



Making Suffolk a safer place to live, work, travel and invest

**ORIGINATOR: IAN RANDS, BUSINESS
MANAGER**

DECISION NUMBER: 6-2014

REASON FOR SUBMISSION: FOR DECISION

SUBMITTED TO: POLICE AND CRIME COMMISSIONER

**SUBJECT: APPLICATIONS IN RELATION TO THE PCC's POLICE & CRIME PLAN
RESERVE**

SUMMARY:

1. A decision is required in respect of four applications for funding :
 - (i) Southwold CCTV - £4,000
 - (ii) Babergh West Community Speedwatch - £200
 - (iii) Lowestoft Neighbourhood Watch - £260
 - (iv) Motor Cycle Progress Training - £1,486
 - (v) Babergh Street Watch - £1,860
2. Details of the applications are included with this decision paper including a summary of spend against the fund of £100k set aside by the PCC to support projects that in turn link to the priorities within the Police & Crime Plan.

RECOMMENDATION:

To approve the applications and the necessary funding.

APPROVAL BY: PCC

The recommendation set out is agreed.

Signature *Twin Pannove*

Date *4/3/2014*

DETAIL OF THE SUBMISSION

1. KEY ISSUES FOR CONSIDERATION:

- 1.1 These are further applications to be processed in relation to bids for funding from the PCC's Police & Crime Plan Reserve that fall below the £5k threshold. They are dealt with via an application process that is less onerous than that which relates to bids in excess of £5k, which are considered against the principles set out on page 24 of the Police & Crime Plan.
- 1.2 In this instance the grant conditions do not require the submission of robust business cases that set out clear success criteria and formal reporting on outcomes. However, information on outcomes will still be required by means of a monitoring form.
- 1.3 Attached to this decision paper is a copy of each of the applications and in all cases they have been discussed with the PCC and agreed in principle prior to submission. The following is a short summary of each including a comment as to how they support the Police & Crime Plan.

(i) Southwold Town Council – CCTV Camera

- 1.4 This application relates to the provision of an additional CCTV camera to complement the Harbour CCTV system recently installed with the help of European funding. The camera is to be placed at Rights Bridge to provide coverage on the main entry into the town.
- 1.5 Provision of CCTV will directly support Objective 3 in the Police & Crime Plan which is 'Preventing and Reducing Crime and ASB'. It will also assist the police in detecting crime (Objective 2) while improving trust and confidence will support the local economy.
- 1.6 The cost of provision is £6,600 and the PCC's contribution will be £4,000. It is being made clear that ongoing maintenance and other costs will be the responsibility of the Town Council and the owners of the CCTV system.

(ii) Babergh West Community Speed Watch

- 1.7 Babergh West Community Speed Watch have applied for £200 to pay for the re-calibration of the speed watch camera and new high visibility jackets.
- 1.8 Such a scheme directly supports the section in the Police & Crime Plan dealing with 'Making Suffolk Safer – Roads' where support for community speed watch is recorded.
- 1.9 This funding is being provided on the basis it is a one-off payment to support the continuation of the scheme. It is hoped that the review of Community Speed Watch by the Constabulary that is currently underway will lead to a county-wide approach as to future provision.

(iii) Lowestoft Neighbourhood Watch

- 1.10 A sum of £260 has been applied for by the Lowestoft Neighbourhood Watch Association to help with the printing of leaflets and envelopes that will be circulated to local residents. They include detail of setting up a NW scheme and separately a leaflet on steps to help prevent burglaries.

- 1.11 The aim is to promote crime reduction in the Lowestoft area and fits directly with Objective 3 in the Police & Crime Plan.

(iv) Progress Training – Motor Bikes

- 1.12 This application has been submitted on behalf of a group of ex-police riders wishing to start a volunteer training scheme. The sum applied for is £1,486 and the application includes a breakdown including camera and laptop equipment. Other funding streams are being investigated to help put the project on a firmer footing.
- 1.13 The project directly supports the section in the Police & Crime Plan covering 'Making Suffolk Safe – Roads' with a particular emphasis on reducing Killed & Serious Injury statistics.
- 1.14 Those involved are Class 1 Advanced Riders with their own machines who will pass on their skills for free.

(v) Babergh Street Watch

- 1.15 This application relates to funding of £1,860 to enable the current Street Watch schemes running in Cornard, Hadleigh and Sudbury to continue for a further year. It will cover insurance costs, running of a website and further high visibility jackets. It will help encourage volunteers in their role and demonstrate that the work they do is valued.
- 1.16 The priorities are to engage with the community, reduce crime and minimise anti-social behaviour. As well as increasing confidence by providing visibility and reassurance, they also provide a valuable intelligence resource. These aspects directly support the 'Making Suffolk Safer' section of the Police & Crime Plan.

2. FINANCIAL IMPLICATIONS:

- 2.1 The PCC has established a Police & Crime Plan Reserve of £100k. £75k was made available from the underspend in last year's Corporate Budget with a further £25k added from the contingency in the current Corporate Budget. Spend already committed amounts to £73,345 and approval of all of the above applications would reduce the sum unallocated to £18,849.
- 2.2 As part of ongoing monitoring, evidence of spend in relation to these projects will be requested together with outcomes.

3. OTHER IMPLICATIONS AND RISKS:

- 3.1 There are no major implications or risks associated with this decision paper.

ORIGINATOR CHECKLIST (MUST BE COMPLETED)	PLEASE STATE 'YES' OR 'NO'
Has legal advice been sought on this submission?	No
Has the PCC's Chief Finance Officer been consulted?	No
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	Yes
Have human resource implications been considered?	N/A
Is the recommendation consistent with the objectives in the Police and Crime Plan?	Yes
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	Not directly by the OPCC
Has communications advice been sought on areas of likely media interest and how they might be managed?	Publicity will follow as appropriate
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	N/A

APPROVAL TO SUBMIT TO THE DECISION-MAKER (this approval is required only for submissions to the PCC).

Chief Executive

I am satisfied that relevant advice has been taken into account in the preparation of the report and that this is an appropriate request to be submitted to the PCC.

Signature:



Date

7 / 3 / 14



**POLICE AND CRIME PLAN RESERVE
APPLICATION FORM 2013/14 FOR GRANT OF UP TO £5000**

Name of Organisation **Streetwatch** _____

Contact Point **Verity Line** _____ **Tel No. 01284 774312**

Project/event **Streetwatch** _____

Date of event (if applicable) **Ongoing** _____

What are you seeking to achieve from undertaking this project/event?

Street Watch has been developed as a police initiative and is presented as the only fully regulated model for civilian street patrols that exists in the UK that involves the whole community. The scheme encourages residents to adopt a new working partnership with police in patrolling their own communities.

Street Watch volunteers are given a high visibility tabard to wear and they then patrol in pairs their local areas and communities. They are required to have a mobile phone on them at all times to report any incidences. When they see something that affects their community they are encouraged to “do something, not nothing” whether that entails confronting someone if safe to do so, taking notes, or simply observing. Being a Streetwatch volunteer gives them the support and empowerment to assist where before they may not have done.

It is important to note that Street Watch is independent of the police, but working in partnership with the police. The actions of Street Watch volunteers can make a significant impact in their community with little additional demand on Safer Neighbourhood Teams in the area.

Despite falling crime rates nationally, the public still holds a disproportionate fear of crime. This disproportionate level of fear, particularly around young people, can cause communities to become over reliant on the Police to resolve all of their low level community issues. High expectations are created and when these cannot be met, public confidence in the Police and local partnerships are likely to reduce.

The concept of civilian patrols can reverse that trend. It empowers residents to take back control of their open spaces, to set community standards and to engage more positively with young people.

The Home Office Policing Strategy: ‘Policing in the 21st Century: Reconnecting police and the people,’ supports the concept of civilian street patrols and outlines the necessity for community empowerment and the role of the police in this. The government agenda on the ‘Big Society’ states: ‘We want every adult in the country to be an active member of an active neighbourhood group.’

How does this project/event support agreed SNT priorities?

Our priorities are to engage with our community, reduce crime and minimise anti-social behaviour. By empowering the community to monitor themselves, they will help us to help them to achieve these priorities. They will provide the police with another intelligence resource and enable us to act quickly and more effectively by working with the community for the community.

Street Watch empowers communities to work in partnership:

- to prevent crime and anti-social behaviour.
- to increase confidence.
- to reduce the fear of crime.
- to provide visibility and reassurance.
- to appropriately challenge low level anti-social behaviour and take back ownership of public spaces.
- To develop community cohesion and improve standards through good citizenship.
- To improve environments by identifying trigger factors that give rise to the causes of crime and anti-social behaviour

Recent events publicising Street Watch has shown that the scheme appeals to residents of Suffolk who are known to be passionate about the quality of life where they live and work. It provides a chance for residents to work in partnership with Suffolk Constabulary to enhance their community spirit and make a real difference to their own communities.

To enable volunteers to patrol with fellow Streetwatch members a Website dedicated to Suffolk Streetwatch was set up – www.suffolkstreetwatch.co.uk This site enables members to log on and book out patrols with each other whilst also communicating where needed via the forum. Members of the public are also able to access this site to find out more about the scheme, what it entails and how to go about becoming a member themselves.

All volunteers now have an ID cards on a Streetwatch logo lanyard, which they carry with them at all times to verify their identity. In addition a few of the members have a Winter jacket with the Streetwatch logo on it which they have commissioned themselves. However those members without have now requested one.

How does this project/event support the objectives set out in the Police & Crime Plan?

Street Watch fits perfectly into the Police and Crime Commissioners crime plan for Suffolk, of minimising crime and anti-social behaviour and maximising confidence and satisfaction whilst maintaining financial stability. The cost for each scheme is minimal. For comparison purposes, the cost of one PCSO would fund 800 Street Watch volunteers.

Streetwatch supports the Police in preventing and reducing crime. Volunteers walk their local areas in pairs being a visible presence in their community offering assistance to all members of the public and helping with any given situation. They are a constant link between the Police and the public, sometimes passing on intelligence that they've seen or heard, as well as providing that low level support to members of their communities. Streetwatch volunteers are requested on occasion to carry out their patrols in areas of concern to the Police and in areas that have been adopted as an SNT local priority. Volunteers are never asked to put themselves at risk but provide a mutual unprejudiced account of incidences. They report back issues which are dealt with swiftly.

Streetwatch supports making Suffolk a safer place by being a pro-active visible version of NHW. Volunteers whilst out on patrol can detect issues such as ASB, graffiti, littering, criminal activity as well as supporting the vulnerable and elderly members of the community. Sometimes members of the public also feel more able or comfortable to tell a Streetwatch member information or issues rather than a uniformed Officer.

Streetwatch volunteers now have access to the Suffolk Streetwatch Website www.suffolkstreetwatch.co.uk which was set up following the collapse of the National Website and which volunteers requested in order to assist and aide their work. As such volunteers can log their patrols on a live calendar and link in with other volunteers this way.

When do you expect to complete this project/event and what are the expected outcomes?

There are three schemes in the Babergh District at present; Hadleigh, Cornard and Sudbury. There is the hope that supportive funding for these schemes will allow them to grow in membership and therefore be more widely spread and well known throughout the areas they patrol. By increasing membership to each scheme, it boosts morale, gives members an increased sense of worth and allows the schemes to grow into a more fruitful and functioning scheme. The schemes are all ongoing and have so far been supported by the Police with a funding applications being made and approved through Sudbury Town Council, Waitrose Good Community fund and Hadleigh Town Council.

The funding applied for in this application will allow the schemes to function for the next year and enable them to grow and as such be more productive. It also ensures the volunteers feel more supported by partner agencies and connected with them. It will encourage members that their roles as volunteers is very worthwhile and supported. The funding will provide all the schemes with a year's personal and accident insurance and Streetwatch winter jackets, as well as Website hosting and maintenance for the next financial year.

Amount applied for £ 1860

Please provide a breakdown of costs:

Insurance – current price is £220 per scheme per year = £660 per year

Winter hi-vis jackets, with logo, 20 @ £40 each = £800 (NB: Gt. Cornard already have their jackets)

Website running/updates/design = £400 per year

In submitting the application you must have regard to the following grant conditions :

- (i) The fund will be allocated to projects, initiatives or events in Suffolk which support the objectives set out in the Police & Crime Plan;
- (ii) These grants are one-off payments that can be used to pump-prime an ongoing project or pay for a one-off event;
- (iii) The PCC will not be responsible for funding any on-going costs associated the project/initiative;
- (iv) In normal circumstances the funding will not be made available to support staff salaries, core business activities, overheads/costs

- associated with business administration or capital projects of the recipient;
- (v) Projects approved under this process should be completed in the financial year 2013/14 and only in exceptional circumstances will a carry-forward be agreed;
 - (vi) All under-spends must be returned to the PCC;
 - (vii) By accepting the award the recipient makes a commitment to acknowledge the PCC's support publically and must acknowledge the PCC in all promotional work, as well as display the PCC's logo in all publicity associated with the initiative;
 - (viii) All recipients of funding will be expected to provide information on outcomes, including a written summary on how the project supported objectives in the Police & Crime Plan (a monitoring form will be made available to help with this process). The PCC also reserves the right to hold the recipient to account at the Accountability & Performance Panel;
 - (ix) The award may not be used to support or promote political or religious activity.

Please e-mail completed forms to Ian Rands, Business Manager, Office of the Police & Crime Commissioner at ian.rands@suffolk.pnn.police.uk. The outcome will be notified to you as soon as possible.

Applications for funding that exceed £5000 will be considered against the principles set out on page 24 of the Police & Crime Plan.

Applications approved under this process will be published on the PCC's website.



**POLICE AND CRIME PLAN RESERVE
APPLICATION FORM 2013/14 FOR GRANT OF UP TO £5000**

Name of Organisation **Newton Parish Council**

Contact Point **Dave Crimmin Tel No. 01787 375085**

Project/event **Babergh West (1) Community Speed Watch**

Date of event (if applicable) **Not applicable**

What are you seeking to achieve from undertaking this project/event?

Babergh West (1) CSW is operated by Acton, Chilton, Great Waldingfield, Newton and Little Waldingfield parish councils, near Sudbury. It has now been operating for the past 4 years and the administration of the scheme is managed by Newton Parish Council. As the scheme enters its fifth year it is to be joined by Boxford Parish Council.

The scheme was originally financed through Locality Budget grants from local Suffolk County Councillors and the member councils top up funds as and when required.

For 2014 the scheme will need to replace jackets for the volunteers to wear and also to have the camera re-calibrated and the total costs of this is approximately £200.

How does this project/event support the objectives set out in the Police & Crime Plan?

In the Suffolk Police & Crime Plan 2013 to 2017 the following is extracted:

**“Making Suffolk Safer - Roads
I support positive action, such as community speed watch, to stop speeding in our villages...”**

Not only is our scheme out on the streets week in week out supporting this objective but the surveys also provide the Police with information on where they should target their own anti-speeding initiatives.

When do you expect to complete this project/event and what are the expected outcomes?

Scheme will start operating in March for the 2014 surveys, and it is hoped to have a significant increase on the 48 surveys undertaken in 2013 which resulted in 433 motorists being reported and 379 being issued with a warning letter.

Amount applied for £200

Please provide a breakdown of costs:

- Re-calibration of camera £130
- New jackets £ 70

In submitting the application you must have regard to the following grant conditions :

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**POLICE AND CRIME PLAN RESERVE
APPLICATION FORM 2013/14 FOR GRANT OF UP TO £5000**

Name of Organisation **Lowestoft Neighbourhood Watch Assoc.**

Contact Point **Brian Sivyer, Chairman Tel No. _____**

Project/event **Assistance with printing of leaflets/envelopes**

Date of event (if applicable) **N/A**

What are you seeking to achieve from undertaking this project/event?

Funding required to support printing of leaflets in relation to 'Setting up a N/W Scheme' and 'Top tips to help prevent a Burglary' plus a letter from local Policing Commander aimed at residents on Home Security.

Also provision of 1500 envelopes to be marked with logos and 'Welcome to our Neighbourhood' (500) and 'Home security advice to protect your property' (1000).

Previously there was a reliance on Constabulary resources and the cost is beyond the resources of the Association.

How does this project/event support the objectives set out in the Police & Crime Plan?

The aim is to promote crime reduction and N/W in the Lowestoft area and fits directly with Objective 3 in the Police & Crime Plan.

When do you expect to complete this project/event and what are the expected outcomes?

Once printing is complete and delivered, distribution will start via the local Cadet Unit and N/W volunteers.

Amount applied for - approximately £ 260

Please provide a breakdown of costs:

Leaflets and letter - £200

Envelopes - £47 plus £10 printing.

In submitting the application you must have regard to the following grant conditions :

- (i) The fund will be allocated to projects, initiatives or events in Suffolk which support the objectives set out in the Police & Crime Plan;
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- (viii) All recipients of funding will be expected to provide information on outcomes, including a written summary on how the project supported objectives in the Police & Crime Plan (a monitoring form will be made available to help with this process). The PCC also reserves the right to hold the recipient to account at the Accountability & Performance Panel;
- (ix) The award may not be used to support or promote political or religious activity.

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**POLICE AND CRIME PLAN RESERVE
APPLICATION FORM 2013/14 FOR GRANT OF UP TO £5000**

Name of Organisation **Progress Training**

Contact Point **Neil Boast MBE** **Tel No. 07455838111 01394 386353**

Project/event Project to reduce motorcycle KSI in Suffolk using retired police motorcyclist volunteers to train motorcycle riders using the 'Roadcraft' system of police rider training. All training is FREE (there is no current FREE motorcycle training scheme in the county)

What are you seeking to achieve from undertaking this project/event?

Suffolk has the highest motorcycle KSI (Killed or Seriously Injured) in the whole of the country! My project aims to reduce this by offering FREE training to motorcyclists in the 'hard to reach' groups that are either unlikely, unwilling or cannot afford to do the current schemes offered by Suffolk Police and SCC (these have to be paid for)

The scheme would use former roads policing officers (retired) who are willing to volunteer to train riders to make them safer. The difference will also be that the use of video would aid this process (using POV 'action cameras' to record the ride and give commentary and feedback – this is not used in the county at the moment and there is nothing better than being able to show a rider his/her 'lines' on the road and for them to watch a 'demo' ride of the same route by a trained rider (this would be posted on our website – I have purchased the domain name 'Progress Training' in order to set up a website if this project is funded)

The name 'Progress' is used as this is a word used on police rider courses to describe when a rider is able to make safe, smooth progress through traffic (usually quicker but safer and lawful than un-trained riders)

I have used this training method on friends/family and SERV (Blood Bikes) riders and know that it works. The rider is able to watch their ride with the commentary by the trainer as they are given a copy (on a USB stick) They can then 'work on their riding' and come back and have another assessment ride to find out how much they have progressed!

I currently have 5 ex-police riders confirmed with more willing to come 'on-board' if the project can be funded (cameras/laptop) All are Class 1 Advanced riders with their own machines and willing to pass on their considerable skills and knowledge.

Once started I anticipate and would work towards securing other funding from - motorcycle dealers/other funding sources, to keep the project ongoing and also look to develop this to include 'cars'.

I have secured an I-Pad and one Drift HD Ghost POV action camera thus far and have been using this to good effect but need more. I have secured the services of a volunteer 'Scheme Manager', Ms Bev Lambert (who set up SERV Suffolk and Cambs) and who is a keen, competent trained motorcyclist.

How does this project/event support the objectives set out in the Police & Crime Plan?

Making Suffolk Safer – Roads – taken from the police and crime plan it is clear that the Commissioner wants to have Safer Roads. Reducing the KSI stats will be a part of this in his role as part of the partnership with other agencies.

This a tough time for everyone 'financially'. Motorcyclists will continue to ride but despite maybe wanting to get further training after passing their test or CBT, they may not be willing to pay. This scheme is FREE and also innovative. The fact that the riders are no longer police officers BUT have the experience and skills may also appeal to riders that might not want to ride out on the current 'BikeSafe' scheme (this is also limited in number and has a cost) We would complement the scheme but be innovative and look to do 'ride-outs' by being at dealerships and going on rides 'ad-hoc' – no registering with a scheme or booking arrangements. Just ride out and give feedback there and then. No scheme of this kind operates anywhere in the country!

When do you expect to complete this project/event and what are the expected outcomes? I am currently doing training but want to expand/develop the scheme to include the website and bring in other riders to help me. I require funds to do this. I expect the outcome to be a reduction in KSI stats for the riders that we train and for the scheme to develop. I expect the scheme to raise awareness amongst riders that training does not have to cost money so 'there is no excuse'! I expect a partnership with Suffolk Police where officers could promote the scheme to riders who could 'benefit from training'. I expect this project if funded would show that the PCC was serious and innovative in his commitment to reduce KSI stats amongst motorcyclists in Suffolk.

Amount applied for £1486

Please provide a breakdown of costs:

Drift Ghost Cameras x 2 = £658

Laptop x 2 = £600

64GB micro SD card x 2 = £138

Laptop Case x 2 = £40

USB 64GB x 2 = £50

All rider time/petrol/expenses/website/admin given FREE – the footage obtained could also be 'shared' in the right circumstances to promote road safety in the county.

In submitting the application you must have regard to the following grant conditions :

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- (iii) The PCC will not be responsible for funding any on-going costs associated the project/initiative;
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- (v) Projects approved under this process should be completed in the financial year 2013/14 and only in exceptional circumstances will a carry-forward be agreed;
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- (viii) All recipients of funding will be expected to provide information on outcomes, including a written summary on how the project supported objectives in the Police & Crime Plan (a monitoring form will be made available to help with this process). The PCC also reserves the right to hold the recipient to account at the Accountability & Performance Panel;
- (ix) The award may not be used to support or promote political or religious activity.

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Applications for funding that exceed £5000 will be considered against the principles set out on page 24 of the Police & Crime Plan.

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**POLICE AND CRIME PLAN RESERVE
APPLICATION FORM 2013/14 FOR GRANT OF UP TO £5000**

Name of Organisation **SOUTHWOLD TOWN COUNCIL**

Contact Point **SIMON TOBIN Tel No. 01502 725153**

Project/event **ADDITIONAL CCTV CAMERA**

Date of event (if applicable) **PROVISION AS SOON AS POSSIBLE**

What are you seeking to achieve from undertaking this project/event?

The provision of an additional CCTV camera at Rights Bridge, Southwold will complement the Harbour CCTV system recently installed with the help of European funding. That system will help to prevent and detect crime in the Harbour area and provision of a camera on Rights Bridge will provide coverage on the main entry route into the town.

The additional camera will be added to and supported by the Harbour CCTV system.

How does this project/event support the objectives set out in the Police & Crime Plan?

Provision of CCTV will directly support Objective 3 in the Police & Crime Plan which is "Preventing and Reducing Crime and ASB" It is a means by which the PCC can demonstrate support for crime prevention activity and create a safer environment in a major Suffolk Market Town.

Southwold has suffered recently in terms of certain high value burglaries and thefts from businesses. The provision of CCTV will not only help to act as a deterrent but the quality of the images will also assist the police in detecting crime (Objective 2).

Southwold attracts lots of visitors and this project will improve trust and confidence and directly support the local economy.

It will support the PCC's overall aim within the Plan which is "To make Suffolk a safer place in which to live, work, travel and invest."

When do you expect to complete this project/event and what are the expected outcomes?

The CCTV system covering the Harbour area has gone 'live' and it will be the intention to provide the additional camera on Mights Bridge as soon as possible in the New Year.

Outcomes will include improved feelings of safety in the area which in turn will help support continued investment. As far as measurable outcomes are concerned, crime figures for periods before and after the installation of the CCTV system will be provided, including particularly the number of reports of ASB. If the system helps in the detection of crimes such evidence would also be provided.

Amount applied for : £ 4,000

Please provide a breakdown of costs:

The cost of the additional camera and connection to the existing system at the Harbour is £5,000 and the Town Council have been awarded a grant of £1,000 by County Councillor Michael Ladd.

The PCC will not be responsible for any ongoing maintenance which will fall to the Southwold Town Council and the owners of the CCTV system.

The PCC and Deputy Chief Executive visited Southwold on 27 November 2013 to view the CCTV system at the Harbour and acknowledged the case for the provision of a camera on Mights Bridge.

In submitting the application you must have regard to the following grant conditions :

- (i) The fund will be allocated to projects, initiatives or events in Suffolk which support the objectives set out in the Police & Crime Plan;
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- (ix) The award may not be used to support or promote political or religious activity.

Please e-mail completed forms to Ian Rands, Business Manager, Office of the Police & Crime Commissioner at ian.rands@suffolk.pnn.police.uk. The outcome will be notified to you as soon as possible.

Applications for funding that exceed £5000 will be considered against the principles set out on page 24 of the Police & Crime Plan.

Applications approved under this process will be published on the PCC's website.