



Brixworth Parish Council
Report to: Council 23/06/2023

Summary: St David’s Ball Stop Nets		
Attachments: Quote		
1.0	<p>BACKGROUND</p> <p>Due to the MUGA not being of an appropriate height to stop cricket or footballs entering this facility during play, it is imperative that a ball stop fence be installed for health and safety reasons. Pursuant to minute reference 23/6183 of the April 2023 Council meeting, the Clerk was given delegated powers to approve a quote between meetings and project manage the installation of such. However, the cost of the system is significantly more than the original budget of £3.5k and therefore, requires further approval before the project can commence.</p> <p>Furthermore, due to receiving several complaints in recent months and also over several years concerning the noise pollution emanating from the current green metal ball stop fence, advice was sought from the same contractor who quoted for the new ball stop fence, and it transpires that the original fence wasn’t installed with anti-rattle foam/neoprene pads to stop the noise and vibration when the fence was hit with an object such as a football. This has caused much upset to surrounding neighbouring properties and therefore an extra cost has been detailed below for pads to be installed to this fence to stop/reduce the sound created every time this fence is hit.</p>	
2.0	<p>PROPOSAL</p> <p>To approve the quote from A to Z Consultancy Ltd for the ball stop net system to be installed including the extra cost to have the anti-rattle foam pads installed to the current green metal ball stop fence.</p>	
3.0	<p>CONSIDERATIONS</p> <p>Noise pollution - the Clerk and Admin Assistant experimented with kicking a football against the current green metal ball stop fence and the sound experienced was very loud and continuous due to the vibration caused. It was noted that this was slightly reduced on the two panels that have log against them at ground level but it did not stop the noise or vibration.</p> <p>If the anti-rattle foam pads are installed, this should either completely stop the noise created or reduce it to a completely acceptable level and will alleviate future complaints and ensure the fence is operating as originally intended.</p>	
4.0	<p>FINANCIAL INFORMATION</p> <p>The cost involved, amounts to an extra £4,334.63 (exc. VAT) on top of the already approved budget of £3.5k for the new ball stop net system to be installed, which comes to a total of £7,834.63 (exc. VAT). A further £2345.68 (exc. VAT) is included within the quote for anti-rattle foam pads to be installed between each bolt of the current green metal ball stop fence.</p> <p align="center"><u>Total including the anti-rattle pads is £10,180.31 excluding VAT</u></p> <p>All costs are to be met by the St David’s project fund in ear marked reserves, which currently stands at a total of £21,391.63.</p>	
5.0	<p>CONCLUSION / RECOMMENDATION</p> <ul style="list-style-type: none"> ▪ RESOLVE to approve the extra spend of £4,334.63 to allow the ball stop net to be installed. ▪ RESOLVE to approve the cost of £2,345.68 for anti-rattle pads to be installed between the bolts of the current green metal ball stop fence to stop or reduce the noise pollution when hit by a ball. 	
Implications:		
Council Objectives:	To install a new ball stop fence in front of the new MUGA. To install anti-rattle foam pads to the current ball stop fence to stop/reduce noise pollution.	-



Resource Requirements:	Parish Clerk to oversee the installation.	N/A
Do we have the resource available?	Contractor/	N/A
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N/A
Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	N
Financial	Are there financial implications at this stage?	Y
	Will there be financial implications?	Y
	Is there provision within the budget? Earmarked Reserves	Y
	Could there be additional expenditure? -Possible Repair/Maintenance	Y
Legal	Is there potential for income generation?	N
	Do we have power, to act?	Health and Safety Act 1974
	If Y which act: For example Local Government and Rating Act 1997, s. 31	-
Risk Management	Are there any risks?	N
Risk Assessment	Is a risk assessment required?	N/A
Project Management	Parish Clerk	Y
Person originating this report: Josie Flavell – Clerk and RFO		
Date: 23/06/2023		



Brixworth Parish Council

A 2 Z Contracts & Consultancy Ltd

Phone: 0115 8777067

Mobile: 07712 447849

Email: roger@a2zcontracts.com



CUSTOMER DETAILS

Brixworth Parish Council
The Parish Office, Brixworth Library & Community Centre
Spratton Road, Brixworth, NN6 9DS
01604 347985 07983 141786
parish.clerk@brixworthparishcouncil.gov.uk
Josie Flavell CILCA

CUSTOMER Ref:

4m High x 17m Ball stop netting system

QUOTATION

The Quote is valid for 5 days from date below.

Quote Ref	DATE
Q 23-075	23/06/2023

ACCOUNT ID	LEAD TIME
A2ZC&C - 028	20-25 working days (4-5 Weeks)

ACCOUNT TERMS
Due Upon Receipt

DELIVERY / COLLECTION ADDRESS
Sport field Froxhill Crescent NN6 9EA

DESCRIPTION	Lm/QTY	UNIT PRICE	TOTAL
4m, High Posts manufactured from 76mm square x 3mm thick galvanised steel. Ball stop posts feature a pulley, cleat and hauling rope system, allowing the netting to be raised and lowered.	5	583.33	2,916.67
Pulley feature makes net installation easy to carry out and can prolong the netting's lifespan.		-	-
Posts go 1m deep into 90mm square galvanised steelsockets.		-	-
200-040-06 BLACK 2.3MM TWINE X 40MM MESH CRICKET BALL STOP NETTING 16M LONG X 4.2M HIGH OVERLOCKED WITH 1100KG BRAID	1	282.25	282.25
Supply & install over 3 days , 2 workers	1	4,285.71	4,285.71
Supply and fit anti rattle pads to 17 or 24no. Panels, 1 day 2 workers - this needs a spider cherry picker Included	1	2,345.68	2,345.68
Finish: Galv & PPC Ral 6005 Green			
Delivery: Flat back Wagon: "Off load by others."	1	350.00	350.00

Terms and conditions of sale are available upon request.

All materials are the property of A 2 Z Contracts & Consultancy Ltd until payment has been received in full.

Company Reg No. 14307515 | VAT No. 423 7244 12

Registered Address: 14 Holmewood Drive, Nottingham, NG16 2UG

SUBTOTAL	10,180.31
VAT RATE	20%
VAT	2,036.06
TOTAL	£ 12,216.37

Thank you for your enquiry.

If you have any questions about this Quote, please contact the above.



Brixworth Parish Council
Report to: Council 26/06/2023

Summary: BT Kiosk Adoption		
Attachments: Photographs		
1.0	BACKGROUND Back in 2021 at the October Ordinary Council meeting (minute ref. 21/5610) Council resolved to adopt the BT kiosk on the premise that BT repaired and renovated the kiosk. The Clerk has visited the site and found the kiosk to be in an excellent state of repair (albeit in need of a clean), and freshly painted (see attached photographs). Should the kiosk be adopted BT will remove all telephony equipment but will continue to pay for the electricity connection/usage to the internal light.	
2.0	PROPOSAL RESOLVE to move forward with the adoption of the kiosk and agree to form a working group made up and council members including members of the public, to continue its future maintenance and to establish ideas for its future use.	
3.0	CONSIDERATIONS After further investigation it transpires that the land in which the kiosk resides is Highways owned and does not infringe on the land owned by the neighbouring property. A Highways Licence is required and is subject to a fee, although not costly. The adoption fee is minimal at only £1.00 and as this K6 kiosk is a heritage item originating from 1935, designed by Giles Gilbert Scott and it resides in the conservation area, it is important that Council preserves its history and future for generations to come as a community hub of some form.	
4.0	FINANCIAL INFORMATION <ul style="list-style-type: none"> ▪ Adoption Fee: £1.00 ▪ Highways Licence: £321.00 ▪ Future maintenance i.e. Paint / 2.5L tin £40.50 (exc. VAT). 	
5.0	CONCLUSION / RECOMMENDATION <ul style="list-style-type: none"> ▪ RESOLVE to authorise the Clerk to approve the legal Sale Agreement document. ▪ RESOLVE to the Clerk paying the £1.00 adoption fee to British Telecommunications via BACS. ▪ RESOLVE to agree to the Clerk applying for the WNC Highways Licence at a cost of £321.00. ▪ RESOLVE to the Clerk creating a working group and draft terms of reference for adoption at the July meeting. 	
Implications:		
Council Objectives:	To adopt the BT kiosk to preserve its heritage and use it as a community hub.	-
Resource Requirements:	Financial – adoption and highways licence fees as detailed in section 4.0 of this report.	Y
Do we have the resource available?	N/A at this stage, although a working group will be set up in due course.	Y
Equalities & Human Rights	Are there equalities and /or human rights issues?	N
Equalities Impact Assessment	Is an impact assessment is required?	N
Crime and Disorder	Has crime and disorder have been considered?	Y
Biodiversity	Are there any bio-diversity implications?	Y
Financial	Are there financial implications at this stage? See section 4.0 above.	Y
	Will there be financial implications?	Y
	Is there provision within the budget? Project earmarked reserves	Y
	Could there be additional expenditure? -Possible Repair/Maintenance	Y
Legal	Is there potential for income generation?	N
	Do we have power, to act?	Y
	If Y which act: Localism Act 2011	Y
Risk Management	A utility check will be conducted.	N/A
Risk Assessment	Is a risk assessment required? Yes, once a use for the kiosk has been identified.	Y
Project Management	Parish Clerk will project manage.	Y
Person originating this report:	Josie Flavell – Clerk and RFO	Date: 26/06/2023



Brixworth Parish Council
Photographs





Brixworth Parish Council

CCTV Policy

1.0 Background

Brixworth Parish Council uses Closed Circuit Television (CCTV) and its images for the prevention, identification, and reduction of crime and to monitor the St David's Recreation Ground and its facilities on Froxhill Crescent and St David's Close, in order to provide a safe and secure environment for all council members, council employees and members of the public, i.e. users of the recreation ground and its facilities.

1.2 CCTV Surveillance at this site is intended for the purpose of:

- Protecting the Council owned sports field, MUGA, play area and car park 24 hours a day, 7 days a week;
- Promoting the health and safety of staff, members and users;
- Reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- Supporting the Police in a bid to deter and detect crime;
- Assisting in identifying, apprehending, and prosecuting offenders and ensuring that all rules pertaining to the use of the sport pavilion and grounds are respected and can be managed properly.

1.3 The system comprises of 4 fixed cameras, which cover the MUGA, Sports field, play area and car park.

1.4 The CCTV system is owned and operated by Brixworth Parish Council and the deployment of which, is determined by the Clerk/RFO as Data Controller and subsequently full council.

1.5 The CCTV is monitored centrally from the Parish Council shed by two Data Controller's;
- Parish Clerk – Josie Flavell
- Admin Assistant – Gavin Kirk

1.6 The Council's CCTV system is registered with the Information Commissioner under the terms of the Data Protection Act. This policy outlines the Council's use and how it complies with the Act.

1.7 All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All operators are trained in their responsibilities under the CCTV Code of Practice. All employees are aware of the restrictions in relation to access to and disclosure of recorded images.

1.8 The Council complies with the Information Commissioner's Office (ICO) Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use.

1.9 The use of CCTV system will be conducted in a professional, ethical, and legal manner and any diversion of the use of CCTV security technologies for other purposes are prohibited by this policy, e.g., it will not be used to monitor members of the public without just cause.

1.10 Monitoring of public areas for security purposes will be conducted in a manner consistent with all existing policies adopted by Council, including Dignity at Work Policy, Code of Conduct, Bullying & Harassment and other relevant policies.

2.0 Justification for Use of CCTV

2.1 The use of CCTV to control for security purposes, has been deemed to be justified by full Council. The system is intended to capture images of intruders or of individuals damaging council owned property, or removing equipment without authorisation, or anti-social behaviour.

2.2 CCTV Systems will not be used to monitor sporting events/activities or employees at work.

3.0 Data Protection Impact Assessment

3.0 Where new CCTV systems or cameras are to be installed, Council will carry out a full Data Protection Impact Assessment identifying risks related to the installation and ensuring full compliance with data protection legislation. This may involve consultation with local residents/neighbouring properties.

4.0 Location of Cameras

4.0 Cameras will be sited so they can only capture images relevant to the purposes for which they are installed, and care will be taken to ensure that reasonable privacy expectation are not violated.

4.1 Council will ensure that the location of equipment is carefully considered to ensure that images captured comply with the Data Protection Act. Council has made every effort to position the cameras so that their coverage is restricted to council owned facilities only.

4.2 Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Brixworth Parish Council has endeavoured to select locations for the installation of CCTV cameras which are least intrusive to protect the privacy of individuals, with cameras in external areas being positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

4.3 CCTV video monitoring and recording of public areas may include:

- **Protection of council buildings and property;** The sports pavilion perimeter, entrances and exits, storage areas, car park and main gates.
- **Monitoring of access control systems:** Monitor and records restricted access areas at entrances to the sports building and other areas;
- **Criminal Investigations (carried out by Police):** Robbery, burglary and theft surveillance as well as anti-social behaviour.

5.0 Covert Surveillance

5.0 Brixworth Parish Council will not engage in covert surveillance.

6.0 Notification

6.0 A copy of this CCTV policy is available on request and is also available free of charge to download from the Parish Council website.

6.1 The location of the cameras will also be indicated via a plan, with adequate signage placed on and around the grounds of the Village Hall, to indicate that CCTV is in operation.

7.0 Storage and Retention of Images/Data

- 7.0 The images/data captured by the CCTV system will be retained for a maximum of 30 days, except where the image identifies an issue and is retained specifically in the context of an investigation/prosecution of that issue.
- 7.1 The images/recordings will be stored in a secure environment with a log of access kept.
- 7.2 Access will be restricted to authorised personnel only. Supervising the access and maintenance of the CCTV system is the responsibility of the Parish Clerk, who may delegate the administration of the CCTV system to another Data Controller.
- 7.3 In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis.

8.0 Access

- 8.0 Recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to footage will be maintained.
- 8.1 Access to the CCTV system and stored images will be restricted to authorised personnel only (Parish Clerk and Councillor Data Controllers).
- 8.2 When accessing images two Data Controllers (Parish Clerk and Admin Assistant) must be present. A written record of access will be made. Records of access will also be kept.
- 8.3 A record of the date of any disclosure request along with details of who the information has been provided to (the name of the person and the organisation they represent), why they required it and how the request was dealt with will be made and kept, in case of challenge.
- 8.4 Data will be provided to those requests authorised in a permanent format where possible. If this is not possible the data subject will be offered the opportunity to view the footage.
- 8.5 In relevant circumstances, CCTV footage may be accessed:
- By the Police where Brixworth Parish Council are required by law to make a report regarding the commission of a suspected crime; or
 - Following a request by the Police when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on Naseby Parish Council property, or;
 - To the HSE and/or any other statutory body charged with child safeguarding; or
 - To assist the Parish Clerk in establishing facts in cases of unacceptable behaviour, in which case, the individuals involved, will be informed; or
 - To data subjects (or their legal representatives), pursuant to a Subject Access Request or
 - To individuals (or their legal representatives) subject to a court order.
 - To the Parish Council insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

9.0 Subject Access Requests (SAR)

- 9.0 Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act.
- 9.1 Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. For example, date, time, and location.
- 9.2 Council will respond to requests within 30 calendar days of receiving the request in line with the council's right of access policy.
- 9.3 Council reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.
- 9.4 A record of the date of the disclosure along with details of who the information has been provided to (the name of the person and the organisation they represent) and why they required it will be made.

- 9.5 In giving a person a copy of their data, Council will provide a still or series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.
- 9.6 Where footage contains images relating to 3rd parties, Council will take appropriate steps to mask and protect the identities of those individuals.

10.0 Complaints

- 10.0 Complaints and enquiries about the operation of CCTV within should be directed to the Parish Clerk in the first instance.

11.0 Staff Training

- 11.1 Staff authorised to access the CCTV system will be trained to comply with this policy. Staff will understand that all information relating to the CCTV images must be handled securely.
- 11.2 Staff will receive appropriate training to enable them to identify and handle different requests according to regulations.
- 11.3 Staff misuse of surveillance system information will lead to disciplinary proceedings.

12.0 Responsibilities

- 12.0 The Parish Clerk will:
- Ensure that the use of CCTV systems is implemented in accordance with the policy set down by Brixworth Parish Council.
 - Oversee and co-ordinate the use of CCTV monitoring for safety and security purposes.
 - Ensure that all existing CCTV monitoring systems will be evaluated for compliance with this policy
 - Ensure that the CCTV monitoring is consistent with the highest standards and protections
 - Review camera locations and be responsible for the release of any information or recorded CCTV materials stored in compliance with this policy
 - Maintain a record of access (e.g., an access log) to or the release of tapes or any material recorded or stored in the system
 - Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
 - Give consideration to members of the public and council staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
 - Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the setting and be mindful that no such infringement is likely to take place
 - Co-operate with the Parish Clerk in reporting on the CCTV system in operation.
 - Ensure that external cameras are non-intrusive in terms of their positions and views of neighbouring residential housing and comply with the principle of “Reasonable Expectation of Privacy”
 - Ensure that monitoring footage are stored in a secure place with access by authorised personnel only
 - Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 30 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil).
 - Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
 - Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics

- Ensure that camera control is not infringing an individual's reasonable expectation of privacy in public areas



St David's Recreation Ground CCTV

Data Protection Impact Assessment

This document explains how Brixworth Parish Council record their DPIA process and outcomes. It follows the process set out in the Information Commissioner Officer DPIA guidance and European guidelines on DPIAs.

Submitting controller details

Name of controller	Brixworth Parish Council
Subject/title of DPO	Local Authority
Data Protection Officer (Parish Council) Secondary Data Protection Officer	Josie Flavell – Parish Clerk Information Commissioners Office (ICO)

Step 1: Identify the need for a DPIA

To further protect community assets and the users of the facilities, Brixworth Parish Council have installed CCTV to deter crime, theft and anti-social behaviour. The CCTV system also allows the recording of such incidences to enable the Police and authorities to take legal action, such as prosecution.

The Data Impact Assessment is required due to the CCTV monitoring all users (general public) of the sports field, MUGA (multi use games area), car park and play area.

Step 2: Describe the processing

The CCTV system will be connected to the hub based inside the Parish Council shed adjacent to the Central Sports Pavilion and MUGA.

The recordings are collected via a wireless system and the data held remotely by Brixworth Parish Council for a maximum of 30 days only, at which point it will be deleted, unless it is required for legal purposes.

The data will only be shared with the Police and other relevant authorities, and members of public should they have a reasonable reason to request the data via a Subject Access Request form. Only data requested via this means will be allowed and only if the reason is valid.

Data will only be stored on a USB memory device, CDROM or other memory storage device should there be a need to share the data with the Police for legal reasons.

Describe the scope of the processing:

The CCTV system operates 24 hours a day, seven days a week and will therefore be transmitting/streaming data to the main hub within the Parish Council shed constantly. However, this data will only be stored for a maximum of 30 days unless otherwise required by the Police for prosecution reasons due to theft, criminal activity, or anti-social behavioural issues.

The data collected will involve recording all users and their use of the play equipment, the MUGA (multi use games area), car park and sports field.

The system is set up so as not to intrude on the privacy of any neighbouring private properties and will only record within those aforementioned parameters.

Those affected by the use of CCTV will be the general public i.e., all users of the St David's Recreation Ground facilities, which includes all age ranges.

Describe the context of the processing:

The Parish Council's relationship to those using the St David's Recreation Ground facilities, is as their local authority for the parish.

The general public will have no control over the use of the CCTV and can only submit a Subject Access Request for data/footage/images from the system for a reasonable and valid reason, and which the Parish Council deem necessary, due to the Data Protection Act 2018, General Data Protection and safeguarding regulations.

Due to the nature of the facilities, children and adults of all ages, including vulnerable individuals may be recorded. However, the Parish Council adhere to all regulations as set out by central Government and law, and are also signed up to the Information Commissioner Office (ICO) scheme concerning data protection and its use.

As owners of the St David's Recreation Ground and the aforementioned facilities, Council felt it prudent to install CCTV to ensure the safety and security of all its users and its assets, along with those owned by various sporting clubs who utilise the grounds and its facilities.

Brixworth Parish Council will only use data recordings for legal purposes and will not share the data with anyone outside of its remit, the Police or other relevant authorities unless absolutely necessary, and where there is a reasonable request to do so.

All shared data will ensure the privacy of those made visible by the recording, by blurring out/obscuring all individuals with the exception of the perpetrator/s, to protect their identity.

Describe the purposes of the processing:

The Parish Council want to ensure the safety and security of all users of the St David's Recreation Ground and its facilities.

The benefit to processing this data allows the authorities such as the Police to clearly identify any individuals involved in anti-social behaviour, theft, burglary, or any other crime, and to apprehend them.

It also allows the general public to feel safe in the knowledge that should a criminal act take place, in particular towards a person or minor, there will be footage of the incident to enable the Police to take reasonable and appropriate action.

Step 3: Consultation process

Consider how to consult with relevant stakeholders:

The CCTV system was subject to several Council discussions via monthly meetings for several months prior to its installation, allowing members of public the chance to state their views.

Records of this are available via the Parish Council agendas and minutes on its website.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular:

The system, will ensure the safety and security of all its assets and users of St David's Recreation Ground.

Brixworth Parish Council are fully compliant with all laws and regulations surrounding the CCTV system and its use, with the Proper Officer (Clerk) acting as the main data controller on behalf of council and the Admin Assistant acting as a secondary data controller.

The data will held securely and again, will not be used or viewed unless there is a reasonable reason to do so.

The Clerk and Admin Assistant will adhere to the same rules, laws, and schemes as the Parish Council and will ensure the system is run in accordance with the aforementioned.

Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
Theft of equipment	Possible and probable	Minimal	Low with CCTV
Misuse of equipment by users	Possible and probable	Minimal to significant	Low to medium
Physical harm to users, in particular minors Whilst using equipment	Possible	Minimal to severe	Low to High
Physical harm to users, in particular minors, by other users, i.e. members of public	Remote to Possible	Minimal to severe	Low to high
Anti-social behaviour	Probable	Significant	Medium

Step 6: Identify measures to reduce risk

Identify additional measures you could take to reduce or eliminate risks identified as medium or high risk in step 5				
Risk	Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
Anti-social behaviour	CCTV in operation	Reduced to eliminated	Low	Yes
Theft of equipment	CCTV in operation	Reduced to eliminated	Low	
Misuse of equipment by users	CCTV in operation	Reduced to eliminated	Low	
Physical harm to users, in particular minors whilst using equipment	CCTV in operation	Reduced to eliminated	Low	
Physical harm to users, in particular minors, by other users, i.e. members of public	CCTV in operation	Reduced to eliminated	Low	

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	Brixworth Parish Council (full council)	Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:	Brixworth Parish Council (full council)	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	Yes	DPO should advise on compliance, step 6 measures and whether processing can proceed
<p>Summary of DPO advice:</p> <p>The DPO has advised all areas meet with current compliance and processing of data can take place in line with Council's DPIA and CCTV Policy.</p>		
DPO advice accepted by:	Accepted Date: 29/06/2023	If overruled, you must explain your reasons
Comments:		
Consultation responses reviewed by:	The Data Controller – Parish Clerk	If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:	The Parish Clerk every 12 months and will ensure compliance is maintained on an ongoing basis.	The DPO should also review ongoing compliance with DPIA



CCTV Subject Access Request Form

Should a member of public request to view CCTV footage/data, the request needs to be made in writing using the below form and then emailed to the CCTV Data Controller (Parish Clerk) at the following address: parish.clerk@brixworthparishcouncil.gov.uk

Requests must include the date, time, and location where the CCTV image was recorded. ID may be required.

Brixworth Parish Council aims to respond promptly and at the latest within one month of receiving a valid request.

Title (tick ✓ box) Mr Mrs Miss Dr. Other

First Name

Last Name

Address

County

Postcode

Email Address

Phone/Mobile Number

Date of Request

Date of Incident

Time of Incident

Description of Incident

(inc. what happened, description of yourself, and the location)

Reason for Request

View Images ✓

Request a Copy ✓



Brixworth Parish Council

DRAFT Minutes of the Brixworth Planning Committee Meeting

Monday 26th June 2023 at 7.30pm

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

In attendance:	Councillor Tom Mitchell (Chair), Councillor Ian Barratt, Councillor James Collyer, Councillor Barbara Lunnon & Councillor Christine Ware.
Absent:	-
Apologies:	Councillor Sandra Moxon
Clerical Support:	Gavin Kirkup (Admin)
Members of Public:	One

PART ONE – OPENING PROCEDURES

23/2389	Councillor Mitchell welcomed everyone to the Planning Committee meeting and advised attendees of the evacuation procedures and that the meeting was being recorded.	-
23/2390	Apologies for absence Apologies were received and accepted from the following Councillors: <ul style="list-style-type: none"> ▪ Cllr Sandra Moxon ▪ Cllr Barbara Lunnon 	-
23/2391	Declarations of Interest a) There were no declarations of any disclosable pecuniary or other interests reported. b) There were no dispensations or written requests for dispensation of DPI to consider.	-
23/2392	Agree and Sign the Minutes of Previous Meeting The Planning Committee RESOLVED to Cllr Mitchell, approving the Planning Committee Meeting Minutes of 5th June 2023, as a true and accurate record. Prop. Cllr. Mitchell. Sec. Cllr. Ware. One abstention.	Paper A
23/2393	Public Open Forum Session One resident present, however indicated he was present to listen and not comment on any specific plans.	-

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Sandra Moxon and Councillor Christine Ware.

Initialed



When we do need to print we only use 100% recycled paper



PART TWO – FOR DECISION

	Ref Number	Description	Location
23/2394	2023/5382/LDP	Certificate of Lawfulness for proposed development for a rear ground floor lean to extension	96 Froxhill Crescent Brixworth West Northamptonshire NN6 9LN
<p>The Planning Committee RESOLVED to SUPPORT this application.</p> <p>Prop. Cllr. Mitchell. Sec. Cllr. Peacock. Unanimous.</p>			
23/2395	2023/5530/TCA	T1 Cherry - Fell and replace with a standard size tree due to extensive stem decay.	Cedar Brixworth Hall Park Brixworth West Northamptonshire NN6 9DE
<p>Cllr Peacock identified the detail of the application was poor. Cllr Ware agreed the lack of photographic evidence was disappointing. Taking the tree down would impact the street scene. It was noted a replacement was in line, but questioned what a standard tree size was in reality. Cllr Ware also identified that WNC were stretched and the process for replacing trees was not robust and trees were being removed but not replaced in previous examples across the village.</p> <p>Cllr Barratt agreed the information provided is not adequate and the evidence to support the tree being of terminal quality was lacking and the application should be resubmitted with more information. Cllr Mitchell identified that supporting documents are suggested to be included on the application form, but not provided, but the application had still be validated at WNC.</p> <p>The Planning Committee RESOLVED to COMMENT on this application. The information provided is inadequate, there are no photos of the tree itself, or details of the extent of the decay, and the size, species and location of a replacement are unclear. It is also contrary to Policy 4 section 4 BNDP. However, we would expect that should it be approved by WNC, WNC are proactive in ensuring the replacement tree is of an adequate size and replaced in an appropriate manner.</p> <p>Prop. Cllr. Mitchell. Sec. Cllr. Ware. One against.</p>			
23/2396	<u>2023/5434/FULL</u>	Installation of refrigeration and air conditioning plant and timber fence to rooftop enclosure.	Co-op Stores Harborough Road Brixworth West Northamptonshire NN6 9BU
<p>Cllr Ware noted that the fence is already in place and questioned why the application wasn't retrospective. Cllr Mitchell explained the application was for the installation of the plant.</p> <p>Cllr Mitchell explained the plant was at the back of the site and not within 15m from residents homes. The air con will operate only during opening hours. The refrigeration plant will be working at all hours and may be some low level noises. The application also notes a recommendation for it to be cloaked with an acoustic blanket. Sound levels are predicted to be 48db median sound level during the day, 35db median during the day. Cllr Mitchell identified that the detail and technicality of the application were of a high standard.</p> <p>The Planning Committee RESOLVED to SUPPORT this application. Due to the sensitivity and history of this development and to avoid future environmental issues, We would support the detailed suggested implementation of the</p>			

Members of Brixworth Parish Council - Planning Committee

Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Sandra Moxon and Councillor Christine Ware.

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acoustic measures detailed in the report and would also request that upon installation the site to be monitored for at least 3 months to identify if sound levels are at an acceptable level, and for this information to be shared with the Council.

Prop. Cllr. Mitchell. Sec. Cllr. Collyer. One abstention.

23/2397	<u>2023/5334/FULL</u>	Variation of condition 2 (Plans WND/2022/0141 (Remodelling and enlargement of existing dwelling including raising roof to provide first floor accommodation with dormer windows, single storey rear extensions, front porch and render/timber clad finish) changes to fenestration, wood burning stove flue & two air source heat pumps	Tulip Tree House Brixworth Hall Park Brixworth West Northamptonshire NN6 9DE
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Cllr Mitchell explained the changes made since the original consent was granted. Cllr Ware liked the idea of the heat pumps. The house is going to be adding value to the area and the landscape officer response should be positively acknowledged in relation to the tree roots.

Cllr Peacock questioned why they would need both heat source pumps as well as a log burning stove. Cllr Peacock noted the timber clad finish was a fire hazard, looked nice on application but would quickly deteriorate and may impact on the street scene due to its poor quality. Cllr Ware noted that the building is currently clad in the same way, so was likely being replaced like for like.

The Planning Committee **RESOLVED** to **SUPPORT** this application.

Prop. Cllr. Mitchell. Sec. Cllr. Ware. One against.

23/2398	<u>2023/5326/TCA</u>	T1 - woodland pine: to remove due to exposed buttress roots. T2 - leylandii: to remove due to proximity to a listed building	The Grange 21 Kennel Terrace Brixworth Northamptonshire NN6 9DL
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It was noted that the tree was mature and the committee agreed that the woodland pine was a great example of a tree of its age. IT was noted there were other methods available to control the exposed roots, and the impact that trees have to environment needed to be protected. It was noted the surface roots could be seen as an inconvenience. It was noted from the photos that the trees all appeared healthy. There was no evidence provided to suggest the tree's health is in decline. There was no evidence provided that the property was in jeopardy from T2. The Planning committee suggested The application should be supported by the QUALIFIED opinion of a qualified tree surgeon.

The Planning Committee **RESOLVED NOT TO SUPPORT** this application.

Prop. Cllr. Peacock. Sec. Cllr. Mitchell. Unanimous.

23/2399	Section 211 Notice for 16 Newlands, Brixworth, NN69DN The planning committee discussed and read and noted the correspondence and will support Michael Venton's opinions in relation to the removal of this tree.		-
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Councillor Sandra Moxon and Councillor Christine Ware.



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PART THREE – FOR INFORMATION

23/2400	Any Other Business - The was no additional business to discuss.	-
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PART FOUR – CLOSING PROCEDURES

23/2401	Next Ordinary Meeting a. There were no considered items discussed for inclusion on the next meeting agenda. b. To note the date of the next Planning Committee Meeting on Monday the 17 th July 2023.	-
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In the absence of further business, the meeting was closed in full at 20:45

Signed as a true and accurate record:

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Cllr Tom Mitchell - Chairman
Brixworth Parish Council

Date: 17th July 2023

Minutes Prepared By:
Gavin Kirkup
Administrative Assistant
Brixworth Parish Council

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Email: parish.clerk@brixworthparishcouncil.gov.uk
Web: www.brixworthparishcouncil.gov.uk

Members of Brixworth Parish Council - Planning Committee

*Councillor Tom Mitchell (Chair), Councillor Frances Peacock (Vice Chair), Councillor Ian Barratt,
Councillor James Collyer, Councillor Barbara Lunnon,
Councillor Sandra Moxon and Councillor Christine Ware.*

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Brixworth Parish Council
Report to: Council 29/06/ 2023

Summary: To Consider the Introduction of Charges at the Multi Use Games Area (MUGA)

Attachments: None

1.0 BACKGROUND

1.1 Since opening the MUGA has been available to users free of charge. This paper discusses what charging arrangements should be made in the future.

2.0 PROPOSAL

2.1 Charging private sports clubs using the MUGA is seen as a means of contributing towards the cost of maintenance, repairs, and potential improvements of the MUGA. This revenue stream will also enable the Parish to allow more informal use of the MUGA by Brixworth residents to continue free of charge. Without the Parish charging clubs, who in turn charge their members who will use the facility, the cost will be borne entirely by the taxpayer – this will be reflected in the Parish annual budget.

2.2 Private sports clubs will have allocated access to the MUGA as they will be setting up regular programmes for their members such as coaching. The Clerk has already been approached by three clubs interested in hiring the facility. One club has asked for three hours for a duration of 26 weeks. At £10.00 per hour that would generate £780 per annum for the Council, or £702 with a 10% discount for block booking.

2.3 Conversely when not in use for paid sessions by private clubs, the community will continue to use the MUGA at no charge for recreational purposes.

3.0 OPTIONS CONSIDERED

3.1 The options considered and available to the Parish are:

3.2 1. Not to raise charges and to make provision in future budgets for maintenance, repair, and improvement of the MUGA.

3.3 2. To raise charges for all users.

3.4 3. To raise charges for private sports clubs, but to keep other community use free.

3.5 Option 3 seems to represent the best compromise between financial prudence for the Parish and maximising use of the MUGA by Brixworth residents.

4.0 FINANCIAL INFORMATION

4.1 Research has been carried out by Councillor Moxon into charges being made at Northamptonshire MUGAs and suggestions have been made as to appropriate charges based on this research.



4.2	<p>TENNIS</p> <p>The closest (including geographically) comparison is Kings Park Tennis Centre. Their rates are as follows: Without floodlights Peak 17:00-21:00 (MONDAY TO FRIDAY) - £8.40 Off-peak - £6.30 With floodlights Peak 17:00-21:00 (MONDAY TO FRIDAY) - £12.60 Off-peak - £10.50 Councillor Moxon has suggested that, in order to attract the tennis club to Brixworth and not to Kings Park, that the Parish charge at a rate of £10 per hour.</p>
4.3	<p>FOOTBALL AND NETBALL</p> <p>There was a very wide range of hire costs without any obvious reasons: £20 per hour to £43 per hour Councillor Moxon has suggested that £20 per hour is considered as there are more feet on the ground and therefore more wear and tear caused to the MUGA.</p>
4.4	<p>DISCOUNTS</p> <p>There are a number of possible discounts available: Block booking of 10 attracts a 10% discount. Charities attract a 20% discount.</p>
5.0	<p>CONCLUSION / RECOMMENDATION</p>
5.1	<p>For the reasons given in the Report, it is recommended that the Parish:</p>
5.2	<p>Introduce the following charges for private sports clubs making use of the MUGA:</p> <ul style="list-style-type: none"> • Tennis Clubs at £10 per hour. • Football and netball clubs at £20 per hour.
5.3	<p>Apply discounts of:</p> <ul style="list-style-type: none"> • 10% for block session bookings of 10 or more, or • 20% for any booking by charities.
5.4	<p>Continue other Community use free of charge.</p>

Implications:		
Council Objectives:	Sports & Recreation.	
Resource Requirements:	Officers as part of ongoing duties	
Do we have the resource available?		Yes
Equalities & Human Rights	Are there equalities and /or human rights issues?	Yes
Equalities Impact Assessment	Is an impact assessment is required?	No
Crime and Disorder	Has crime and disorder have been considered?	No
Biodiversity	Are there any bio-diversity implications?	No
Financial	Are there financial implications at this stage?	No
	Will there be financial implications?	Yes
	Is there provision within the budget?	N/A
	Could there be additional expenditure?	Yes
	Is there potential for income generation?	Yes



Legal	Do we have power, to act?	Yes
	Open Spaces Act 1906, section 9-10, Local Government (Miscellaneous Provisions) Act 1976, section 19	
Risk Management	Are there any risks? If so, how will these be mitigated?	Yes
Risk Assessment	Is a risk assessment required?	No
Project Management	Is project management is required?	No
Person originating this report: Councillor Nixon based upon an original draft prepared by Councillor Moxon.		
Date: 25 th June 2023.		