



# The Suffolk Neighbourhood Watch Association



## Executive Committee Agenda

7<sup>th</sup> August 2024 – 7pm  
*Teams online*

### 1. Welcome and apologies

Attendees: Nick King, Angela Barnetson, Tony Spall, Graham Holmes, Paul Garner.  
Apologies: Brian Sivyer.

### 2. Actions from 5<sup>th</sup> June 2024 Exec Mtg.

Two actions from the previous Exec Mtg are ongoing and are further discussed under the relevant points of these minutes:

- TS to process the final email comms to NW schemes marked for removal
- TS will arrange for a copy of the new leaflet to go onto the SNWA website and will feature this in the next newsletter.

### 3. Actions and feedback from 2024 AGM

No specific actions were recorded at the AGM. The draft minutes of the AGM have been circulated to attendees. NK has submitted an initial request for funding which is discussed below under item 4.

**Action: TS to put the draft minutes on our website.**

### 4. SNWA funding update

NK submitted an initial funding request to the PCC on 23 July 2024, following informal discussions with Tim Passmore at the recent AGM. Liz Hollingworth, Head of Commissioning and Governance, in the PCC office responded on 6 August 2024. The response seeks further information including:

- Our coordination with Suffolk Police
- Our ability to survey members in order to measure impact of street signage etc
- Our willingness to be involved in Safer Streets funding from local councils
- Our interest in making use of Police in-house printing services

We agreed that we should respond positively and outline our continued liaison with Suffolk Police and that we have the facilities to run member surveys. We have some concerns regarding Safer Streets funding due to the potential conditions of engagement with the funding agencies and that we have used in-house print facilities in the past and would consider them again in future if appropriate.

**Action: NK to send a positive response to Liz Hollingworth**

## 5. Police engagement update

TS has received a number of updates from PC Guy Ainsworth including requests for access to the SNWA database by PCs/PCSOs and some Inspectors.

NK sent the draft First Principles text about NW to Guy on 8<sup>th</sup> July. Guy had previously offered to audit the Police internal and external web sites related to NW to ensure that text and links were all correct.

NK drafted a response about benefits of NW to the Police following a query by Inspector Ben Richards. This draft was passed to Guy in the first week of August 2024.

We agreed that at our next Exec committee meeting with Guy that we should seek feedback on First Principles text and the benefits statement. We will also check to see how many of the CPTs had accessed our database.

**Action: PG to check with Guy that he is available for the next planned on-line meeting (14:30 on 12<sup>th</sup> September).**

**Action TS to collate database access data by CPTs prior to the meeting with Guy**

TS commented that we should be encouraging stronger coordination between SNWA Area Coordinators and their respective CPTs. We debated the ability and interest of some of our A/Cs to do this which led to the consensus view that we need to hold a strategy review regarding the A/C role and its future definition. GH suggested that we need to include A/Cs in the final round of data cleansing to properly understand who are still active and engaged in the role.

**Action: PG to ensure that A/C strategy review is a main agenda item at the October Exec meeting**

## 6. Data clean: update

GH and TS have reviewed progress on the data cleanse activity. GH issued an update on 21<sup>st</sup> July which included five blocks of schemes which are incomplete: S08 (11 schemes), S10 (14 schemes), S13A (14 schemes not including Arundel Way) W08 (29 entries not including Barons Road), and W09A (2 schemes). It was agreed that these schemes would be completed by the Exec committee. In addition to this it will be necessary to review the list of deputy coordinators and Area Coordinators. TS also noted that some schemes that had appeared to be dormant had made contact recently.

**Action: GH to issue the latest list of incomplete schemes**

**Action: TS to discuss next steps with Martin Shaw regarding Kesgrave area schemes**

**Action: PG to cover the SO8 Alexandra Ward schemes**

Once all of the data cleanse activities have been completed TS will issue the final emails to schemes deemed to be closing.

## 7. Permission on erecting NW street-signs: update

TS has made significant progress with Suffolk Highways: for the record his contact there is Chris Miller, Highways Licensing Officer (tel 01473 341545). A new process for granting planning permission for new signs has been agreed by SNWA and Suffolk

Highways. The new process will be written up and shared on the coordinator-only page of the SNWA website.

We discussed purchase of new Foamex, metal and overlay street signs. It was agreed that the National NW shop items are a different size to the signs used in Suffolk and therefore of no use to us, and they seem to exclusively use the new “today” logo which is not always favourable. SNWA have always preferred 300x400mm metal signs. We agreed to investigate the cost of purchasing a small stock of signs and overlay stickers from an independent printer.

**Action: NK to obtain quotes from NSP (Official supplier) he has used in the past**  
**Action: TS to obtain quotes from P J Print who provided the new SNWA leaflets**  
**Action: PG to ask Essex NWA who they use to provide signs**

## **8. Command Area meetings: West, South, East**

NK is organising the East Command Area Meeting for 9<sup>th</sup> October at 3-5pm in Aldeburgh. Speakers for the event have been arranged with Suffolk Police, following a request made to the East Commander, and with the local District Council. TS stated that we should have consistency in approach to all three meetings and try to ensure that speakers cover similar content. It was agreed that NK would share the email requests with the rest of the Exec for re-use as appropriate. We decided that the meetings should be held sequentially as follows:

- East: 9 October
- South: 14-18 October (ideally 16<sup>th</sup>)
- West: 21-25 October (ideally 23<sup>rd</sup>)

TS is taking the lead on organising the South event and AB agreed to organise the West event.

**Action: NK to share Police and Council email requests for speakers**

## **9. National Neighbourhood Watch Network Conference, 23<sup>rd</sup> September**

The event agenda was discussed and it was agreed that the relevance to SNWA was not sufficient to justify an overnight trip to Manchester.

## **10. Communications inc. leaflets**

TS has sent 3000 SNWA leaflets to Guy for distribution to CPTs and use at public facing engagement events. There have been requests by coordinators to use the leaflet for general recruitment in streets without NW schemes etc. This has been discouraged as there are more appropriate “Intro” cards available from the National NW shop. We agreed that a digital copy of the leaflet could be made available, but only on the coordinator-only page of the SNWA website.

**Action: TS will arrange for a copy of the new leaflet to go onto the SNWA website and will feature this in the next newsletter.**

TS has been updating the SNWA website in general, any issues or out of date material should be flagged to TS.

**Action: All to check the latest version of the SNWA website**

## **11. AoB**

AB discussed to change the banking arrangements for the SNWA funds to a Lloyds Bank Treasurer's account. AB uses this bank for another organisation for whom she is treasurer. This would be free to operate and likely to be easier to administer than the current arrangements. NK suggested that keeping at least two signatories on the account would be in line with best practice, for example if we receive PCC funding in the future. This approach was agreed by all.

**Action: AB to undertake the transition to Lloyds Bank for the SNWA funds**

NK discussed the National NW BT Digital Voice project. The East of England coordinator is Ross Allen who is expected to begin making contact with Association leads in the next month. Once contacted we will agree how best to respond to any requests for support.