

Members of the Council you are
hereby summoned to attend a meeting of

Kington Town Council

to be held on **Monday 18th May 2026 at 6.00pm**

at The Old Police Station, Market Hall Street, Kington HR5 3DP
for the purpose of transacting the following business.

Agenda

1. To elect the Mayor of Kington for the forthcoming year
2. To receive apologies for absence
3. To note declarations of interest and consider requests for dispensation
4. To elect a Deputy Mayor of Kington for the forthcoming year
5. Minutes: To agree the Minutes of the meeting held on 20.04.2026
6. Public participation:
 - a) To receive the police report
 - b) To receive the Ward Councillors Report
 - c) To receive questions from members of the public present
 - d) Chamber of Trade
7. To note Mayor's report
8. To agree appointments to the following committees:
 - a) Finance, Personnel & General Purposes
 - b) Planning and Environment
 - c) Scrutiny
9. To agree meeting schedule for forthcoming year
10. To agree council representatives on the following outside bodies:
 - a) Kington United Charities
 - b) Lady Hawkins
 - c) Kington Festival Association
 - d) Kington Museum
 - e) Kington Chamber of Trade
 - f) Kington Tourist Group
 - g) Kington Twinning Association
 - h) KLEEN
 - i) Kington Allotment Association
11. Clerk's Report
12. Financial Matters
 - a) To approve payments as now due
 - b) To note receipts since the last meeting
 - c) To note and agree recurring payments made via direct debits or standing orders
 - d) To review and confirm/agree bank signatories for the Town Council accounts
 - e) To appoint a Member as a Financial Examiner for the year
 - f) To note and agree Asset Register as at 31.3.2026
 - g) To consider and agree that a credit/payment card application be made in the name of the Responsible Financial Officer for official council use only
 - h) To agree expenditure from grant for Kington Recreation Ground Trust:

Minutes of the Full Council Meeting

Monday 20th April 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington.

HR5 3DP

PRESENT

Cllr. P. Sell - Chair

Cllr. E. Banks

Cllr. R. Banks

Cllr. N. Cornish

Cllr. J. Gardner

Cllr. R. Morgan

Cllr. E. Rolls

Cllr. R. Widdowson

Cllr. M. Woolford

IN ATTENDANCE

Michael Greenfield – Town Clerk

Ruth Robinson – Assistant Clerk

1 member of the press

4 members of the public

Cllr. T. James, Ward Councillor,
Herefordshire Council

Agenda item	Minute
1	<p>FC 059-26 Apologies, Declarations of Interest and Requests for Dispensation Apologies were accepted from Cllr T. Bounds. There were no requests for dispensation.</p>
2	<p>FC 060-26 Minutes Minutes of the meeting held on 16th March 2026 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting.</p>
3	<p>FC 061-26 Public Participation:</p> <p>a) Police matters: PC Rawlinson, reported by email, that on the 24th March 2026 police conducted a warrant at an address on Headbrook, Kington. One individual was arrested for production of cannabis. It is an on-going investigation. 29th March 2026 a report was received of an individual driving under the influence in Kington, the individual was arrested.</p> <p>b) To receive the ward councillors report: Ward Councillor T James' verbal report was noted, including comments on devolution Devolution - Herefordshire Council and changes to key</p>

Full Council Meeting held on Monday 20th April 2026

personnel in Herefordshire Council, with a decision on key personnel to be taken by Herefordshire Council on Thursday 23rd April 2026.

- c) **To receive matters raised by members of the public present:**
Members of the public raised concerns regarding a footpath closure opposite Rock Cottage by the metal footbridge.
A resident has arranged to meet the Footpath Officer to find out why there is a closure.

The Clerk will also contact the Footpath Officer to find out why there is a closure.

- 4 **FC 062-26** **Mayor's Report**
The Mayor's report, as attached, was noted.
- 5 **FC 063-26** **Clerk's Report**
The Clerk's report, as attached, was noted.
- 6 **FC 064-26** **Financial Matters:**
 a) Payments:
 Payments totalling £10,754.96 (inclusive of VAT where applicable) as attached to these Minutes, were approved.
 RESOLVED: That the payments totalling £10,754.96 be approved.
 b) Receipts:
 Herefordshire Council
 Precept (1st instalment) of £86,500 was noted.
 c) Independent Audit Service:
 RESOLVED: That Mulberry Local Authority Services Ltd. be the independent auditor for 2026/2027 at a cost of £80.00 per hour, with travel costs (for on-site visits) billed at the standard HMRC rate of 45p per mile.
- 7 **FC 065-26** **Update on asset transfer – Kington Public Toilets:**
No update.
- 8 **FC 066-26** **Update on Public Realm Funding and agree changes:**
Cllr. M Woolford commented that he has provided dates of various events occurring in Kington to council officers at Herefordshire Council, which they have acknowledged.
Car parking signs are still an issue relating to entrances of the town.
The Planning & Environment Committee will engage with the Kington Chamber of Trade regarding signage.
Cllr. Woolford provided an update from Herefordshire Council regarding the Market Hall.

- 9 **FC 067-26** **Update on Proposals for Armed Forces Day and agree programme of activities:**
 Cllr. P Sell provided a verbal update on Armed Forces Day. The event is scheduled at Lady Hawkins School, Park View, Kington HR5 3AR. Date: Saturday 27th June 2026. A £1,090.00 application has been submitted to the Armed Forces Day grant process and a decision is pending.
- Cllr. P Sell thanked the Assistant Clerk and the volunteers for their help and assistance.
- 10 **FC 068-26** **Update on proposal for CCTV in Kington:**
 The Kington Chamber of Trade is to resend cctv information to the Clerk.
- 11 **FC 069-26** **To note reports from committees and approve recommendations:**
 Members noted the report from the Planning and Environment Committee held on 13th April 2026.
 Quotes for planters and floral displays and baskets for 2026-2027:
RESOLVED: That the quote for planters and floral displays and baskets for 2026-2027 from J & P Turner, to be planted in May 2026, for £2890 + VAT be approved.
- Quote for maintenance of floral displays and baskets for 2026-2027:
RESOLVED: That the quote for maintenance of floral displays and baskets (planters and baskets) for 2026-2027, ending 31st October at the latest, from J & P Turner for £650 per month + VAT be approved.
- 12 **FC 070-26** **To consider application for Drainage Grant 2026/2027 from HCC:**
RESOLVED: Not to proceed with the grant.
- 13 **FC 071-26** **To consider application for Traffic Regulation Order:**
 Cllr. M Woolford introduced the background to the proposal. Council to notify Kington Chamber of Trade of the proposal.
RESOLVED: That a Traffic Regulation Order request for a 20mph zone be submitted to Herefordshire Council.
- 14 **FC 071-26** **To consider linkage with Kington Chamber of Trade**
 Cllr. B Widdowson introduced the background to the proposal. The aim is to provide synchronicity of meetings between the Kington Chamber of Trade and the Town Council.
 It was noted that Cllr. R Morgan is a member of the Chamber of Trade, by virtue of his work, and that he would be a suitable nominated Council representative for the Kington Chamber of Trade for next year.
RESOLVED: That the Kington Chamber of Trade is added to the council agenda, as an agenda item.

RESOLVED: That a joint discussion occurs between the Kington Chamber of Trade and the Town Council.

RESOLVED: That the paper 'Linkage with Kington Chamber of Trade' be on the 18th of May 2026 agenda for further discussion.

15 FC 072-26

To consider Grant Application- SmokeFest:

The Grant application was reviewed and Members identified that it missed the previous year's deadline and that it is not within the normal grant allocation period. Members further identified that the event was of importance for the local community.

RESOLVED: That the grant to SmokeFest for £500 be approved, from the 2026/2027 budget, subject to suitable banking arrangements.

16 FC 073-26

Correspondence received:

- a) Consider response to Public Consultation launched by John Campion Police and Crime Commissioner, West Mercia.

RESOLVED: That the Clerk circulates the public consultation link and that Members undertake their own responses.

[Public consultation - police force mergers | West Mercia PCC](#)

- b) **Cricket Club – Thank you for the grant.**

Noted.

17 FC 074-26

Reports from Councillors:

Cllr. E Rolls commented on the River Arrow Trust and that they are offering opportunities to meet councils. It was suggested that it would be worthwhile contacting them to invite them to a council meeting.

18 FC 075-26

Items for the next agenda and date and time of next meeting:

The next meeting will be Monday May 18th at 6pm in the Old Police Station, Market Hall Street, Kington. HR5 3DP

Items for the agenda:

- Relationship with Kington Chamber of Trade

19 FC 076-26

Exclusion of the Public

To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

RESOLVED: That due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3).

- 20 **FC 077-26** **To consider nominees for the Mayors Award**
RESOLVED: That Emma Hancocks be awarded the Mayor's Award for 2025/2026.
RESOLVED: That Liz Kelso, former Town Clerk and Responsible Financial Officer for Kington Town Council, receive a Special Award from the Mayor at the event on Thursday 21st May 2026, in recognition of her service to Kington Town Council and the town.

Town Council Committees
w.e.f. 19.5.2025 (draft)
Agenda item 9

	Planning & Environment	Scrutiny	Finance, Personnel & General Purposes	Rec. Mgmt Group
	Meets monthly	Meets as and when necessary	Meets quarterly	Meets as and when necessary
E. Banks				
R. Banks				
B. Bishop				
T. Bounds				
N. Cornish				
M. Fitton				
J. Gardner				
E. Rolls				
P. Sell				
M. Woolford				
R. Widdowson				
TOTAL				
QUORUM	5	5	5	4

Note: Mayor and Deputies are ex-officio members of all committees
Agreed at a meeting of the town council held on

Full Council Meeting 19th May 2026

Committee membership expressions of interest - 2026-2027:

Committee membership expressions of interest - 2026-2027:

Planning and Environment	Scrutiny	Finance, Personnel and General Purposes	Recreation Ground Management Committee
Martin Woolford Esther Rolls Rae Morgan Nicki Cornish	Richard Banks Esther Rolls Rae Morgan	Martin Woolford Richard Banks Esther Rolls Rae Morgan	Martin Woolford Esther Rolls Rae Morgan

Subject: Linkage with Kington Chamber of Trade

Status: For discussion and decision

- I. The Kington Chamber of Trade (KCT) is a key player in the town's economy. Recent events, like public realm funding, have raised concerns about the council's relationship with the chamber.
- II. Currently, the only formal link is through the nomination of a town council representative to attend chamber meetings. Chamber representatives also attend council meetings as members of the public, raising issues during public question time, but without an agenda item.
- III. Given their shared interests, I propose establishing more defined links to improve relations.
- IV. My proposals are:
 - A. Restore synchronicity between KTC and KCT meetings by returning to the beginning of the month for KTC meetings. This would speed up information flow. Currently, a KTC mid-month meeting isn't reported to the KCT until the 2nd Tuesday of the following month, and vice versa.
 - B. Include a report from the KCT as an agenda item instead of "matters raised by the public" to formally establish the link.
 - C. The month of May marks the start of the council year and includes the annual town meeting when we report to the public and hear reports from local organisations. Both KTC and KCT are not just responsive bodies but also promotional bodies planning ahead. A joint discussion along the lines of our away days to consider the year ahead would, in my view, benefit both and encourage joint working.

Cllr Bob Widdowson

17th March 2026

Minutes of the Planning & Environment Committee

Monday 11th May 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. P. Sell – Chair of the meeting
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. J. Gardner
Cllr. R. Morgan
Cllr. E. Rolls
Cllr. R. Widdowson

IN ATTENDANCE

Michael Greenfield – Town Clerk
Ruth Robinson – Assistant Clerk

Minute	Agenda item	
P&E 025-26	1	<p>Apologies, Declarations of Interest and Requests for Dispensation Apologies received from Cllr. M. Woolford. Cllr. P. Sell declared a personal interest in agenda item 4(c) (Allotments) and agenda item 4(f) (Churchyard Maintenance).</p>
P&E 026-26	2	<p>Minutes RESOLVED: That the Minutes of the meeting held on <u>13 April 2026</u> be approved, and that the Chairman of the meeting be authorised to sign them as a true record of the proceedings.</p>
P&E 027-26	3	<p>Planning and Licensing Matters</p> <p>a) Planning applications now due for consideration</p> <ul style="list-style-type: none"> • Ref: <u>231767</u> Site: Arrow grange, Kington. HR5 3HD Appeal under Section 78, Town and Country Planning Act 1990. Noted. <p>b) Planning enforcement action, if any. Noted.</p> <p>c) Planning decisions by Herefordshire Council since the last meeting. Noted.</p>

Environmental Matters:

a) Town Centre

Litter remains a concern within the town.
Noted.

b) Planters and Floral Displays

The planters are being stocked.
Noted.

c) Allotments

There is one allotment vacancy. Dung has been delivered.
Noted.

d) Footpath and Highway matters

To consider concerns regarding Route 44 café and to determine whether any actions or representations to relevant authorities is required:

A councillor reported receipt of correspondence from a local resident regarding lighting at the Route 44 premises.

It was reported that the lighting appears to be illuminated for most of the time and is alleged to be having a detrimental effect on the resident's home environment.

Concern was also raised about vehicles visiting the site while the Route 44 café is closed, as the premises remain illuminated.

The Committee noted that Herefordshire Council's Environmental Health Team is involved in the matter.

RESOLVED: That the Clerk write to Herefordshire Council's Environmental Health Officer requesting an update on the matter.

RESOLVED: That the Clerk contact Herefordshire Council's Planning Department to determine whether planning permission is required for the installation of a 'Milk Hub – 24-hour milk dispensing machine'.

To consider proposals for town signage from Cllr. Woolford.

RESOLVED: That a Working Group be formed to investigate town signage and related application submissions.

e) War Memorial

To consider response from War Memorial Grant Application regarding specific repair work to memorial:

Specific works are required, with cleaning, lettering and renovation identified as priorities.

RESOLVED: That a Working Group be formed to progress the War Memorial Grant and repairs.

f) Churchyard Maintenance

The Archdeacon visited Kington Churchyard and gave a positive response regarding the high standard of upkeep and maintenance.
Noted.

g) Litter and Pavement Sweeping

The Mayor visited Kington Primary School and gave a talk about the Council and local issues, including litter.
The Mayor requested that anti-litter posters be designed for display in the community.
The school provided posters, which are to be laminated and displayed.
An Anti-Litter Club has been formed at the school.

The Committee thanked the pupils for their work.

RESOLVED: That the Clerk write to Kington Primary School to thank the pupils for the posters.

An update is required on the Burgage Wall collapse.
Noted.

h) Update on proposal for 20mph zone in Kington

No update; a response from Herefordshire Council is awaited.
Noted.

i) Emergency Plans

To consider the development of a combined Flood Plan and Emergency Plan:

RESOLVED: That the outgoing Mayor raise the development of a combined Flood Plan and Emergency Plan at the meeting on Thursday 21st May 2026, to establish whether a town-wide plan is required.

- | | | |
|------------|---|---|
| P&E 029-26 | 5 | Public Realm Funded works update
None reported.
This item was discussed as part of the proposals for town signage from Cllr. Woolford. |
| P&E 030-26 | 6 | Date and time of next meeting
The date of the next Planning and Environment Committee meeting is to be confirmed. |

There being no further business, the meeting was declared closed.

DATA PROTECTION IMPACT ASSESSMENT (DPIA)

Kington Town Centre CCTV Scheme

Kington Chamber of Trade

In association with Kington Town Council

Date: 03/03/26

Version: 1.0 DRAFT FOR REVIEW

1. Overview of the Project

Project Description

Installation and operation of a fixed-location CCTV system covering defined areas of Kington town centre for the purposes of:

- Crime prevention
- Public safety
- Assisting law enforcement
- Protecting businesses and property

The system consists of fixed external cameras connected to a secure Hikvision NVR system with restricted mobile app access for Authorised Responsible Persons (ARPs).

2. Data Controllers

Joint Data Controllers:

- **Kington Chamber of Trade**
- **Kington Town Council**

A Joint Controller Agreement will define roles and responsibilities.

Lead contact for data protection matters:

[Insert name / email]

3. Why a DPIA is Required

Under UK GDPR Article 35, a DPIA is required because:

- Systematic monitoring of publicly accessible areas
- Use of surveillance technology
- Potential impact on rights and freedoms of individuals

The ICO specifically identifies public space CCTV as requiring DPIA assessment.

pg. 1 DATA PROTECTION IMPACT ASSESSMENT (DPIA)

Kington Town Centre CCTV Scheme – Author T C Allen DRAFT FOR REVIEW v.1

Conclusion: A coordinated town-wide system is justified.

Is it Proportionate?

Measures to ensure proportionality:

- Cameras positioned to avoid private windows
- No audio recording
- No facial recognition
- Limited retention period (28 days)
- Restricted authorised access
- Formal logging of all footage retrieval

The scheme is proportionate to the identified risks.

7. Risks to Individuals

Risk	Description
Over-surveillance	Individuals feel constantly monitored
Misuse of footage	ARP views footage without legitimate reason
Data breach	Footage accessed unlawfully
Unlawful disclosure	Informal sharing
Function creep	Use beyond original purpose

8. Risk Mitigation Measures

Governance Controls

- Written CCTV Policy
- ARP Register
- Signed confidentiality agreements
- Annual review

Technical Controls

- Password protection
- Two-factor authentication

Kington Town Centre CCTV System

Overview of Proposed Restoration and Improvements

Prepared for:

Kington Chamber of Trade

Kington Town Council

Issue 1

Date: 5th March 2026

By: Tim Allen – Kington Postmaster (*Former director of CCTV and Broadband company*)

1. Current Situation

Kington already has the foundations of a town centre CCTV system, however **the system is currently non-functional**.

At present:

- Six Hikvision CCTV cameras are installed across the High Street area.
- These cameras are connected to two existing Digital Video Recorders (DVRs) located at:
 - Kington Post Office
 - Dot's Café
- The system uses coaxial (analogue) cabling rather than modern IP/Ethernet technology.
- There is currently no formal management, monitoring or maintenance structure in place.
- The DVR units require resetting and configuration by an authorised Hikvision installer before the system can become operational again.

The camera locations and approximate viewing directions are shown in the accompanying photo montage.

2. System Type

The existing system is an analogue coaxial CCTV network.

This means:

- Cameras connect directly to DVR recorders via coaxial cables.
- Image quality is lower than modern IP systems.
- System expansion is more limited.

However, the infrastructure already exists and can still provide effective crime prevention and evidential recording if properly configured and managed.

- In response to valid SAR

Footage will not be shared:

- On social media
- Via informal messaging platforms
- For commercial use

12. Subject Access Requests

Procedure:

- Written request required
- Identity verification
- 30-day response
- Redaction where required
- Refusal only where exemption applies

13. Data Breach Procedure

If breach suspected:

1. Immediate internal reporting
2. Risk assessment within 24 hours
3. ICO notified within 72 hours if required
4. Affected individuals informed where high risk

Incident log maintained.

14. Consultation

Consultation undertaken with:

- Local businesses (via Chamber)
- Kington Town Council
- Police (if applicable)

Public notification via signage and announcement prior to activation.

15. Ongoing Review

pg. 5 DATA PROTECTION IMPACT ASSESSMENT (DPIA)

Kington Town Centre CCTV Scheme – Author T C Allen DRAFT FOR REVIEW v.1

Post Office (2 Cameras)

Two cameras are proposed for the Post Office system.

1. **Bridge Street Camera (existing position)**
 - Mounted high looking down Bridge Street
 - Replace with zoom bullet camera to improve street-level detail
2. **Street-Level Camera (new position)**
 - Positioned on the Post Office building
 - Looking towards the High Street junction
 - High quality wide-angle camera
 - Designed for improved facial recognition of pedestrians and vehicles

This camera will remain connected to the **Post Office's existing DVR system.**

Regency Café / Grapevine (3 Cameras)

Three cameras are located on the Grapevine building but it is understood that the recorder is located inside the Regency Café.

These cameras are important because they:

- Provide coverage along the High Street, up Church Street and Mill Street towards the Burton Hotel and market square.
- Link with the Library and Post Office cameras to build a cohesive picture of High Street movement and activity.
- Ensure that all pedestrian and vehicle movement through the High Street corridor is recorded

Together these cameras close the coverage gap across the main commercial area of the town.

The Swan (1 Camera – IP System)

The Swan has a modern IP-based CCTV system.

The owners have indicated a willingness to:

- Replace one external camera with a high-quality IP varifocal camera
- Direct the camera down Church Street

This would allow:

- Clear capture of vehicle registration plates
- High-quality facial recognition

This is achieved via the Hikvision mobile app, allowing authorised individuals to securely view footage when required.

To enable this functionality, each recorder must be connected to a **broadband router**.

7. Ongoing Operating Costs

To support remote monitoring and system access, the proposal includes managed broadband connections for the two recorder locations.

Estimated recurring cost:

- Approximately £45–£50 + VAT per month per site

Total estimated cost:

- £90–£100 + VAT per month

This would provide secure internet connectivity allowing authorised persons to access recordings when required.

If the scheme is approved in principal it will be necessary to conduct a survey to determine how each of the two system DVR's in the Post Office and the Regency Café are going to be connected to the necessary Broadband Router.

A provisional sum of £400 (2 x £200) for one-off cabling and installation should be allowed for materials and labour.

An annual clean of the cameras and check on DVR operation is recommended. Budget £375 + VAT/Annum for this service.

8.1 Installation and Cost

In addition to the Broadband/Remote viewing revenue costs a quotation has been obtained from Umbrella Broadband Ltd to undertake the full scope of work required to recommission and improve the system.

The quoted cost for the installation work described in this proposal is:

£1,915 + VAT

This includes:

- Resetting and recommissioning the existing Hikvision DVR systems
- Replacement and installation of the 8 specified cameras
- Configuration of the recording systems
- Testing and commissioning of the CCTV network

KINGTON TOWN CENTRE CCTV SCHEME

AUTHORISED RESPONSIBLE PERSON (ARP)

CONFIDENTIALITY & UNDERTAKING AGREEMENT

Scheme operated by:

Kington Chamber of Trade

In association with

Kington Town Council

1. Appointment

I, the undersigned, acknowledge that I have been appointed as an **Authorised Responsible Person (ARP)** for the Kington Town Centre CCTV Scheme.

I understand that access to the CCTV system is granted strictly for lawful purposes connected with the prevention and detection of crime and protection of the community.

2. Scope of Authorisation

My access level is (tick one):

- Level 1 – Viewing Access Only
- Level 2 – Viewing & Download Authority

Access is personal to me and must not be shared, delegated, or transferred.

3. Legal Responsibilities

I confirm that I understand the scheme operates under:

- UK GDPR
- Data Protection Act 2018
- Surveillance Camera Code of Practice

I acknowledge that CCTV footage constitutes personal data and must be handled lawfully, fairly and securely.

4. Permitted Use

I agree that I will access the CCTV system only:

- In response to a reported incident
- Where there is a legitimate policing or safeguarding purpose

KINGTON TOWN CENTRE CCTV SCHEME

AUTHORISED RESPONSIBLE PERSON (ARP)

CONFIDENTIALITY & UNDERTAKING AGREEMENT

Scheme operated by:

Kington Chamber of Trade

In association with

Kington Town Council

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Customer: Kington Chamber of Trade
 Project: Installation of New CCTV System
 03/03/2026



SUMMARY

Item	Product description	Price GBP
A	<u>Equipment , Materials & Labour</u>	
1	CCTV Equipment	£ 1,188.47
2	Labour	£ 727.28
	Equipment Total Price	£ 1,915.75
TOTAL PRICE		£ 1,915.75
B	<u>Notes</u>	
1	Quote is valid for 30 days from Date shown at top of Summary Page	
2	Quotation excludes VAT	
3	It is understood that all COAX Cables are already in place. Umbrella will need to re-terminate the COAX ends and test. It is assumed that the DVR's and their Hard Drives are in good working order. At the Swan no changes will be made to the CCTV system or NVR mamangement or operation, this site is a camera only replacement and set up for optimal coverage of Church Street. Exisiting Swan management only will be able to view this camera. No APP access is to be provided.	
4	Access to the camera locations due to height will be provided by others ready for Umbrella to do the install.	
5	Umbrella will test and commission the cameras to make sure all is in working order.	
6	Umbrella will provide access to the app and make sure all required users are set up with access accordingly.	
7	Cameras to be replaced are 3 x Coax on Library, 2 x Post Office, 3 x The Grapevine, 1 x IP on The Swan, 2 x DVR's in the Post Office and the Grapevine/Dots Café are to be reset and reconfigured for Chamber of Trade mamangement	
8	A monitor can be provided if required at cost plus 10%	

Duke St, High St & Bridge St Security.
Library & Post Office cameras.

CCTV supplemental survey 18-02-26
This is an 8 Camera system



Swan. Church St Security.

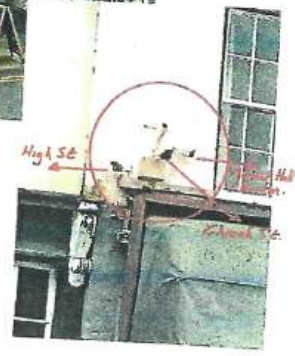
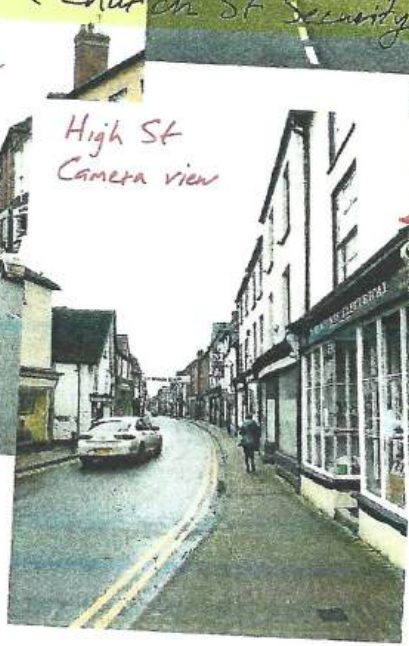


High St & Church St Security.

Church St
Camera view



High St
Camera view



Kington Chamber of Trade

Community CCTV Code of Practice

1. Introduction

This Code of Practice outlines how the Community CCTV System operated by **Kington Chamber of Trade** will be managed and used.

The purpose of the system is to support community safety while respecting individual privacy and complying with relevant legislation.

This policy ensures the system is operated responsibly, transparently, and in accordance with the Protection of Freedoms Act 2012 and the Information Commissioner's Office guidance.

2. Purpose of the CCTV System

The objectives of the Community CCTV system are to:

- Prevent and detect crime and anti-social behaviour
- Improve public safety
- Assist the police in criminal investigations
- Provide reassurance to residents and visitors
- Protect community property and facilities

The system will **not be used for general monitoring of individuals or private activities.**

3. Scope of the System

This policy applies to:

- All CCTV cameras installed by
- All recorded images and data
- Anyone responsible for operating or accessing the system

Camera locations may include:

- Community buildings
- Public spaces managed by the organisation
- Entrances and exits to community facilities

Cameras will **not intentionally overlook private homes or gardens.**

4. Legal Compliance

The operation of the CCTV system will comply with:

- Data Protection Act 2018
 - UK General Data Protection Regulation
 - Human Rights Act 1998
 - Protection of Freedoms Act 2012
 - Freedom of Information Act 2000 (where applicable)
-

5. Data Controller

The **Data Controller** responsible for the CCTV system is:

Organisation: Kington Chamber of Trade

Address:

Contact:

The Data Controller is responsible for ensuring compliance with data protection laws and this Code of Practice.

6. Signage

Clear signage will be placed in areas covered by CCTV.

Signs will include:

- Notification that CCTV is in operation
- The purpose of surveillance
- Contact details of the operator

This ensures transparency and public awareness.

7. Operation of the System

The CCTV system will be operated in a professional and ethical manner.

Key operational rules:

- Cameras will only monitor areas relevant to their purpose
 - Operators will receive appropriate training
 - Cameras will not be used for voyeurism or personal interest
 - Audio recording will not be used unless legally justified
-

8. Storage and Retention of Footage

Recorded images will be stored securely.

Standard retention period:

28–31 days

Footage may be retained longer if required for:

- Police investigations
- Legal proceedings
- Insurance claims

All stored data will be protected against unauthorised access.

9. Access to CCTV Footage

Access to footage will be restricted to authorised personnel.

Requests for footage may be made by:

- Law enforcement agencies
- Individuals making a **Subject Access Request**
- Courts or legal authorities

All disclosures will be recorded in a **CCTV Access Log**.

10. Subject Access Requests

Individuals captured on CCTV may request copies of their personal data under the UK General Data Protection Regulation.

Requests must:

- Be submitted in writing
- Provide sufficient information to identify the footage
- Be processed within one month where possible

Images of other individuals may be blurred before release.

11. Security of the System

The CCTV system will be protected through:

- Secure password-controlled access
- Restricted viewing permissions

- Locked equipment and storage
 - Regular system maintenance
-

12. Complaints

Any complaints about the use of the CCTV system should be directed to the Data Controller.

If unresolved, complaints may be referred to the:

Information Commissioner's Office

13. Review of the Policy

This Code of Practice will be reviewed:

Every 12 months or sooner if required due to legal or operational changes.

14. Approval

Approved by: **Kington Chamber of Trade**

Date approved: **[Date]**

Review date: **[Date]**