

**Hertfordshire CCTV Partnership Joint Executive**  
**Minutes of the meeting hosted by Hertsmere Borough Council,**  
**held in Civic Offices, Elstree Way, Borehamwood**

Monday, 20 October 2025

**Present**

**Voting Members:**

East Herts District Council: Councillor Alex Daar

Hertsmere Borough Council: Councillors C Gray and P Hodgson-Jones

North Herts District Council: Councillors I Albert and M Debenham

Stevenage Borough Council: Councillor R Broom

**Officers:**

M Bourne	Control Room Manager
S Cook	CCTV Manager
T Philpott	Town Clerk, Ware Town Council
J Marshall	Community Safety Team Leader, North Herts District Council
K Clifford	Assistant Director (Housing and Neighbourhoods), Stevenage Borough Council
L Kingston	Community Safety Manager, Hertsmere Borough Council
A Moore	Democratic Services Officer, Hertsmere Borough Council

**1. Election of a Chair**

Councillor I Albert, in the Chair, opened the meeting and invited nominations for a new Chair.

Councillor P Hodgson-Jones proposed Councillor C Gray. Councillor C Gray himself seconded the nomination. There were no other nominations. Councillor C Gray was therefore elected Chair.

**2. Membership, substitutions and terms of reference**

**RESOLVED** to note

- i. changes in membership of the Executive since its last meeting.
- ii. that there were no substitute members attending the meeting.
- iii. the terms of reference for the Executive, which were unchanged.

**3. Communications and apologies for absence**

Apologies were received from Councillor V Bryant, Councillor M Goldspink and Councillor C Wilson.

**4. Declarations of interest**

No Members had an interest to declare under any of the items of business on the agenda.

**5. Minutes of the previous meeting**

**RESOLVED** that the minutes of the meeting held on 25 March 2025 be approved and signed as a correct record.

**6. Chair's announcements**

Councillor C Gray (referred to as “the Chair”, hereafter) had no announcements to make.

**7. CCTV Officer Management Board report**

The CCTV Manager presented the report.

Members pointed out that they had not seen an end-of-year report for 2024/25. Officers said they would circulate this to them.

Referring to the financial table (“2025/26 Partnership Estimates Q2”), Members noted that the budgeted income from the company was £275,150 but the actual reported figure was £2,000. This left a balance of £247,520 to recover from partners. Members asked for an explanation of this.

Officers said it was due to timing. The figures were produced at the start of the year but cameras were requested and invoices issues throughout it. As the invoices were paid the gap would decrease. Officers reassured Members that this was nothing to be concerned about.

Updates would be provided in the Q3 report, they added.

Members noted that employee costs had totalled £36,516 by the end of Q2 but the end-of-year projection was £124,310 – not around £73,000, double the Q2 figure, as might be expected.

Officers noted that the Business Development Manager post, which was previously occupied, was currently vacant. This would show as a saving in the budget. Members asked why this variation was not shown in the fourth column, “2025/26 var to budget”.

Members said this and some other aspects of the table were not clear to them. Officers agreed to take it back to the finance department for review.

**RESOLVED** to note the report.

**8. Operations and performance report**

CCTV Operations and Performance Report

The CCTV Manager presented the report.

Section 4 summarised the CCTV camera refresh in the North Herts district. It said one camera still had an “intermittent fibre issue” which was, at the time of writing, still under investigation with the broadband provider.

Replying to a Member question, the CCTV Manager said the problem had been resolved since the report was written.

Section 6 of the report referred to CCTV installation in Stevenage. It said equipment at Ingelheim Court was awaiting a broadband connection. Members asked what the timescale was for this. The CCTV Manager said the Partnership had provided Stevenage Borough Council with a quotation and was awaiting an order.

A Member reported that a business in their ward had had its windows broken, and asked it should request footage of that. The Control Room Manager said that request should be made to the Hertfordshire Constabulary. They would investigate and the Partnership would supply to footage to them. From there, the police could supply the footage to the business owner.

#### Operational Code of Practice (Appendix A)

The CCTV Manager noted that this was unchanged from the version previously viewed by Members. There were no questions.

#### Partner and Client List (Appendix B)

The CCTV Manager presented the list.

Members noted that the client list included "Hertfordshire Schools". They asked what this meant, and whether it referred to a contract with Hertfordshire County Council's Education service at large or individual schools.

The Control Room Manager said coverage was offered to all but only a number had taken it up. In these cases, the school was not monitored during opening hours. It was, instead, monitored during closure hours as a guard against intruders, theft and vandalism. It was noted that some large schools were signed up to the Partnership's Service but others had contracts with other providers, or organised their own coverage.

Replying to a Member question, the Control Room Manager said that any town council or other body wishing to join should approach the Partnership through its district council. Officers confirmed that all district councils in Hertfordshire and Bedfordshire were aware of the Partnership, and it would be happy to accept new clients.

Members asked what discussions the Partnership Board, or other Officers, had had regarding the local government reorganisation that would take place over the coming years. They observed that it would have a profound effect on the current member authorities, but also presented an opportunity to expand its services.

The Control Room Manager said some technical upgrades would be needed but the capacity to cover the whole county largely already

existed. The Police and Crime Commissioner agreed in principle with expanding the Partnership's coverage. However, Officers said, until the boundaries of the new unitary authorities were known, it was difficult to know who to approach as potential clients.

Officers said they would investigate what discussions had taken place on the community safety workstream. They would report back to Members, either to the next meeting or in writing ahead of it.

### Statistical summary (Appendix C)

The CCTV Manager presented the summary.

The Control Room Manager said 2024/25 was the busiest year, by incident number, since the Partnership moved into its current control room. Quarter 2 of 2025/26 had seen around 100 fewer incidents than Q2 of 2024/25.

Members asked why fluctuations like these happened. The Control Room Manager said it defied simple explanation, but said police capacity was often a contributing factor.

Showing the pie chart of incident categories, Officers noted the anti-social behaviour was the most common category, at 26%, and this would likely always be the case. Concern for welfare cases were in second place, on 14%, and this demonstrated the public safety purpose of CCTV coverage, in addition to the crime prevention and detection function.

Replying to a Member question, the Control Room Manager confirmed that the "theft" category included "shoplifting". Members remarked that 7% of incidents were classed as theft, and said this seemed low. Officers explained that businesses often reported shoplifting after the fact, whereas footage with the CCTV Partnership was only likely to be used in large or "live" cases.

The CCTV Manager noted that the "police airwaves" system had overtaken "controller" as the main source of calls. Officers told members that the Airwaves system proved more effective and efficient than the police radio system, and also offered the ability to immediately share images. It had largely supplanted radio for this reason.

Members noted that, since the Executive had agreed to meet every six months, each statistical report should cover two quarters of the year. This included the breakdown by partner authority, which, in the report for this meeting, only covered Q2. Officers said they would seek to provide the Q1 figures and cover the entire preceding six-month period in future meetings.

**RESOLVED** to note the Operations and Performance Report and its appendices.

**9. Any other business**

There was none.

**10. Date and venue of next meeting**

The Democratic Services Officer informed Members that East Herts District Council was due to host the next meeting. This would take place in March 2026. Officers there were exploring potential dates and would inform Members once one had been chosen.

**Closure: 7.48 pm**

**Chair**