <ul style="list-style-type: none"> <li>• Encourage people to look after their local area and take pride in where they live</li> </ul>  |  |

| <b>ASSESSMENT</b>  |  |
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| What need/demand has been evidenced for this project/activity? | Following a series of break-ins and thefts in the village in 2018, NDCC has develop the idea of a CCTV system and included the proposal on their meeting agenda three times. It has been featured in the Chatter as well as a newsletter delivered to every household (450) last November where responses to the proposal were |

invited. No responses or objections have been received and support for the project has been offered through donations.

NDCC has examples of residents saying they feel unsafe at night and would like a visible police presence however due to pressures on police services and their geographical location, NDCC believe an increased police presence is unlikely and therefore CCTV is required.

NDCC considers the village to be vulnerable geographically in both the length of time it takes emergency services to travel to the village and the opportunities for people to use local routes to transport goods over the border. The forests surrounding the village host a series of connecting off road timber routes which can minimise the visibility of people travelling through the area. The forest has also been used by bike and car enthusiasts 'rallying' through the forest, There has been incidences during lockdown of groups of drivers driving through the village at speed and one case of them deliberately blocking off the north entrance of the village so they could travel at speed in the village.

By operating a CCTV network, NDCC believe it will reduce incidences of the village being targeted for criminal activity and being used as a route to transport goods. It should also deter drivers racing through the village in their cars.

An extract from an SBC report presented at Council on 26<sup>th</sup> June 2019, states that Police Scotland '*see CCTV as one tool that contributes to public security and the prevention and detection of crime, which reassures the public in areas that it is installed and adds to the overall perception of community in the area*'. There are no figures available from Police reports on criminal activity in the Newcastleton area as data is for the wider geographical area. No figures were supplied by NDCC.

Another need that NDCC would like to address through CCTV provision concerns the risk of flooding. NDCC wish to install camera units to monitor the river Liddel so early warning messages can be given when there is a risk of flooding to the village. This follows the damage caused by Storm Dennis in 2020. The storm caused an estimated £4.5m of damage within the community with 100+ households impacted. Community members have requested that previous flood tracking measures for the village be re-instated after being displaced during earlier flooding but no additional measures have been installed by SEPA to what is already in place. Residents can however sign up to Floodline which is operated by SEPA to receive

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|   | <p>notifications of flooding in their area and receive live flooding information.</p> <p>The 2019 Mid-year Estimate for Newcastleton’s population is 796. (source: NRS)</p>   |
| <p>What benefits will be gained from the project/activity and how well does the project/activity meet the outcomes of the scheme?</p> | <p>The live views of the river Liddle will be used by Newcastleton’s Resilience Group and SBC Emergency Planning to help monitor risk of flooding. From this live view, Emergency Planning will be able to issue a twenty minute warning to residents to signal rising flood levels. Over time, NDCC will be able to use captured footage of the river to better understand behaviour of the river which can be used to refine a flood scheme going forward. SBC and the Flood and Coastal Management Team are supportive of a community CCTV system which can be utilised for Flood Risk Management purposes. A draft Local Flood Risk Management Plan has been produced and information submitted to SEPA for the National Prioritisation Exercise 2022-2028. The plan gives consideration of a flood protection scheme in Newcastleton in the future as well as 4 other areas of the Borders. The cameras would assist flood monitoring until a flood scheme is in place.</p> <p>Camera equipment is standard night vision with HD quality images. Numberplate recognition cameras are included for the main north/south entrances. Only external images will be captured, any property with windows in sight lines will be blacked out so no one can view inside the property and this will happen when the cameras are set up. The exception to this is if businesses wish for their premises to be monitored. Relevant signage will be displayed on entrance to the village and in prominent public places and businesses.</p> <p>NDCC policies and procedures for their CCTV system follows <a href="#">Data Protection Act 2018</a> requirements. The community is trained and experienced in capturing CCTV data as it currently operates a secure facility covering the community owned fuel site. This CCTV system there has been used to assist police on several occasions. The village CCTV system would be housed in a secure community owned facility with one member of NDCC and one member of the Resilience Group granted access as well as police. These individuals are trained to operate the fuel cameras, are aware of GDPR and already work on police requests. One member of the primary school will also have access. Cameras sited for flood will be available to SBC and Resilience team leader on a live dial-in facility.</p> <p>Images will be stored for 30 rolling days but specific images may be stored for police use. Privacy rules and protocols will be adopted and with all captured private spaces blacked out. Protocols will align with police procedures so that images can be used in prosecutions if required.</p> |

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| <p>What support and involvement of the wider community is there for this project/activity?</p>   | <p>Equipment will be located on private and community owned land and the relevant permissions have been agreed for these locations and support letters received. Each location power source is being funded by the land or homeowner at a cost of £250-300 per annum. If there are issues with owners covering these costs in the future, NDCC plan to cover the costs through fundraising.</p> <p>Insurances will be included in Newcastleton &amp; District Community Trusts annual insurance policy.</p> <p>Local tradesmen have committed to carry out an annual check of the system for free though funding will need to be raised for hire of the cherry picker to assist this work. It is not anticipated that there will be any problems with offer continuing.</p> <p>Community Council, Newcastleton School Partnership, Polysport members, Newcastleton Resilience Group, Newcastleton Community Trust, and Newcastleton Business Forum as well as members of the public have all pledged donations if this application is successful.</p> <p>Although NDCC has not received any objections to date from the community, their SBC Planning application is now live on the SBC portal so the public can submit an objection or comment if they wish to do so.</p> |
| <p>What efforts have been made by the applicant to secure other sources of funding for the project/activity?</p>                                 | <p>50% of the required funding has been sourced from external funding / pledged donations.</p>  |
| <p>How will the impact and success of the project be measured? What happens at the end of the project/activity or when the funding is spent?</p> | <p>NDCC consider this another example of the community increasing its ownership, accountability and responsibility. NDCC believe it will bring peace of mind to those who suffered or were at risk of suffering flooding in recent times and will help the community understand the habits of the river. Householders will be altered to put up flood defences which should help reduce the impact of flooding in the village were it to happen again. Film footage may also assist police in tackling crime and anti-social behaviour providing reassurance to local businesses and residents.</p> <p>The system allows elements to be replaced individually and ongoing maintenance is not expected to exceed £200-300 per annum. Fundraising activity is to cover these costs. The cameras have a 2 year guarantee but are expected to last a minimum of five years. The masts and infrastructure are expected to last 15-20 years. Newcastleton &amp; District Community Trusts will fund replacement parts when required.</p>  |

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| Quotes received for items of expenditure          | Yes  |
| Have appropriate permissions been sought/granted? | <p>The primary school has requested to be included in this scheme but permission must still be sought from SBC Estates for a camera to be installed at this location. Permission will be requested if NDCC are successful in securing full funding.</p> <p>NDCC's application to SBC Planning is due to be posted in March. Those with a mutual boundary to sites hosting CCTV equipment or those living within 20 metres will be notified by Planning of the application. An advert may be placed in the local press if Planning are unable to contact anyone who should be notified. People have 21 days to respond from notification being received. If there are 5 or more individual objections within the 21 day process but Planning support the application, the application will go to Committee for consideration. If Planning does not support the application it can be rejected under statutory powers. The earliest a decision will be made is the end of April.</p> <p>NDCC received positive feedback from the scoping exercise carried out with SBC Planning.</p> |

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| <b>SBC OFFICER ASSESSMENT</b>   |
| <p>The application does not meet current Community Fund criteria for the following reasons:</p> <ul style="list-style-type: none"> <li>• Planning permissions have not yet been granted</li> </ul> <p><i>Additional Terms and Conditions:</i></p> <p>Scottish Government coronavirus (COVID-19) guidance must be adhered to with a protocol for safe participation in the programme and use of resources developed, and all participants agreeing to adhere to this protocol.</p> <p><i>If successful, we would seek the group to particularly report on:</i></p> <ul style="list-style-type: none"> <li>• <i>Feedback from villagers on the impact they feel the CCTV system has had</i></li> <li>• <i>Number of times the CCTV system has been used to help tackle anti-social behaviour and criminal activity</i></li> <li>• <i>Feedback from the resilience team and SBC Emergency Planning on how it has assisted flood prevention activity</i></li> </ul> |

# Newcastleton – HD CCTV solution



During the survey on the 6<sup>th</sup> October 2020 and through further discussions, the following was identified as the business requirements:

- ① CCTV locations in BLUE
  - Ⓜ Possible location for NVR & Internet connection – New Fuel Depot
  - ↔ Very high speed radio links
  - High speed radio link
- 1 = South Entrance, 1 x fixed (bullet) on mast
  - 2 = Fire Station, 1 x fixed (wide angle), 1 x 180
  - 3 = Grapes Hotel, 1 x 180
  - 4 = Spar, no cameras – a wide angle would give great coverage
  - 5 = North Entrance, 2 x fixed (wide angle + bullet) on mast
  - 6 = Whithaugh Pool, 2 x fixed (wide angle + bullet) on mast
  - 7 = Upper water camera, 1 x bullet on mast  
NOTE location & radio link TBC
  - 8 = School, 2 x bullets on building covering playgrounds.  
NOTE cameras & radio link locations TBC

NOTE: 4 masts to be supplied by Positec, NCC to do groundworks & Power.

Positec (UK) Ltd – 09/11/20  
Peter Stanhope - 07778 514150  
[peter.stanhope@positec-ltd.com](mailto:peter.stanhope@positec-ltd.com)

## CCTV PROTOCOLS

### When do I Need to Follow the Data Protection Act?

This act entitles you to obtain any information that involves personal information on an individual. This includes CCTV footage and images that could contain something like your car's licence plate. Whoever operates the CCTV camera must follow a set of rules.

### CCTV Filming

Signs must be enforced when CCTV is being used. In the very unusual circumstance that CCTV is in operation in places such as public restrooms, the operator must ensure that everyone is aware that this is the case. This is used for places of serious concern. Sound/conversation is not allowed to be recorded; however, exceptions include taxi cabs and police custody suites.

### Being a CCTV Operator

A trustworthy member of the team should be responsible for CCTV footage. This person should decide what needs to be recorded and how to use it and who they should present it to

### When is CCTV Footage OK to Hand Over?

It is forbidden for CCTV operators to share footage of identifiable people with the media or on the internet for entertainment purposes. The only footage that is allowed to be released is if it is to identify someone for purposes requested by the police. Once CCTV has been requested from the police, the operator must abide by the [Data Protection Act](#) to ensure that this footage is safe and secure and not handed to anyone other.

### How Long Should I Hold on to Footage?

Generally, CCTV footage should have the retention time of 31 days but this can differ on occasion, when it comes to severe incidents that require consistent monitoring, our flood cameras will be capturing data 24/7 to support the flood proposals.

### CCTV at Home

The Data Protection Act is exempt from CCTV on your property. However, if your camera captures passers-by then you must abide by this Act. This is to protect the privacy of individuals and of course, ensure that your CCTV is being used responsibly.

### What Should I Do if I Capture Images Beyond the Property?

If your camera happens to capture part of your neighbours, property, or a garden across the road from you, you must take steps to ensure you comply with the DPA...

### How Do I Comply with the DPA?

Put up signs to let others know that there's CCTV in operation. Explain to others that the CCTV is not there for any unlawful misuse. Only offer access to those that need the CCTV.