



The Suffolk Neighbourhood Watch Association



Executive Committee Minutes 7th October 2026 – 7pm *Teams online*

1) Introductions, apologies and welcome

Attendees: Nick King, Tony Spall, Mark Smith, Angie Barnetson, Paul Garner

Apologies: Stuart Finch, Bill Woodhall

2) Review minutes and actions from Committee meeting 5th August 2026

Ongoing Actions

- TS to reissue the inventory list of SNWA items – **Action no longer required**. TS will maintain a master list of items and update as necessary. We separately agreed that we should purchase some SNWA ID stickers to attach to display items so that we can be sure which items belong to us when clearing out from public events.
- MS to discuss replacement Area Coordinator options with Trevor Gibbons – **Closed and subsumed into the wider issue of A/C recruitment**.
- TS and Anthea are compiling feedback from training event. TS will also attend the new coordinators training session from National on 13 August and will take a view on how to proceed on coordinator training for SNWA after that – **complete**. The local training was deemed to be more focused on priority issues for SNWA and so that will be further developed in future.

New Actions from 5th August 2026

- Nick to double check with each new coordinator and ask them if they have received the Police welcome email - **complete**
- We agreed to change the SNWA website flag to point coordinators to the relevant CPT website which will remove the requirement for SNWA to remain abreast of officer changes. TS to have the software for the CPT flag changed - **complete**
- NK to go through the two funded project plans to establish where we are against the objectives in each plan - **ongoing for completion in November**.
- NK to provide feedback after the 12th of August RCC event - **complete**
- TS to update the SNWA website with the draft minutes of the 2026 AGM without the video recording or speaker slides - **complete**
- MS to circulate his SNWA PR material (used with Facebook etc.) - **complete**
- AB to implement the new expenses mileage rate as from 6th August - **complete**
- NK considering a top-up of street-signs and leaflets so will check what stock he has – **ongoing, NK to seek quotes for required items**.
- MS to submit outstanding expenses - **complete**
- MS will ask his police contacts about best option for NW training of PCSOs etc. - **complete**

3) Police engagement

- Training video for PCSOs
Guy has suggested that a NW video would be most useful which they could use with ad-hoc training of PCSOs. NK thought that it might be more worthwhile to create a video that covers both NW and Suffolk Connected as this might have more impact with Suffolk Police. TS suggested that the video could be more useful if it was made after witnessing exactly how the police sign-up SC users on their hand-held devices. We agreed that we should pitch this concept to A/Insp Colin Clack at our next meeting on 29th October. NK noted that some other forces are signing up to 1000 new users per month whereas Suffolk are signing up less than 10 per month.
- CPT welcome emails to new scheme coordinators
There was one new NW scheme in September which NK has forwarded to Guy. It was agreed that we would check that this is working correctly approx. every 6 months.
- Suffolk Connected
Our next meeting with A/Insp Clack is on 29th October at 2pm when the training video concept will be put forward along with a discussion regarding methods to increase user sign-up.
- Mark's latest engagement across the County
MS is now fully engaged across the West with interaction at most levels in Suffolk Police, which now occupies almost all of his available time. MS will therefore focus only on the West from now on. NK is trying to emulate the approach across the East following a positive discussion with A/Insp Chris Shields who has been impressed with the NW engagement in the West. TS thought that the model for the South will evolve once the East has further developed. Opportunities to improve engagement in the South might be picked up at the South Area Command meeting in March 2027.
- Nominated Neighbour Scheme
The scheme pilot is ongoing. Recent darker evenings have resulted in an increase in burglaries etc. MS has responded to a local break-in this week for a neighbour who is a member of the nominated neighbour scheme.
- Henham Steam Rally feedback and plan for 2027
Our presence at the 2026 event went well. We have indicated that SNWA is interested in taking part again in 2027. NK has also suggested to the police that they have a Suffolk Connected stand. TS suggested we sign people up to NW on the stand in real-time at the show next year. We agreed to have a coordinated approach to promotional ideas (e.g. the sticker collection sheet) in order to attract attendees onto our stand as well as the wider police stand items.
ACTION: NK to discuss options for us to join the police stand at the Suffolk Show on 2nd & 3rd June 2027 (note: clashes with NW week 2027).

4) NW Coordinator Training Plans

The training material created by TS and Anthea will be further developed for SNWA coordinators over the next few months.

5) Plans for next Area Command Meetings

- East meeting on 6th October in Saxmundham
This was completed yesterday (6th October). There were 22 attendees in total. Police, NW and Trading Standards were represented. Other attendees were local council reps plus a few local

NW coordinators. Good conversations were held and now NK has an opportunity to pitch NW to specific councils such as Snape, Southwold, Beccles, etc.

MS noted that we need to improve engagement with coordinators and A/Cs to improve turnout at these meetings, given that ~1000 invitations to the East meeting resulted in 22 attendees. NK noted that even with NW freebies we struggle to drive up attendance, but that the East meeting was worthwhile, nonetheless.

- West meeting on Nov 26th in Long Melford
Plans are in place for the West event. Five police speakers and one CSI speaker have agreed to present at the event. Invitations will be issued in the next few weeks. NK is unable to attend. TS and AB will attend. MS and TS will work together to generate the invitation emails during October.
- South meeting on 24 March 2027 in Martlesham
Content planning will take place nearer the event and may focus on topical policing initiatives and potential case study material for a village and for an urban street/zone. Martlesham have a new village scheme with 68 members. The scheme initiative was driven by a parish councillor and has a council staff member as coordinator who might be prepared to present. One other study from Ipswich Town would be good to balance the content.

6) Trading Standards – Suffolk Against Fraud

NK continues to be in discussion with Lauren Speirs and Paul Miles. SAF have many informative messages which are not shared via the Alert platform. NK is encouraging Trading Standards to send more messages out via Suffolk Connected/the Alert system.

7) Engaging with the Rural Coffee Caravan

Two Coffee, Cake & Community events were attended by SNWA in August and September. Both had a low footfall, but were useful for attracting new members. NK completed the Council feedback survey for us.

TS noted that we need to put some information about RCC on the SNWA web site as part of a reciprocal publicity deal with RCC. NK will be meeting the East Suffolk Council resilience officer soon and will discuss how Suffolk Connected might be used as a communications channel.

8) Area Coordinators update

- A/C recruitment
There have been three new A/Cs over the last few months. TS is meeting Alan Munson next week and will follow up with an introduction meeting with police. NK has a scheme coordinator who might be interested in becoming an A/C.
- Support for promoting NW within local media/newsletters
Our SNWA PR item appeared in the most recent Saxmundham news. This is the second or third time in the last 12 months our material has featured in the magazine which is delivered to homes in Woodbridge, Southwold, Aldeburgh, Leiston, Saxmundham. Now we should send the PR item out to all our NW coordinators to see if they can have it promoted in any of their local newsletters. Coordinators should target free news sheets rather than paid-for media.
ACTION: TS and NK to create a comms item to go out to coordinators along with the pro-forma PR item.
- Any A/C updates
N/A

9) Accounts update

Total available funds is now: £8108.64, split down as follows:

- General: £2755.59
- Lottery: £4224.52
- PCC: £1128.53

ACTION: AB to send NK the itemised spend to date on both PCC and lottery funds

ACTION: NK to double check what further funds we can draw down and when.

AB also noted that the special arrangement for the Sudbury NW fund needs to be spent.

ACTION: MS to ensure that the relevant coordinator spends the funds.

10) AOB

- PG asked who plans to attend the National Association Leads meeting in London in December. NK and TS will be attending.
- NK has sent the SNWA poster to Daniel Harvey, Director of Outreach and Volunteering at Suffolk Community Libraries along with an individual envelope for each library across Suffolk. We should all aim to check library displays to see if the poster has appeared. TS suggested that we could do similar with the Co-op.

ACTION: NK to speak to Sam Lawrence at the Co-op and suggest that SNWA posters be put up across the EoE Co-op.

Future Committee Meetings:

- 2nd December 2026 @ 19:00

2027 Committee Meetings:

- 3rd February 2027 @ 19:00
- 7th April 2027 @ 19:00
- 26th May 2027 @ 19:00 (*adjusted for Suffolk Show week*)
- 4th August 2027 @ 19:00
- 6th October 2027 @ 19:00
- 1st December 2027 @ 19:00