



The Suffolk Neighbourhood Watch Association



Executive Committee Minutes 8th October 2025 – 7pm Teams online

1. Introductions, apologies and welcome

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

2. Review minutes and actions from Committee meeting of 6th August 2025

- GH will circulate the end of month reports of schemes that have been created and/or deleted from end of June onwards – **monthly gains/losses graphing capability complete** (*itemised new schemes list tbc*)
- 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 – **complete**
- TS to reissue the inventory list of SNWA items – **ongoing**
- NK will contact Philip (ref Crimestoppers) to discuss options, especially in the light of out Lottery funded project – **ongoing**
- TS to load draft minutes of the 2025 AGM on SNWA website - **complete**
- NK will reply to Acting Insp Dan Peck and share the KPI list with its various Force-based graphs that we have access to from Alert - **complete**
- TS to issue the list of schemes not registered with National Alert system at end of August 2025 – **ongoing** (*there are approx. 90 contacts still to be encouraged onto the Alert system which TS will share with the committee*)
- BS and TG agreed to call coordinators with no email contacts in their area (to encourage them onto Alert) – **subsumed into previous action**
- TS to circulate the proposed roller banner designs (for purchase under the Lottery project) - **complete**
- All to review and respond to NK email about sail flag design (sent on 27 July) - **complete**
- NK to circulate the draft operational plan (for the Lottery project) - **complete**
- NK to share the East Command Area meeting plan when ready - **complete**
- NK to share his “pitch” to police and council for speakers (at Command area meetings) - **complete**
- TS and PG to progress plans for the South Command Area meeting - **ongoing**
- NK to look at dates for a Teams call with SALC and seek some of us to join in – **no longer required**
- TS update the SNWA website (with Lottery and PCC funding logos etc.) - **complete**
- NK and AB to agree how the PCC funds will be managed – **ongoing subject to receipt of purchase order from PCC**
- MS to seek further insight on links with Crimestoppers from his contacts at Suffolk Police - **complete**
- 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 – **ongoing** (*specifically is it possible for others, such as MS, to post onto Facebook groups as “Suffolk NW” rather than under their own name*)

3. Area Coordinators – Trevor resignation and new prospects

Trevor Gibbons has sadly had to step down from his Area Coordinator role due to health reasons, but will continue to run his own NW scheme. Trevor had up to 18 deputies across his area one of whom might be prepared to take on the role of AC, MS will speak with Trevor about this. MS has recently visited Stowmarket police station and has been helped by the local force to find new volunteers to be ACs. Two local councillors have already put their names forward as new ACs along with one ex-Superintendent and one other person. TS noted that new ACs must sign up to NW and not express any political opinions as part of their NW role. It is not strictly necessary for ACs to be NW scheme coordinators. MS now has ACs for Long Melford area and Great Cornard area. MS is now building up the two Sudbury schemes with a view to eventually passing those on to new coordinators. This is a model that we would like to replicate across the county. All new A/Cs will be invited to attend SNWA committee meetings as guests and PG will send invitations and minutes to them all from now on. Invited ACs will not have voting rights at the committee meetings.

Action: MS to discuss replacement Area Coordinator options with Trevor Gibbons.

Action: MS to contact Graham Walker to double check that he is OK in his Bury Rural (North) AC role.

Action: TS and MS to craft a message seeking new Area Coordinators for TS to issue to key areas such as Newmarket.

4. Police engagement

- **PC Guy Ainsworth conf call on 20 Aug 2025**

No actions required.

- **Control Room and Museum visit on 4 Sept 2025.**

Very good and informative event. NK has since been in contact with Insp Salmon and we plan to create a message to NW members who might like to visit the Martlesham HQ Police Museum.

Action: NK to review his dialogue with Inspector Salmon and decide how best we can communicate the museum visit option to our members.

- **PCC and Chief Constable meetings plan**

BS attended the Lowestoft meeting on 25th September which had about 25 people in attendance. The meeting planned for Stowmarket on 7th October is being re-scheduled. There is a meeting in Mildenhall on 13th October. PG and TS, and possibly GH, will aim to attend the Ipswich meeting on 20th October. NK has registered to attend the on-line meeting on 3rd November.

- **Any new feedback on Suffolk Connected**

Suffolk Connected was soft launched on 1st October, with two messages issued to date. There has also been a message issued on Police Connect encouraging registration on Suffolk Connected. Police Connect will stay in place until April 2026. TS noted that approx. 400 new members have joined the Ourwatch database in Suffolk since 1st October as a result of the Suffolk Connected launch. Most new users agree to receive information from NW, Police and Action Fraud when signing up. These new members can also search for NW schemes in their area to join. In future we can issue reminder messages to Ourwatch Alert members reminding them to join a NW scheme in their local area or if none apply to start their own.

- **SNWA A5 Leaflet**

GH has raised an issue related to the line *"have you joined your local Neighbourhood Watch scheme?"* TS and GH to discuss this and make changes if required. MS asked whether the Lottery accreditation should be added. We agreed any close police work should be accredited to the PCC funding only. NK suggested that the 999, 101 and crimestoppers no. plus on-line reporting options should be added to the leaflet. TS will look at whether he can rejig the leaflet to include the telephone numbers etc. TS will need to find a new leaflet printer as the old one has ceased trading. NK and TS will secure some quotes for 10,000+ leaflets which will then be purchased.

ACTION: TS to discuss the leaflet wording with GH.

ACTION: TS to redraft the leaflet.

ACTION: TS and/or NK to acquire quotes for leaflet printing and place an order for 10,000+ leaflets, once PCC funds have been received.

5. National NW

- **AGM feedback**

No one from the SNWA Committee were able to attend the National AGM in September.

- **Safeguarding policy**

The latest policy has now been issued. We are now waiting for National to issue the crib sheet for coordinators and further training information. BS has also asked GA to provide a link to the police safeguarding lead. There may be an issue regarding coordinators recording their visits to members' homes and how that record is copied to the Association.

- **Moving Suffolk Coordinators onto Alert**

As discussed earlier there are approx. 90 contacts still to be encouraged onto the Alert system which TS will share with the committee.

6. Lottery-funded project

- **Operational plan**

This has been issued and the work is ongoing.

- **Purchase update**

There is £6645 left of the Lottery funds after all the main purchases apart from some flag bases.

ACTION: AB to circulate the spreadsheet of items purchased

- **East Command Area Meeting feedback**

The meeting was held on 7th October. There were 16 Attendees, 2 police and one from East Suffolk Council. There were 2 NW coordinators plus four Town & Parish council representatives from: Wickham Market, Southwold, Bungay and Halesworth. The council reps were very vocal with plenty of questions for the police etc. The three way relationship between police, NW and councils should now work more effectively. The follow up is to send a mini survey to attendees, which TS could turn into an online form, and email attendees the presentations. Then follow up with councils and look to build up new schemes in those areas. Separately TS is looking into NW attending the quarterly on-line Council Community Safety Partnership meetings with the police. BS noted that he attended a recent local impact event and that it had been useful to be seen alongside the council organisations.

ACTION: NK and TS to create and issue the mini-survey.

ACTION: NK and/or TS to send the PowerPoint presentations used at the meeting to the attendees.

- **South Command Area Meeting feedback**

The meeting planned for 8th Oct was postponed due to a problem with Council speaker availability.

ACTION: PG to make a provisional booking for March 2026 at the same venue.

- **SALC visit and meeting?**

The face to face meeting is no longer required but we will continue with existing lines of engagement.

7. PCC funding: update and plan

We are still waiting to receive the first purchase order from the PCC. This should be received within a matter of days.

We discussed how some of the PCC funds might be used to support Area Coordinators to pay for Area meeting venue hire etc. TS suggested that National may already have a funding stream available to support meeting expenses and that this should be the first port of call for expense requests. If this is not available then our new PCC funds (or Lottery funds) should be made available to cover Area meetings within reason.

ACTION: PG to check the funding available from national NW for Area meeting expenses.

In terms of providing new materials to schemes/area coordinators (irrespective of how it was funded) there is a process already in place for coordinators to acquire new NW signs and overlay laminates. Setting a limit to the number of signs was discussed. General agreement on a maximum of 4 signs for the likes of a large scheme such as a Town/Parish Council scheme or collective co-located schemes. This level of requirement will be fulfilled from the SNWA purchased stocks. If local councils need more than 4 signs to cover a wider geographical area then the council will need to fund those. Regarding smaller schemes, NK keen we keep an open mind and be flexible with regard to the allocation for smaller schemes although of course this is more governed by the permission granted by Suffolk Highways. Hi-vis jackets and polo shirts may be apportioned out to A/Cs and used on loan to members at events etc.

8. Adding new content on our website

We need to remove the Police Connect references and in due course put on the new A5 leaflet. We will in future provide links to either Ourwatch or Suffolk Connected, the exact approach to this is yet to be agreed. NK has a Teams call with A/Insp Dan Peck about Suffolk Connected on 21st October which some of the committee are welcome to attend.

ACTION: TS to remove the Police Connect material from the website

ACTION: NK to circulate his Teams call with Dan Peck on 21 Oct at 11am.

9. Accounts update

AB reported that we have a total of £10,300 in the SNWA account, made up three "pots": £500 for Babergh Council, Lottery funds of £6645 and SNWA funds of £3155. AB also reported that she may be able to stay on as Treasurer beyond this current year, which was welcomed by all.

10.AOB

- NK met Mark Titford of Trading Standards in Felixstowe at the opening of their 300th no-cold-calling zone. Mark was keen to support NW and would be prepared to support Teams calls for members on Trading Standards, no-cold-calling zones etc. TS also suggested a talk from GA on Speedwatch for members.

ACTION: NK to contact Mark to agree a way forward.

Future Committee Meetings:

3 December 2025 @ 19:00