



**Horsham District Neighbourhood Watch Association  
Committee Meeting to take place at 7.15 pm  
Monday 25<sup>th</sup> April 2016.  
Parish Council Offices, Beeson House,  
Lintot Square, Southwater, RH13 9LA**

**Present**

Andrew Moffat Chairman  
Michael Neale Vice-Chm  
Derek Pratt  
Arthur Carden Secretary  
Tony George JNHW  
Trisha Lane Highwood  
Paula Morgan JNHW  
Barrie Lane Highwood  
Andrew Morgan JNHW  
Marc Bryant Facebook  
Diana Ellis Reg of Co-ords  
Simon Copey

Police

Sgt. Rachel Mundy  
PCSO Tracy Bicknell

**1. Welcome and Apologies.** Apologies received from Gill Muncey, Martin Bruton, David Trowbridge, Penny Groome, Shirley Mitchell, Margaret Butler, Pauline Kentell, Valerie Pugh, Diane Morrison, Sue Jahan and David Jacobs.

**2. Chairman's remarks to the Committee.**

Update email from Treasure that the balance is £630.45 which is different to below, this is to be queried.

There was also a request for a Treasurer and minute's secretary.

Andrew thanked Trisha and Barry for the work in obtaining a cheque for £200 from BerkeleyHomes.

Andrew would like to send a message regarding volunteers for the street collection event but has been unable send due the system not being available. Refer below the system now available.

**3. Co-option of New Committee Members**

Co-op of Trisha Lane Proposed Diana and seconded Marc

The proposal to Co-op Ken Broomfield until he was present and confirmed he would like to be proposed.

There is a meeting on the 12<sup>th</sup> May with Berkeley Homes developers.

Marc to produce a piece that can be sent to the developers

Discussion on meeting with the developers and Trisha and Barry would attend.

Andrew to ask if one of the Directors from Berkeley Homes would like to be guest speaker at the AGM

**4. Remarks by Sergeant Rachel Mundy. The Minutes of a meeting between NHW and the Police appear on page 3 and 4 below.**

Update on the messaging system in that the Police can now send messages and the weekly messages are now starting.

Messaging system and types of message discussed. Rachel said that it would not make much difference in Horsham District, ref quarterly meeting notes below for the detail.

Discussion on the messaging system carried out and the transfer from the old system to the new.

Update on the PCSOs and their responsibilities ref the report on the quarterly meeting below.

Trisha and Barry highlighted a recent problem they had and the difficulty in contacting the PCSO. Rachel explained that there are now generic e-mail addresses for the PCSOs – one for

Horsham town, Horsham north and Horsham south. Along with 101 Rachel explains it is possible to report incidents online and via email.

Rachel thanked the NHW for the support at Operation Tulip and the communication issues at the Old Barn and Squires which was with the garden centres.

Police to support Operation Davos Oct 29<sup>th</sup>, and Operation Tinsel they will also be present at Sparks in the Parks.

### **Discussion of Selected Matters.**

Items from the previous minutes and from the reports appended to this agenda will then be debated at the Chairman's discretion.

**JNHW.** See report below, including Junior Citizen Event.

Funding bid by the Federation to the PCC no update at this time but after the election of the PCC we should hear.

Approval of request for £324.40

Paula came up to help Tony supported the Junior Citizen event. There was discussion on what could be given to the children at events as they always remember what they were given.

Diana to produce some stickers and book marks which could be used, for the Junior Citizen, street collect and the JNHHW program.

### **Events**

7 May Street Collection. Hopefully there will be a full report from Marc. Volunteers so far believed to be Lanes x 2, Shirley Mitchell, Marc, Michael, Andrew. Marc displayed the collection boxes he has produced and the printing he has applied, all agreed this was good.

With 2 events on the same day as below we are in need of volunteers. The Gazebo will go the Bennetts field event.

21 May Hospital Fete. (Arthur to run)s

21 May Bennetts Farm Fun Day (Paula)" add "Paula will arrange collection and transport of gazebo

11 June Cootes Farm Community Day (Marc Bryant)

25 June Partridge Green Show (Arthur Carden / John De Little)

10 July Sparks in the Park. This is booked by Brian Jacobs." add "(Marc Bryant in charge)". Gazebo weights. On behalf of Brian Jacobs, Arthur Carden reported that Risk Assessment and Insurance requirements mean that we have to obtain weights to anchor the gazebo. Marc will investigate a method for obtaining weights free of charge, but failing that the committee authorised Brian Jacobs to go ahead at a cost of approx. £100.00. The weights will be required by May 21 for the Bennett's Farm event."

Marc is to source a method for weighting the legs.

Queen's Birthday events (12 June)

Operation Davos Oct 29<sup>th</sup>.

Operation Tinsel

**Change to vetting procedure.** Signed forms are to go to Horsham NPT rather than to a named PCSO. If successfully vetted, their AC (or Arthur) will be notified and he/she will arrange for the new co-ordinators to register themselves with Alert, so that they can receive messages. A template is available from Arthur for ACs to use when asking them to register themselves. The current forms will soon be replaced with a one-page form.

### **Recruiting Area Co-ordinators**

Billingshurst (Andrew Moffat)

Pulborough (Andrew Moffat)

Horsham Holbrook East (Arthur Carden)

Horsham Forest (Arthur Carden)

Kilnwood (Val Pugh)

Highwood (Barrie & Trisha Lane appointed ACs for this part of Denne)

Others

**Progress with strategy objectives, viz:**

- (1) Increase our cash funds to about £1,000 (see item 5 below)
- (2) Assist the Police in additional ways
- (3) Increase the number of Co-ordinators.
- (4) Set up links with Worthing NHW and Arun NHW.

## **Fundraising**

**5. Approval of the (revised) Minutes of the meeting held on 18 January 2016.** Amending 'Brian Aldred' to read 'Brian Jacobs' in section 6, minutes then approved.

**6. Date of next meeting.** Monday June 27th.

## **7. Any other business.**

Links with NHW Arun and Worthing meeting held

Welcome Letters with the change to the system and the new procedure for vetting new Co-ordinators it appears that the welcome letter may not be required in the future

Lack of literature from the Home Office. The Home Office does not produce many hard copy information leaflets. The Police can only supply those that they produce.

Insurance for our stock and equipment (Marc Bryant). It was felt that this not required. It was proposed by Arthur that we do not proceed with the insurance and seconded by Andrew.

Arthur has spoken to Brian Aldridge who is trying to produce a standard process for the erections of the street signs

## **Reports appended to this Agenda**

### **Minutes of Quarterly meeting between the Police and NHW, April 15<sup>th</sup>.** Michael Neale.

Present: Sergeant Rachel Mundy, Public Engagement Officer Louisa Hull, Chairman HDNHW Andrew Moffat, Vice Chair Michael, Secretary HDNHW Arthur Carden.

A brief roundup of the last Operation Tulip events and the difficulties with the presence at Old Barn and Squires was discussed.

Andrew expressed concern regarding the lack of messages received recently, with an example of a burglary in his village. Andrew was of the impression that all burglaries would be reported on the messaging system, between weekly reports.

Louisa explained the current situation in that currently they have been instructed not to send any messages as there are systems issues with the set up of the new system which is being worked.

Louisa explained the policy regarding messaging moving forward with the new Neighbourhood Alert system. It may be that the SLA will be reviewed in the future. There will now be shorter messages and the frequency messages are sent may be less, for example the weekly update will only contain burglaries if there is a series of them or for example items of note stolen. There will be messages sent in-between the weekly update if; the Police have a witness appeal, for burglaries or series of crimes such as a spate of break-ins to vehicles, there is a specific request to send them out, or there is a specific request for help with any other crime. There was a lot of discussion about the apparent changes, with the Police trying to standardise messaging across the force which HNHW feel means will be a reduced service from what we have experienced in the past. The position of the Police is this is what has been agreed and they do not have the resources to continue sending a higher volume of messages. Andrew is to contact The Federation regarding the SLA with our views. (Louisa has checked with HQ and the SLA currently states that each district has to send at least one message a week).

Facebook and Twitter messages will reflect the above, with crime prevention messages and crime updates being posted when relevant. Press releases can also be found on the news pages of the Sussex Police website ([www.sussex.police.uk](http://www.sussex.police.uk)) and a breakdown of crimes can be found on the website [www.police.uk](http://www.police.uk) by carrying out a search by area. Arthur mentioned that the Alert system is able to generate various reports including messages that of bounced due to incorrect mail address. Louisa is aware that various reports can be run.

There are still 638 names (Sussex wide) which are to be transferred to the new system which do not email addresses. The volunteers at Southwater are currently phoning each person with a prepared script to see if they are still active and have an email address.

There is the possibility for training on the alert system can be given possibly at the end of the NHW meetings.

Three new co-ordinators have been vetted and have been 'in limbo' since March, but will now be added to Alert. The vetting procedure for new Co-ordinators has changed due to the PCSOs now not based in an area. For the new process, the vetting forms to be sent the Louisa via the Horsham NPT

email address who will arrange for the checks, then on completion names are sent to Derek for entering into the system and to Di for the welcome letter. [This has since been changed slightly – see 'Change to vetting procedure' under Item 4 above]

With regard to the PCSOs the target completion date for the changes is July 3<sup>rd</sup>.

Police Specials were discussed and their valued input. There will be a recruitment drive in the near future at which point the NHW will also assist in the trying to recruit them.

#### **Chairman's Report.** Andrew Moffat

Following the amalgamation of the Horsham, Worthing and Adur Police regions, Michael and I held a meeting with our opposite numbers at Police HQ in Worthing to investigate how we might work together in the future. I am attaching the minutes of this meeting beneath my report. Chief Inspector Howard Hodges commented afterwards:

"...The key issue for me is that in challenging times we have to think and work differently. Partnership working will always be at the heart of this and our partnership with NHW is valued and of critical importance. We do however need to demonstrate the value that this brings and there are undoubtedly areas of common interest, good practice to be shared and resources to be optimised."

In early February, I spoke to a ladies' group about NHW at the Gladys Bevan Hall in Upper Beeding. Despite my protests, they very kindly provided me with a speaking fee, which I have committed to donating to NHW.

On 3<sup>rd</sup> Feb I partook in the Operation Tulip event at the Squires Garden Centre, with local PCSOs. Sales of our invisible marking pens were most encouraging.

On behalf of Trisha and Barrie Lane and NHW, I have made representations to Berkeley Homes and Courteney Green. Trisha and Barrie have done sterling work in their community and, in consequence, have been instrumental in obtaining two further very generous donations from these publicly spirited organisations. Very many thanks to you both.

I have been in communication with the Community Youth Worker for Pulborough and Billingshurst with a view to finding an AC for both towns. I have had further correspondence with the Chairman of the Pulborough Parish Council and remain in touch with BAIT (Billingshurst), where we have a potential candidate who will look after half of the community.

I have had correspondence, inter alia, with the NHW Federation, ACs, SCs, Committee Members, Greg Charman.

#### **Horsham, Worthing and Adur.** Andrew Moffat.

Tuesday 19th January 2016. Meeting held at Centenary House, Police HQ, Worthing. Main points

This was an informal meeting to discuss Neighbourhood Watch and what is currently being done throughout the hub. We had an update from a number of areas as to what they are currently doing and projects being conducted. A number of practices could be shared across borders to save time and money, we had a discussion as to the way Sussex Police is moving to a 'borderless police' and everyone agreed that Neighbourhood watch could also benefit from this approach.

The main points discussed;

- \* NHW would like more input into posters/information given out during campaigns etc. For example if emailed to NHW to distribute a simple white background is much more cost effective to print off. Helen/Louisa to look into this for future campaigns.

- \* There is clearly an opportunity to work across District boundaries with many members affiliating more with the neighbouring NHW. This needs to be considered in more detail i.e. Steyning and Shoreham etc

- \* Positive feedback stories. Can we publish/thank NHW when they have helped Sussex Police this could be done through the weekly bulletin, changes have been made to the weekly bulletin in the last few months to try and feature more positive stories. However, work can still be done to incorporate any support received via Neighbourhood Watch.

- \* A discussion was had around the perception of Neighbourhood Watch and that local PCSOs understand the value of NHW but this is not always duplicated outside of the NPT. Potentially something that can be developed and included within the weekly team briefing, inviting the NHW chair to speak at the briefing.

- \* NHW suggested they were able to do crime prevention talks, Sussex Police could utilize volunteers to give talks in various places, which would alleviate pressure from PCSO/Crime prevention officers. This is certainly something we can look at developing in the future.

- \* It was asked if Mr Hodges would be able to do a letter of thanks if a particular NHW member helps us in anyway. A further discussion took place around the monthly newsletter and how we could use this to highlight good work both that police officers do and also neighbourhood watch members. It was explained that Horsham have had a monthly newsletter for a while, with the joining of the hub a joint newsletter will now be sent out.

\* An awards ceremony was discussed and it was suggested that if there was outstanding work completed by a NHW member they could be put forward for a divisional award, but that Sussex Police would support local awards also.

\* We had a discussion around what campaigns we will be doing/supporting. If Sussex Police would like help from NHW they need to give 6 weeks' notice so that the NHW have time to get people together to help. We agree that Operations such as Tulip, Halloween, Twilight, Tinsel and Bonfire night are operations that happen at set times of the year and great value can be gained for a partnership approach with Neighbourhood Watch. However, a better approach needs to be taken to stop volunteers losing interest and give NHW time to sort out volunteers/events and material needs to be received with time to plan.

\* Junior NHW - from the meeting it became clear that some areas have the young people interested, others had volunteers to work with the young people however some areas are lacking one or both, it was discussed that sharing resources could benefit many areas.

#### **Vice Chairman's Report** Michael Neale

#### **Report on the Federation meeting.** Michael Neale

#### **Project Griffin.** Michael Neale

On Wednesday, 2 March I attended a presentation on Project Griffin delivered at the Connaught Theatre along with our partner agencies. This was presented by Counter Terrorism Security Advisors from the South East Counter Terrorism Unit.

The session was well attended by partners such as district councillors, parish councillors for which I was also representing, community safety teams, local business delegates,

- Project Griffin aims to engage, encourage and enable members of the community to work in partnership with the police to deter, detect and counter terrorist activity and crime.
- Project Griffin seeks to enlist the help and support of individuals or groups responsible for the safety and security of buildings, businesses, districts or neighbourhoods.
- Project Griffin is coordinated by the National Counter Terrorism Security Office and delivered across the UK by its network of Counter Terrorism Security Advisors, who will provide information on how to maximise their security contribution towards the community they work in. This will include information on current threat levels, methods of attack, how to respond to an attack and hostile reconnaissance. This encourages vigilance by employees who will feel an increased sense of responsibility by becoming part of a team committed to protecting the safety and security of their community and environment.

The presentation was very interest covering terrorists threats and tactics. It also covered active shooters, bomb types with actual film footage. The message to us was that terrorism is a real threat, report anything suspicious, if part of an organisation have a plan in the event something happen and rehearse it.

Terrorism, if you suspect it, report it call 0800 789321.

#### **Secretary's Report** Arthur Carden

March 21 attended police talk at Southwater (more to come)

#### **Treasurers Report** David Trowbridge

There has been little activity through the account this year. The entries in 2016 are as follows-

In           £200 from Courtney Green  
              £75 from Ashington Festival

Out           £21 M A George re JNHW expenses.

The balance on the account stands at £754.85"

As you are aware I have given notice that I wish to resign from the committee and will stand down at the AGM, or before if someone else is willing to take over. I think this should be an agenda item as it would be best to get someone lined up to take on the treasurer's role as I will be handing over all the books at the AGM. I am sorry to have to take this decision, but my roles with the golf, where I am Seniors captain, and the Horsham Lions, where I am the treasurer and President from 2017 leaves me little choice.

#### **Junior NHW** Tony George (Coordinated with Paula Morgan)

With a funding hiatus waiting for PCC decision, no Primary School courses were arranged during the January - March term.

Horsham's Junior Citizen event was held at the Drill Hall on March 18 and March 21- 23 inclusive. Paula Morgan was able to come up from Shoreham for 3 of the 4 days, and she was well supported this year by members of the JNHW team. Over 1100 Primary School children attended in groups of 14 - 16 - each group with us for just a rapid 9 minute session. Quite an exhausting operation, especially for the more elderly team members.

We have summer term JNHW courses confirmed for Holbrook Primary, and for Castlewood Primary, Southwater. This is the first time we have had 2 courses running at the same time.

With Paula and Andy Morgan now resident in Shoreham and not likely to be able to participate in the school programme, we have two new recruits for the JNHW team, but to provide stable team strength we would welcome a couple more volunteers. The task is not arduous, but worthwhile and rewarding, and the children respond with enthusiasm.

**NHW Stockkeeper's report.** Brian Jacobs.

I find it a bit disappointing that Operation Tulip at four events proved to be a bit of a worry because these were arranged to make the Public aware of Crimes relating to outbuildings and the importance of having a Security Alarms positioned of some sort, to act as a deterrent.

While I was at Hilliers on the 13th March I overheard two elderly people asking the PCSOs about Shed Alarms, but unfortunately they did not have any, but NHW saved the day and I arranged for them to receive 2no of ours and delivered them to these people in Loxwood.

May I give a mentioned to our Chairman, Andrew because not only was he on his own at Squires on the 3rd of April ie: NHW member, he managed to sell all 18 no UV pens on the day very commendable, a new salesman is born.

The point I am making is that if we attend these sort of events, we must make sure we go equipped with this sort of merchandise in future.

With reference to all outstanding events for this year, all are booked in the diary awaiting collection of what is needed at their events.

**Registrar of Co-ordinators Report.** Diana Ellis

(not yet received)

**Fundraising Group's Report**

(not yet received)

**Web Master and Newsletter Editor** Diane Morrison

No report for this meeting

**Facebook Group's Report.** Marc Bryant

(not yet received)

**Reports from Area Co-ordinators**

**Roffey North AC Report.** Valerie Pugh

Kilwood Vale. I have taken over the whole of Kilwood Vale as the street coordinator and deputy have stood down.

Ashurst Close. I am very pleased to announce that Roffey North has a new street coordinator. Mrs Jacqueline Reader has very kindly come forward and offered to look after Ashurst Close.

Roffey North now has 28 street coordinators looking after 40 roads

**Highwood AC Report.** Barrie & Trisha Lane

As most of you are already aware on behalf of our NHW members and non-members we have been pursuing for Highwood to have its own Royal Mail Letter Box.

We are very pleased to inform you, we now have Councillor Adrian Lee of Denne Ward of Horsham District Council working with us on this project who, contacted the Conservative MP Jeremy Quin for Horsham to enlist his support. Pleasingly, Jeremy is very much on-board and he has sent a letter directly to the Chairman and Chief Executive of Royal Mail, Steve Buckley.

We have since heard from the Royal Mail Office informing us that this request is now being dealt with and we will hear in due course.

**Ashington AC Report.** Brian Jacobs

Regarding membership in Ashington Parish we are at present up to 15 no streets regarding registration with new Street Co-ordinators 6 number in total. I have volunteers in place to help with the mail shots regarding 16 more which will be actioned this term. Membership is now very healthy compared with 2 years ago.