



The Suffolk Neighbourhood Watch Association



Executive Committee Minutes 4th February 2026 – 7pm Teams online

1. Introductions, apologies and welcome

Attendees: Nick King, Mark Smith, Tony Spall, Bob Steel, Kev Graham, Paul Garner

Apologies: Claude Brand, Anthea Boast, Angela Barnetson, Stuart Finch, Bill Woodhall

Bob and Kev were welcomed to the meeting and committee members introduced themselves.

2. Review minutes and actions from Committee meeting of 3rd December 2025

Ongoing Actions

- TS to reissue the inventory list of SNWA items – **ongoing**
- TS and PG to progress plans for the South Command Area meeting - **ongoing**
- MS to discuss replacement Area Coordinator options with Trevor Gibbons - **ongoing**

New Actions from 3rd December 2025

- MS to review the existing SNWA A/C role description and suggest a few lines of text to add to describe how sensitive information should be handled - **complete**
- PG to put Suffolk Show item on the agenda for the next meeting with Guy - **ongoing**
- PG to issue the new meeting invitation with Guy for 12th February - **complete**
- SS to share her British Legion contacts - **complete**
- NK to review the recent welcome email sent by PC Jack Oakley to coordinators in the Haverhill area and consider its suitability as an email template for wider use by Suffolk Police - **complete**
- NK to send Guy the December 1st “new NW scheme” data for comment and request that Guy makes the case for ongoing support for the welcome email plan across the CPT Inspectors in Suffolk and obtain clarification of which member of the CPT should receive the SNWA automated emails - **ongoing**
- TS and GH to discuss the SNWA database structure and agree any necessary updates required to link sergeant/inspector “patch” to CPAs - **ongoing**
- NK to circulate his notes from the East Suffolk Council CSP meeting and his presentation slides - **complete**
- NK to ask Anita Humphrey about CSP events in the South and West - **ongoing**
- NK to circulate photos of the sample promotional items he has so that we can agree which and how many to buy - **complete**
- TS to recirculate the contacts at IBC related to the South Command Area mtg - **complete**
- TS to contact Insp Colin Clack and seek his attendance on 10 March 2026 and ask for his support to secure other Area Inspectors - **complete**
- NK to review the proposed changes to the new SNWA leaflet and agree the way forward with TS - **complete**
- TS to check that print quote is still valid - **complete**
- NK to review the business cards and calling card drafts sent by TS - **complete**
- NK to talk to Crimestoppers and Trading Standards to agree event dates with each institution - **ongoing**
- TS to look at conferencing options and potential costs to support an audio event and recording for the AGM - **ongoing**
- PG to ensure the inclusion of A/C update on future committee agendas - **complete**

3. Police engagement

• CPT welcome emails to new schemes

The template email text to welcome new coordinators has been finalised. Our initial approach will be that the SNWA database will issue an automated email listing the new coordinators to NK. NK will then pass that list on to Guy for dissemination amongst the relevant police teams. We agreed that the welcome emails should be

only for new schemes, not new coordinators of existing schemes (at least at this stage). We will discuss this welcome email process again with Guy at our meeting on 12 February.

TS stated that the National OurWatch website will be adding a new "Around me" button which will enable coordinators to find local contacts, including police.

- **Issues for PC Guy Ainsworth conf call on 12th Feb 2026**
 - ❖ Welcome email dissemination process for new NW coordinators
 - ❖ Suffolk Show attendance
 - ❖ Update on Suffolk Connected roll-out

- **Mark's latest engagement and potential expansion across County**

Mark is now beginning to contact police in the South Command Area. If there are issues that come up as contact is made, especially in areas where we have no NW schemes, MS will seek assistance from the Exec committee.

BS and MS went to a recent training session organised by police in Haverhill specifically related to dealing with Nottingham knockers and cold callers. Police in the West Command Area are keen to take a firmer approach with Nottingham knockers as there is evidence that where sales are made to residents at the doorstep, that resident's address information may be passed or sold on to other cold callers.

NK has also contacted Chief Insp Dan Fiske in the East Command Area and is hoping to meet face to face in March.

- **SNWA involvement in the 2026 Suffolk Show – any update**

No update, awaiting meeting with Guy on 12 February.

- **Suffolk Connected**

Acting Inspector Dan Peck is leading the implementation of Suffolk Connected. During January 2026 ~circa 20% of new registrations were input by police. Police are now getting more active and helping individuals to sign up for Suffolk Connected. Suffolk Connected website provides an archive of the last 60 messages. TS stated there are still teething problems with the system such as duplicate entries for individuals with multiple email addresses and that some messages issued by police appear on both Suffolk Connected and Police Connect whereas others have used only Police Connect.

ACTION: NK to arrange another Teams call with Acting Insp Dan Peck to discuss the latest progress and issues.

4. National NW

- **Safeguarding policy**

Still no update on the coordinator briefing from NWN.

- **Moving Suffolk Coordinators onto Alert**

Ongoing, still about 90 people still to move onto NWN. The SNWA database does include a column which shows whether coordinators are registered on the NWN system.

5. Lottery-funded project

- **South Command Area Meeting plan**

The event hall has been booked for 10th March 2026. We have commitment from Inspector Colin Clack and others to represent the police. We still do not have speakers from any of the three local councils (Ipswich BC, East Suffolk Council and Babergh Council).

ACTION: TS to speak to the contacts at IBC again to try to secure their attendance at the event.

- **Next steps ordering personal alarms, pens, lanyards, trolley tokens, etc.**

NK has circulated details of the items that we could purchase. We have a budget of approx. £2000. MS has contacted Smart Water about their forensic marking kits. Each Smart Water kit has a retail price of £50 however police can source the kits for £15. Smart Water have suggested that they might do us a deal for reasonably priced kits against a set budget to be defined by us. BS commented that he has had two Smart Water kits in the recent past and was surprised that there was no ongoing subscription cost after registration. People that give them out need to be able to explain clearly the value of the item and how to use it going forward. MS has issued ~100 police provided Smart Water pens in his local area and used local signs around the village stating that Smart Water is in widespread use. BS and KG reiterated that his experience was people need to be educated on how the kits work and the benefits to users so that kits are used effectively. MS also noted that Smart Water have a joint promotional activity with Wickes to prevent tool theft from trades people. The trades people will be offered free kits if they attend a Wickes store for tool marking.

ACTION: MS and NK to discuss how much budget is available and find the best offer we can get from Smart Water.

TS has already ordered the NW lanyards. NK now keen to order wheelie bin stickers, trolley tokens, alarms, pens etc. We agreed that the promotional items will be for handing to stand visitors at face-to-face events, rather than distribution across the existing SNWA membership. We should offer the items on the basis that visitors to the stand sign up to NW. KG also suggested that existing members could use the materials to entice neighbours who are not already signed up to NW. BS noted that materials can be used as a conversation starter with prospective members in scheme areas who might not otherwise be interested.

ACTION: NK to circulate the final shopping list of items prior to making the purchase.

TS has sent out a message to our membership about availability of new NW street signs, overlays and new leaflets. So far there has only been approx. 10 responses.

ACTION: TS to re-issue the message about signs and leaflets.

- **PCC funding: update and plan**

- **New leaflets and other comms materials**

The 20,000 new leaflets have been received. The bulk of 6,000 each with TS (South), MS (West) and NK (East) with others distributed to committee members as required. Probably 2,000 to Guy Ainsworth tbc. Old leaflets should be disposed of. We have also received a stock of the prompt cards for use alongside home telephones.

- **On-line event plans with Crimestoppers and Trading Standards**

NK plans to ask Crimestoppers (Phil Breckon) to speak at our on-line AGM on 1st July.

ACTION: NK to talk to Crimestoppers or Trading Standards to speak at our AGM

- **AGM plans (1st July 2026)**

The AGM will be an on-line only event using Microsoft Teams. We agreed to hold the event at 7-9pm. TS will use the SNWA capability to issue invites and keep a log of registered attendees. BS suggested that we have a dummy run Teams session shortly before the AGM so that new users have the technology ready and up to date for the actual AGM. We agreed that we should have a speaker from Suffolk Police; MS agreed to seek a senior volunteer speaker. BS suggested that there is great variety between scheme coordinators activities, for example between Ipswich central and very rural settings. It could be very helpful for the AGM audience to hear specific examples of how NW materials etc. have been used to create a positive impact in a specific scheme. TS suggested Fraud Alert as an alternative external speaker if we need more input. TS will circulate some background information on Fraud Alert.

ACTION: MS to speak to police contacts to secure a speaker from the police.

- **Area Coordinators Update**

KG has been working in the Gt Cornard Area and is looking to drive up the member numbers. KG is also a parish councillor and has been using that status to help raise his NW profile and promote NW in the area. KG is using social media and local websites to pass on useful NW related information including Crimestoppers data and will be putting up some new NW street signs around the village. KG has also been working with the editor of the Cornard News which has recently published pieces on NW.

BS and MS recently met with Haverhill police which was an opportunity to refresh local police contacts.

MS has issued a new draft A/C role description.

ACTION: All to review the new draft and send any comments to MS.

MS and TS have recently met and agreed to share the load regarding contacts coming into NW via email and other channels. Our strategy has been to develop our profile, and we are now beginning to see more enquiries and questions from members and others as a result. The volume of work is becoming too much for one person to deal with. NK suggested we try to recruit more helpers to assist with admin etc. TS noted that most coordinators are not using the NWN tools that are available to them (e.g. scheme member contact lists etc.) NK suggested that we look at training for coordinators.

ACTION: We should plan to hold a 1-hour Teams session for SNWA coordinators across the county to brief them on the new materials that we now have and to advise them on how they might increase NW activity/profile in their schemes.

- **Accounts update**

No update available at this meeting.

- **AOB**

1. NK raised National NW week (1-7 June). Now that we have our new promotional materials, we should aim to run pop-up stalls at supermarkets etc. during this week. MS suggested that we piggy-back on the police planned events and that we aim to have NW teams alongside the police at such events during the NW week. KG noted that sometimes operational requirements have stopped police attending at their own planned events which can leave the NW lead in the lurch.

ACTION: PG to put this on the agenda for GA meeting – how we can support National NW week along with the police.

2. NK, TS, PG have a 45 minute 1:1 session with Cheryl from National NW on 16 Feb.
3. NK noted that we had a visit to the police museum last year but we did not make a donation to them. NK suggested that we donate now, which all agreed.

ACTION: NK to discuss with AB and arrange the payment.

4. NK asked if we could generate single-sided A4 versions of our SNWA leaflet. TS has already placed a print order for single-sided leaflets, business cards etc.

Future Committee Meetings:

- 1st April 2026 @ 19:00
- 3rd June 2026 @ 19:00
- 5th August 2026 @ 19:00
- 7th October 2026 @ 19:00
- 2nd December 2026 @ 19:00