



The Suffolk Neighbourhood Watch Association



Executive Committee Minutes 6th August 2025 – 7pm Teams online

1. Introductions, apologies and welcome

Attendees: Nick King, Brian Sivyer, Mark Smith, Trevor Gibbons, Tony Spall, Paul Garner

Apologies: Angela Barnetson

2. Review minutes and actions from Committee meeting of 4th June 2025

- GH will circulate the end of month reports of schemes that have been created and/or deleted from end of June onwards – **ongoing**
- TS to underline the new Police control room logging of NW callers in a newsletter and encourage coordinators and their members to name-drop Neighbourhood Watch whenever contacting the Police – **ongoing**
- NK will condense his Lottery project purchase plan document based on the items discussed on 4th June – **complete**
- TS to reissue the inventory list of SNWA items – **ongoing**
- TS to issue the Lottery funding announcement to members – **complete**
- NK to review the Lottery press release guidance and create a draft press release – **complete**
- NK will send the SNWA summer poster to SALC for circulation to local councils – **complete**
- NK will contact Philip (ref Crimestoppers) to discuss options, especially in the light of out Lottery funded project – **ongoing**
- GH will further refine the scheme lost/gain raw data and issue a further update to the committee – **complete**
- MS to email AB (about Babergh Council funding) to ensure that the suggested transaction is compatible with our accounting practices – **complete**. *Three payments of £250 are expected shortly; 2 * £250 from Babergh Council and £250 from Long Melford Council. Mark will spend against the agreed list of items with each of the councils.*

3. AGM review/feedback

The AGM Minutes have been drafted and reviewed by attendees. The draft minutes will be loaded onto the SNWA website shortly. Overall we all felt that there were good presentations from Suffolk Police, and good questions and answers from the attendees.

ACTION: TS to load draft minutes on SNWA website.

4. Police engagement

a) PC Guy Ainsworth conf call on 20 Aug 2025 at 14:30

NK is keen that we arrange for Guy to receive a monthly email detailing any new NW schemes that have been set up so that CPTs can make contact with the new scheme coordinators. MS has been building relationships with the Inspectors, Sergeants and CPTs in his area. Building stronger links with the senior Police was discussed as a valuable way forward to us and can help build better understanding and partnership. In Sudbury MS has arranged for scheme coordinators and police volunteers to meet with CPT every two months and pass on useful local information. MS has an account on every local village Facebook page and uses that to disseminate useful crime related information, often passed to him by local scheme coordinators. This has already borne fruit with the recent capture of wanted individuals. We all felt that this was a model that we should aim to replicate across Suffolk, at least in the rural areas, but with more responsibility for reporting directly to the police taken on by scheme coordinators. TG has several Speedwatch schemes in his area and has to consult with Guy approx. every two weeks. There is a new chief Inspector and Superintendent in place now who MS hopes to meet soon.

b) Control Room and Museum visit on 4 Sept 2025 from 10.00.

Inspector Roger Salmon will host our visit; Derek Wilding will show us around the museum. PG, TS, BS, NK, MS attending. We agreed to meet in the Martlesham Heath Police HQ car park at 09:45. We will also exchange some of the items purchased via the Lottery project on the day.

c) Any new feedback on Suffolk Police adopting Alert (aka Suffolk Connected)

NK has been emailed today. Acting Insp Dan Peck is leading on this. The update was that Suffolk Connected branding and website design is complete. Suffolk Police are working towards 1st October for a soft launch and there will then be a transition period from Police Connect to Suffolk Connected to be completed by April 2026. We expect there to be emails to Police Connect subscribers encouraging them to move to Suffolk Connected. A question they sent to NK regarded Suffolk Police opting for the additional stats package (from the Alert system).

ACTION: NK will reply to Dan and share the KPI list with its various Force-based graphs that we have access to from Alert.

5. National NW

a) Safeguarding policy

We are still waiting on the final release of the revised Safeguarding policy from National. National have had significant feedback on their earlier draft policy from Local Authorities and some Police Forces. We also expect there to be some form of training for Association nominees to be led by John-Hayward-Cripps. BS has not had any responses to his latest enquiries with National on this. The new policy should be issued by National within the next few weeks.

b) Moving Suffolk Coordinators onto Alert

There are now 446 registered schemes in Suffolk. 10 schemes have no email address and are therefore difficult to contact, leaving 436 schemes which are contactable. We have 344 schemes registered on the National Ourwatch website, so approx. 92 coordinators are still to register their scheme with National. TS has been emailing the 92 coordinators asking them to register their account every 3-4 weeks, which TS has pre-configured for them. We agreed that at the end of August we will review those who still have not registered on the Ourwatch website and decide how we split them up and have area coordinators contact them. The 10 schemes with no email in our database will also need to be checked, their email added if they have one, or we will have to come to another resolution for that scheme coordinator.

ACTION: TS to issue the list of schemes not registered with National at end of August 2025.

ACTION: BS and TG agreed to call coordinators with no email contacts in their area.

6. Lottery-funded project

a) Purchase update:

AB is a keeping running total of our purchases. Ordered and received so far: polo shirts, table clothes, street signs, cable ties, laminate signs, tabards, leaflet dispensers. We still need to finalise orders for roller banners and sail flags. We already have three gazebos and so we have not purchased any more. NK is tracking the expenditure against headings within the Lottery project and will share with AB. Regarding the roller banners we have 9 existing of which 3 are of poor quality. We agreed to replace the three poor quality banners and then add another three. TS suggested the new banners be of premium quality, and that we purchase two of each design. On the sail flags we have 6 existing flags but only 3 bases. We agreed to buy 6 new flags with bases. NK has sent around a design option for the flags which we now need to get quotes against. We agreed not to purchase clamps which attach flags to the gazebos.

ACTION: TS to circulate the proposed roller banner designs

ACTION: All to review and respond to NK email about sail flag design (sent on 27 July)

b) Project objectives

- i. Developing existing and new schemes by residents
- ii. Partnerships with Town/Parish Councils

NK has drafted an operational plan for promotion of SNWA making use of our new equipment and materials and how we should work with councils etc. NK will circulate a draft for review. The lottery bid said that we hope to gain 80 new schemes as a result of the project. We have enough new street signs to cover new schemes, plus potential stock for replacements in existing schemes etc. Whilst the actual total number of schemes in Suffolk varies due to consolidation of small schemes into larger ones etc. the main focus of the lottery project is to achieve greater NW reach into individual households and so this will be our primary measure of success. We discussed signs that are used around Town and Parish Council areas, e.g. on all the access roads into a village. We agreed that in situations like this the council should fund their own signs, not the SNWA and that we would recommend sign style, material, size etc. There is a concern that some small councils will not want to purchase signs themselves and just place funds with SNWA for us to purchase. Such an approach may be difficult for SNWA to operate. NK will try build the various council purchase options into the operational plan.

ACTION: NK to circulate the draft operational plan.

c) East Command meeting plan.

NK is aiming for 7 October at Huntingfield Hub. Inspector Liz Casey has agreed to speak at the meeting but we are still waiting confirmation of the named speaker from East Suffolk Council. *[NOTE: now confirmed as Chloe Lee, of the East Suffolk Council Communities team.]*

ACTION: NK to share the meeting plan when ready

d) South Command meeting plan

TS and PG are looking at venues and dates. TS will use the same pitch as NK to councils etc. NK will share the pitch he has used when approaching councils and Suffolk Police. We will also look to avoid holding a meeting on the same date as the East meeting.

ACTION: NK to share his "pitch" to police and council for speakers

ACTION: TS and PG to progress plans for the South meeting

e) SALC visit and meeting: tbc for August.

NK has requested a meeting with SALC's Sally Longmate (CEO) to talk about the SNWA lottery funded project and how we can improve our communications and engagement with town and parish councils. TS suggested that we ask SALC about whether there are area based meetings between police and parish councils that we could engage with. TG stated that his local PCSO will attend council meetings, but only on request.

ACTION: NK to look at dates for a Teams call with SALC and seek some of us to join in

7. PCC funding: update and plan

The PCC office has confirmed the principle of £2-3K funding per year over 3 years. Each year spending will be completed and reviewed with PCC and, subject to approval, the next year's funding will then be released. We still need to define the PCC specific activities, separated from the Lottery work. NK thought that the Suffolk Connected transition is the opportunity for funding joint working between SNWA and Suffolk Police. This could include custom signage and events to promote sign-up to Suffolk Connected. BS noted that there has been local press indicating that elected Mayors may replace PCCs from April 2027.

8. Adding new content on our website

We agreed to add the Lottery logos, PCC logos and the funding press releases. The tag line for the Lottery funding is "Working for a Safer Suffolk".

ACTION: TS update the SNWA website.

9. Accounts update

Lottery spend tracker is in place.

ACTION NK and AB to agree how the PCC funds will be managed.

10.AOB

- MS asked if there could be individual contact email addresses on the SNWA website.
TS stated that we already have a generic enquiries email which goes to TS who then disseminates as appropriate. It may be possible to have a specific police liaison email address which is then published on the website.
- MS asked how we interact with Crimestoppers?
TS stated that Suffolk does not have a dedicated Crimestoppers lead, but we are passed information from the Essex Crimestoppers lead. TS had previously asked about Suffolk Police liaison with Crimestoppers at the AGM and the response was that Suffolk Police do have a contact.
ACTION: MS to seek further insight on links with Crimestoppers from his contacts at Suffolk Police
- MS suggested that SNWA should make more active use of its Facebook page given the high level of citizen interaction via social media.
ACTION: TS will look to see if there is option for additional voluntary admin roles to manage and promote material on the Facebook page more effectively.
- NK noted that TS and NK are now both MSA (membership support admin) on the Ourwatch database.
- NK noted that Norfolk Police have launched their version of Suffolk Connected. NK has spoken to the chair of Norfolk NWA about this. Norfolk call it "my neighbourhood updates"
<https://www.myneighbourhoodupdates.co.uk/>

Future Committee Meetings:

1 October 2025 @ 19:00, and 3 December 2025 @ 19:00