



Project Initiation Document (PID)

Project Title: To Purchase and install 2 x CCTV Cameras, plus equipment, plus three year IP connection and three year data package, with key stakeholders.

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Committee: Finance and Operations Committee

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Revision History

Date of this revision:		
Version Number	Revision Date	Summary of Changes

Approvals

This document requires approval by theCommittee/Officer/Working Party

Approved By	Date	Version	Notes

Distribution

This document has been distributed to:

Name	Title	Version	Date
Finance and Operations Committee		1	29/10/25

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1. Background

At the October 2025 council meeting, Torpoint Town Council **resolved** to agree to support consideration of the project to purchase and installation of 2 x CCTV Cameras, plus equipment, plus 3 year IP connection and 3 year data package at Harvey Street, Torpoint.

Located in the Harvey Street area of Torpoint, the CCTV cameras will assist with crime and antisocial behaviour prevention, also drugs and alcohol abuse. The project is being led by Torpoint Town Council, with support from local Neighbourhood Police, Cornwall Councillors plus support from Anna Gelderd MP.

2. Business Case

The Town Council's **mission** is to be open and fair, delivering a sustainable prosperous town economy that protects the environment, embraces the whole community and recognises Torpoint's unique design and location as a gateway to Cornwall and the Rame Peninsula.

Purpose of Torpoint Town Council:

- Community

To put the community at the heart of everything we do, providing opportunities for our residents, community groups and businesses, where no-one gets left behind.

- Community Governance

To be a leading council operating within best practice and standards as recognised by the town community, members, staff, partners and peers.

- Community Growth and Sustainable Development

To ensure the provision of assets, services and to influence the supporting infrastructure to enable the community to grow and flourish, delivering the Vision for Torpoint, whilst protecting and enhancing the natural environment and town heritage.

The council has recently agreed to support this project, and is actively looking for funding opportunities from external sources for the costs of purchase and installation, rather than using 'precept' funds. **It is anticipated for the ongoing monitoring costs of the CCTV cameras would be including in the town council budget setting/precept, in perpetuity.**

3. Council Objectives

This project will look to protect members' of the community, providing a safer environment for those residents' living in close proximity to the flats on Harvey Street. In an area with high levels of deprivation, the cameras would provide 'some additional comfort' to these residents.

4. Beneficiaries

There has been a rise in crime and anti-social behaviour at this 'hotspot' in Torpoint and this has resulted in the Neighbourhood Beat Manager looking to work with the town council, Cornwall Housing, Cornwall Council, plus community groups to seek support and funding opportunities, to enable the installation of 2 x CCTV cameras at this location.

All the residents' of the flats at Harvey Street and those living in close proximity would most certainly benefit. This area of Torpoint is well known as being the area where fly tipping occurs frequently, where crime and drug dealing is 'part of the daily activities of some of the residents' who live there.

Local residents' would benefit from the installation of CCTV at this location. Many residents have attended several monthly town council meetings, also corresponded with the town council, as well as being in regular contact with the Cornwall Councillors, plus the MP on this issue.

It would show the town council's commitment to the local residents' (Harvey Street, plus those in the vicinity) as well as other residents' of the town who 'all know' this is a 'hot spot' for crime and anti-social behaviour in the town.

Women are the majority of the residents' who are contacting us about the crime and anti-social behaviour they are witnessing and are fearing for their personal safety.

A letter of support from Anna Gelderd MP to Cornwall Council and the Office of the Police and Crime Commissioner is attached.

5. Scope and Exclusions

Purchase and Installation of 2 CCTV cameras and ongoing monitoring, in partnership with key stakeholders. This a key thoroughfare of the town and this is the reason for prioritising this 'hot spot' of crime in the town, having being brought to the consideration of the town council by residents' with the backing of the Neighbourhood Beat Manager and former Cornwall Councillor.

6. Project Governance and Management Structure

Project Governance will be undertaken by the Finance and Operations Committee, through the Town Clerk with support from the Operations Manager.

7. Staff Resources

Initial management and Administration by the Town Clerk, Operations Manager and Town Council Support Officer / Assistant to the Town Clerk & RFO.

Setting up an Agreement with the Police for the formal monitoring.

Number of hours required unknown.

8. Role Descriptions

Town Clerk – Overall Management of the project, for and on behalf of the Town Council. Once project in place, continued liaison with all key stakeholders and reporting back to the council.

Operations Manager – Ongoing maintenance and monitoring.

Town Council Support Officer / Assistant to the Town Clerk & RFO – all financial requirements of the project, once implemented.

9. Project Schedule

Proposed project schedule implementation plan:

ACTIVITY	DATE BY
Complete funding bids as well as submit funding requests to all key stakeholders	End December 2025
Include CCTV Monitoring costs in precept for 26/27 (should all the funding project becoming available in the next financial year)	Nov' 2025 council budget setting
Review project costs, including annual monitoring for accuracy	December 2025
Review project income and expenditure, once decisions on applications for funding are known, to ensure affordability	February 2026
Written agreements in place for installation on all premises	March 2026
Commence procurement (likely to be direct award to registered Police supplier)	May 2026
Purchase and installation of CCTV camera complete	June 2026
Ongoing monitoring starts	June 2026
Publicity	June 2026

10. Costs

Item	Cost per unit	Amount	Total Cost
Camera	£4,330.00	2	£8,660.00
Pole mounting clamp	£59.00	2	£118.00
Switch mode power supply	£69.00	2	£138.00
New bird spike	£25.00	2	£50.00
3 year IP connection	£900.00	2	£1,800.00
3 year data package	£1,800.00	2	£3,600.00
Shipping	£50.00	1	£50.00
Total pre tax			£14,416.00
Total inc tax			£17,299.20
Year one pre tax			£15,616.00
Year one inc tax			£18,499.20
	PLUS		
Monitoring £50 per camera per month- based on 3 year contract	per year		£1,200.00

All costs as quoted will need to be reviewed (as these were sourced nearly 12 months ago).
Annual Maintenance costs unknown.

11. Funding

£10,000 Funding applied

£5,000 Funding applied by Torpoint Town Partnership

Monitoring costs from precept (commencing 26/27)

Stakeholders being asked for funding including Cornwall Housing.

12. TTC Regulatory Policies

Please indicate below any TTC regulatory policies that are relevant to this project and how the solution is designed to cater for these.

A dedicated CCTV Policy would need to be adopted.

13. Risk Management

Any risks known at the outset of the project, such as delivery lead times, doubts re staff availability or funding issues should be highlighted here.

ID	Risk Description	Likelihood	Impact	Level	Counter-measures
	Funding not secured	Medium	High		Council precept, Officers to search for additional funding pots.
	Written permissions for installation not secured	Low	High		Resident given verbal permission already. Cornwall Housing included in the discussions at the outset of the project. Support of MP and Neighbourhood Beat Manager

14. Dependencies

This project does not depend on any other project coming to fruition, but does depend on funding sources being realised, permissions for installation being given and the supply chain/ installation timeline of the appointed contractor being available.

15. Constraints

Seeking written permission from property owners, agreement in principle received verbally.

16. Communications Plan

- The local community/residents will be interested in the project.
- Publicity as the project progresses will be social media, the council website and newsletter.

17. Project Meetings

- Not required.
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18. Project Controls

Meeting actions / issues

Actions and Issues raised during the course of the project will be reported to the Finance and Operations Committee, via the Operations Report.

Monitoring & reporting

The monthly Project Status Report will be reviewed by the relevant Committee for onward transmission to Council (unless included within the scheme of delegation).

19. Closure

This project will be closed by: implementation and installation and then ongoing monitoring of the CCTV cameras.

20. Any Other Information

20.1 MP Letter of support is attached (see pages 8 and 9).

20.2 This will show a collaboration of key stakeholders working together to reduce crime and anti-social behaviour in Torpoint. This project celebrates 'community cohesion', showing that all the stakeholders and the OotPCC are listening and responding to their concerns. Currently the local Neighbourhood Police Teams are undertaking patrols in this hotspot crime area, the installation of CCTV cameras would support this work, which as part of the installation agreement, would provide real time 24/7 monitoring of the area, which would then allow immediate response when required and fewer actual police hours on site. Although not on the high street (Fore Street), should crime (shoplifting) happen on Fore Street, which is only one street away, then the CCTV cameras could be used to assist with the search for the criminal(s)

ANNA GELDERD MP



HOUSE OF COMMONS
LONDON SW1 0AA

Cornwall Council –

Leigh Frost (Leader of CC),

Kate Keneally (Chief Executive),

Devon and Cornwall Police –

Alison Hernandez (Police and Crime Commissioner),

James Vaughan (Chief Constable),

5th September 2025

Dear All,

Subject: Urgent Action Required – CCTV Installation on Harvey Street, Torpoint

I am writing to you in my capacity as the Member of Parliament for South East Cornwall regarding the ongoing and deeply concerning issues of crime and anti-social behaviour around the flats located on Harvey Street in Torpoint.

Over recent months, I have received a significant number of contacts from constituents who are distressed by the persistent disturbances in this area. These concerns have been raised with both Cornwall Council and Devon and Cornwall Police, and I am grateful for the engagement shown thus far.

To better understand the situation on the ground, I recently undertook a ride-along with local police officers and visited Harvey Street to discuss current policing efforts. It is clear that while the police are working diligently, the introduction of CCTV in this area would be a vital tool in both deterring criminal activity and enabling faster, more effective responses. CCTV would also support the identification and prosecution of individuals involved in criminal behaviour, providing much-needed reassurance to the local community.

There is a strong and growing consensus among residents and local stakeholders that CCTV is urgently needed and would be warmly welcomed. I understand that the Town Council has been actively pursuing this issue and has recently received a quote from Devon and Cornwall Police

Anna Gelderd MP
Member of Parliament for South East Cornwall
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ANNA GELDERD MP

**HOUSE OF COMMONS
LONDON SW1 0AA**

estimating the installation and first-year running costs at approximately £18,500. Additional ongoing costs include £50 per camera per month for monitoring and a yearly fee of £1,200.

Given the scale of concern and the clear benefits of CCTV, I urge Cornwall Council and Devon and Cornwall Police to work together as a matter of urgency to agree on funding and implementation. The people of Torpoint deserve to feel safe in their homes and communities.

This initiative aligns directly with Labour's mission to make our streets safer. We are committed to ensuring that every community has the tools and support needed to tackle crime and anti-social behaviour head-on. The installation of CCTV in Harvey Street is a practical and necessary step toward achieving that goal.

I look forward to your response and to seeing swift progress on this matter.

Yours sincerely,

Anna Gelderd

Member of Parliament for South East Cornwall

CC

Ned Bowie (Sector Inspector)

Hayley Gething (Neighbourhood Beat Manager for Torpoint)

Thalia Marrington (Portfolio holder for Community Safety & Public Health)

Milly Southworth - Town Clerk & RFO Torpoint Town Council

Cllr Rob Parsonage – Cornwall Councillor for Torpoint

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