

**Horsham District Neighbourhood Watch Association  
Committee Meeting at 7.15 pm Monday 27<sup>th</sup> June 2016.  
Parish Council Offices, Beeson House,  
Lintot Square, Southwater, RH13 9LA**

**Present**

Committee & Federation

Andrew Moffat Chairman

Michael Neale Vice-Chairman

John Wright Federation Chairman

Derek Pratt Federation Deputy Chairman

Arthur Carden Secretary

Tony George JNHW

Trisha Lane Highwood

Area Co-ordinators

Barry Lane Highwood

Other members

Steve Guzy

Police

Sgt. Rachel Mundy

Marc Bryant Facebook

Diana Ellis Register of Co-ordinators

Diane Morrison Webmaster

Pauline Kentell

Penny Groome

Brian Jacobs

Ken Broomfield

**1. Welcome and Apologies.** Apologies received from David Trowbridge, Shirley Mitchell, Val Pugh, Sue Jahan and Simon Copsey.

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

Appointment of Minutes Secretary for today. Michael Neale for this meeting.

Update on the finances:

- Receipt of funds from Old Millmeads event. £161.88
- Catriona Dobson from Billingshurst NHW £145.78
- Cheque due from the Sussex Federation for £2433.00
- Southwater Parish grant for £350 towards the Southwater JNHW program. Discussion if this should be accepted as we have the PCC grant. It was agreed we should as we should attempt to 'Match fund' the PCC grant.

There was also a request for a Treasurer and minutes secretary.  
*Andrew to approach the Volunteer Bureau for Minutes Secretary.*

### **3. Co-option of New Committee Member**

Ken Broomfield, proposed by Barry and Trish Lane approved by all.

### **Additional item Federation update and discussion**

John Wright said that The Horsham District NHW is seen as a very proactive division within the Sussex Police and the Federation.

For future membership enquires, we now have full control. There is a new one-page form which replaces the current three-page version. Potential Co-ordinators when submitted to the PEO vetting only takes 3 minutes and is announced immediately to the Area Co-ordinator concerned. Arthur is to send the new form to all Area and Street Co-ordinators. Marc Bryant suggested that new people are added to Alert by the admin team rather than by ACs or the new people themselves. This was agreed.

*Arthur to allocate particular areas to each of the members of the admin team.*

John stated that there are a number of issues across Sussex and they are focusing on the important ones i.e. the Alert system.

3 of the 5 HDNHW alert administrators have now been trained.

Derek stated that for Horsham NHW there are 339 approved co-ordinators, 12 not approved but allocated to schemes, 296 not yet approved or allocated to schemes. 62 users with communications issues. Of these 33 are co-ordinators.

Trish stated that she finds Alert incomprehensible.

*Marc offered to visit her to show her how to use it.*

Issues with alert, Arthur stated that Val Pugh has problems forwarding messages. Those wishing to use the Alert forwarding facility can insert a list of names in alert and forward messages automatically. Others can copy-and-paste the message and forward it by email. Some, however, fail to get through, because some recipients elect, by mistake, to stop future messages, or for other reasons. The screen sometimes becomes dark, and the sender i.e. Co-ordinator is also taken off the message list.

*Derek agreed to look further into these problems.*

There was discussion about the apparent complexities with Alert, especially for Co-ordinators who might not be skilled with IT. There were also teething difficulties with the new system and Derek Pratt mentioned he was in discussions with the company responsible. He

was also aware of the need to produce a simple set of instructions for Co-ordinators to enable them to use Alert and Marc Bryant said he would assist thereon.

*Derek also agreed to arrange for a “Co-ordinator’s Guide to Neighbourhood Alert” to be written and issued, if possible within two months.*

Arthur asked about the new website. Derek said he has seen a draft of a new website which will soon be made available to the 43 force areas across the UK including Sussex. There will be a Divisional site for Worthing and Derek agreed to ensure that the Horsham District would also have one. This will be operational within a matter of months and he said there is little point in up-dating our present web site.

Derek stated that he is standing down from his various positions with the National NHW Organisation to concentrate on Alert.

#### **4. Remarks by Sergeant Rachel Mundy.**

Meeting between NHW and the Police on Thursday June 23<sup>rd</sup>.

Sergeant Rachel Mundy outlined changes to the PCSO’s refer report below.

Arthur asked, with the Alert system it was envisaged that the PCSO’s and PC would be able to access the NHW Co-ordinator member ship from their smart phones, is this being used. Response no there has been no training and she is not sure if it is capable to get the information from the smart phones. John Wright is to follow up on this as it was part of the original spec for alert.

Discussion on the content of the messages from the Police Sergeant Rachel Mundy re-confirmed the previous statement on the content.

*Rachel agreed to arrange for Helen Bubloz (standing in for Louisa Hull) to attend the next meeting.*

*Andrew will send letters of appreciation to departing PCSOs.*

#### **5. Approval of the (revised) Minutes of the meeting held on 25 April 2016.**

Proposed acceptance by Marc Bryant and accepted by Ken Broomfield.

#### **Additional item**

Introductions carried out for the benefit of new attendees.

#### **6. 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.

### **Transition from Broadcaster to Alert.**

Refer above

### **JNHW.**

Holbrook primary school presentation 28<sup>th</sup> at 15:00. Sergeant Rachel Mundy will attend along with Andrew

### **Events** staffing of local events

7 May Street Collection. Report (Marc). Raised £39.44.

21 May Hospital Fete. Report (Arthur).

21 May Bennetts Farm Fun Day (Cancelled).

11 June Cootes Farm Community Day. Report (Marc Bryant)

25 June Partridge Green Show. (Cancelled)

26 June Billingshurst Fete Andrew attended

10 July Sparks in the Park (Marc) Discussion on this event.

The gazebo is very large and will require 4 people to erect and dismantle. Helpers required at 08:30 to erect the gazebo,

*Arthur to send out message.*

"A question was asked do we know the crime reduction rate when a NHW scheme is started in an area. Andrew stated it is documented on the National NHW website, where the figure of a reduction of up to 25% is provided."

Marc Bryant and Brian Jacobs both stated we need to plan events when we use the new gazebo due to the number of people needed to erect.

29 Oct Operation Davos

### **Appointing individuals** to the following roles.

Treasurer. Discussion on possible new treasurer and Steve Guzy may be interested in taking on the role.

*Arthur to send current treasurer details to Steve.*

It was raised that with Kim now not part of the committee there are only two cheque signatories Michael Neale and the current treasurer who has resigned.

Helping with street signs;

*Brian Aldridge from Crawley is producing process. When ready Trish and Barry Lane could be the Association Street Sign Advisors.*

Fundraising Group chairman. Martin Bruton to replace Kim Pompilli? No

decision in the absence of Martin Bruton

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

Billingshurst (Andrew Moffat reported that we hope soon to have Ian Johnson and Steve Guzy as Joint ACs)

Pulborough (Andrew Moffat)

Horsham Holbrook East (Arthur Carden)

Horsham Forest (Arthur Carden)

Kilnwood (Val Pugh)

Amberley

**7. Date of next meeting.** Proposed dates: AGM September. Committee October

It was proposed that the AGM is to be held in Ashington and agreed.

*Brian Jacobs to establish urgently what venues and dates are available for the AGM, so that Andrew can invite speakers.*

### **8. Any other business.**

NHW Links with NHW Arun and Worthing. Follow up required.

Feedback telephone calls to people who made 101 calls to the police.

This is currently in trial at Crawley and John Wright would like to see it extended to other areas

Welcome Letters. Not now required.

Lack of literature from the Home Office.

Penny Groome would like someone to take over her area, no one has so far come forward.

Arthur mentioned that Mark Rendall will be working two days a week during his convalescence.

Barry and Trisha gave feedback that after some time and pressure to the local MP they have succeeded in obtaining a post box for their development.

### **End of meeting**

## **Reports and supplementary information**

## **Minutes of Neighbourhood Watch Quarterly meeting with Police 23<sup>rd</sup> June 2016.**

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

Andrew, we have the JNHW presentation on the 28<sup>th</sup> June for the Holbrook Primary school where the High Sheriff will be present but we do not have any Police presence. Clare Mcknight is not available possibly Rachel could represent the Police TBA.

Michael asked about the new local team web page which should be due to go live on the 4<sup>th</sup> July. Louisa updated that the new Horsham Teams will be updated from 4<sup>th</sup> July. Certain areas of the website are still under development and the content is not fully agreed. Discussion on messaging with regard to the new web pages. For information a link is due to be added to the site so that people will be directed to 'In the Know Surrey and Sussex' to be able to sign up for community messaging directly.

Resulting from discussion above, there have been few messages generally in the district as the current crime rate is down in the Horsham District particularly, burglary, theft and vehicle crime.

Louisa Hull is due to go on maternity leave in August, when away Helen Bubloz who is the Public Engagement officer for Worthing and Adur will take over the whole region and will be responsible for the messages. The PCSO review is complete and will take effect from the 4<sup>th</sup> July. The number of PCSO's will be 8 for the District and 4 PC's.

Leaving on 3<sup>rd</sup> July are: PCSO Sue Poynter, PCSO Tracy Field and PCSO Carol Boniface who will become a Warden in Pulborough.

PCSO Teams as of 4<sup>th</sup> July are:

Team A – PCSO Damian Cecil, PCSO Andy Reed and PCSO Anika Clough (who will leave us at the beginning of December)  
Team B – PCSO Tracy Bicknell, PCSO Seb Turner and PCSO Bryony Sparks  
Team C – PCSO Adrian Bell and PCSO Charlene Parsons

PEO Louisa Hull will no longer be a PCSO after 3<sup>rd</sup> July

The Police are arranging a number of scam awareness sessions along with presence at events in the area. The sessions are:

- Saturday 9<sup>th</sup> July @ 11am – 1pm – Stand in the foyer at John Lewis and Waitrose – PCSOs Adrian Bell & Charlene Parsons
- Sunday 10<sup>th</sup> July @ 11am – 5pm – Stand at Sparks in the Park, Horsham Park – Insp Mcknight, PS Drabble, PEO Hull, PCSOs Reed, Bell & Parsons.
- Thursday 14<sup>th</sup> July @ 9am – Midday – PEO Hull and PCSO Parsons – Stand at PAT event Hub Café, Upper Beeding Baptist Church, Church Lane, Upper Beeding
- Horsham Library TBA
- Barclays Bank TBA

When we attend our events and there is no Police presence would it be useful to have some literature to give people i.e. scams? Andrew was provided with some literature after the meeting.

Discussion on our AGM and Sept/ Oct meeting, would Howard be available to attend when date agreed, this is still to be confirmed. The meeting following the AGM Rachel is not available in Oct, possibly Helen Bubloz or one of the other NPT Sergeants – Martin Drabble or Chris O’Leary, this is still open.

Discussion on True Call boxes where these are fitted to vulnerable people’s phones to monitor if they are being scammed. NHW to forward names of possible vulnerable people.

### **Lack of information in Horsham Police weekly updates**

It is believed that the following message from Louisa Hull to Martin Bruton dated 22 June 2016, copied here with permission, will be of general interest.

“I have been forwarded on your email to Andrew and am sorry to hear that you were unhappy with the content of last week's Horsham weekly update. As I am sure you are aware we have recently undergone a major change to the way we send messages and to the content sent within them. It is still very much a work in progress to get the balance right and we appreciate your feedback. I do understand that last week's update was somewhat shorter than usual. It was a bulletin that I started and another PEO finished and sent for me as I was not at work on Friday.

The other crimes section in the new bulletin is intended to send out information regarding any crime spikes/trends that there has been that week for example a series of burglaries or a number of vehicle breaks in the same area. Last week there was not a series in the Horsham District for us to report on and this is why the section content was limited. You can see what was sent out for other areas in the force at the link below and the majority are very similar to what we sent out. Arun District unfortunately did have a number of crimes to report in their most recent update but you will see that Crawley and Wealden for example sent out a bulletin of similar content to ours:

[https://www.intheknow.community/alert\\_archive](https://www.intheknow.community/alert_archive)

Sussex Police is aiming for a consistency across the force in the style and content of messages sent out and you will find answers below to some questions we have been asked since the changes have been made:

Why are you no longer sending lists of crimes / incidents in weekly messages?

We found that sending long lists of individual cases of less serious crime, i.e. cycle thefts, criminal damage etc., occurring in an area was time consuming and not providing any real value for policing or the public. In fact some decided to unsubscribe citing an increased fear of crime. Instead we have made the decision to provide subscribers and Neighbourhood Watch with weekly summaries of crime trends, providing advice and information where appropriate.

How can I find out about low level crime and incidents that have happened in my area?

Visit [www.police.uk](http://www.police.uk) and type your post code to find out information about crime in your area.

If low level crime occurs are you not going to ask for witnesses?

If the officer in charge of a case involving less serious crime believes that using Neighbourhood Alert to appeal for witnesses is a viable line of enquiry they can ask for it to be published. However, if a less serious crime occurs at a time when witnesses are not very likely, i.e. cycle theft at 2am in the morning in an unpopulated area, they will not be sharing it. Officers can also utilise their local social media accounts to appeal for witnesses and information.



What about high priority crime such as burglaries, will you still be telling us about them?

Yes, we will send information about higher priority / more serious crime and incidents through individual messages to the area affected. These are also likely to be included in weekly updates. These crimes will also appear on the Sussex Police website ([www.sussex.police.uk](http://www.sussex.police.uk)) as a press release, and will be posted to social media.

Can I forward messages on? When I do, why is the background of the message dark?

We are very happy for subscribers to forward / share received messages with people they think may be interested, but deliberately make the background dark to encourage people to use the correct method. At the foot of each Alert email you receive is a forward / share button and we advise people to share messages this way, instead of using your email provider's 'forward' button, for a number of reasons. Replies and message forwards by the conventional means are not a good idea because: 1. There is no guarantee that a reply/forward by email will arrive 2. Emails contain a special key which tells us who the message was sent to, forwarding this will mean any replies or message changes will look like they are from the original recipient 3. The email share service allows us to count the number of shares and how far the message has travelled etc.

I note that you have also commented on the monthly message we used to send out on behalf of Chief Inspector Hodges. Again, this has been put on hold whilst we review the best way to send it out as some people have requested not to receive attachments which is how we used to distribute the newsletter. We will keep you updated about the plan moving forward.

As mentioned above we really do appreciate your feedback Martin and we also appreciate your continued support in posting our updates on the Older People's forum website and Denne Neighbourhood Council website.

Kind Regards. Louisa HULL, Public Engagement Officer"

**Chairman's Report for HDNHW Committee Meeting June 27 2016.** From Andrew Moffat.

Earlier in the quarter, I participated in the fund-raising collection in the

Horsham town centre. This was not as gainful as we had hoped but, understandably, it is clear that NHW does not pack the same punch as an emotive collection that involves suffering to animals or to people. Nonetheless, this was a most useful exercise and has well covered the cost of the collection receptacles and it was also warmly met by a surprise visit from the local MP. Many thanks to all those who assisted and especially to Marc Bryant for his hard work in organising the event.

One of our objectives this year has been to increase our funds to levels that permit flexibility in our affairs and we set a target of £1000 as a minimum during the year. The street collection, a most generous donation from Martin Bruton arising from his street party in honour of the Queen's 90th birthday, a remittance from Catriona Dobson on behalf of Billingshurst NHW and a donation from the Southwater Parish Council (whose meeting I attended), in respect of JNHW, have all contributed to our funds. We will now comfortably exceed our year's targets. More significant, however, the PCC has made a considerable grant to NHW and we expect our funding application to the PCC to be met for the most part. This will add further to our year's target, already comfortably met.

So far as JNHW is concerned, this department has been actively managed by Tony George and I have secured the attendance of the High Sheriff for the second school presentation in early July but we still await confirmation of a guest speaker for the presentation of certificates for next week's event.

I have attended our quarterly meeting with the Police at Horsham Police Station, the minutes of which will be appended to this circular.

On Sunday I shall attend the Billingshurst Show in the hopes that I can find an AC for Billingshurst."

**Vice-Chairman's Report.** From Michael Neale.

Attended police meeting on the changes and an update to the new Police model. Unable to attend Federation meeting.

**Secretary's Report.** From Arthur Carden

Undertook various administrative tasks. Spent a vast amount of time on trying to understand and administer Neighbourhood Alert. (No Treasurer's report because I failed to include him in recent

announcements)

**JNHW Report for HDNHW Committee Meeting June 27 2016.** From Tony George.

Our funding uncertainty had now been resolved. The Community Fund has allocated to the West Sussex NHW Federation funds which include a provision for the JNHW programme of school courses in West Sussex. Funding has also been obtained from Southwater Parish Council for the 2 courses at Southwater schools that we expect to perform in the period May 2016 to April 2017.

We are just completing two Summer 2016 term JNHW courses - at Holbrook Primary and Castlewood Primary in Southwater. Holbrook's certificate presentation ceremony takes place on June 28 and Castlewood's on July 11. For the latter Andrew Moffat has been able to secure the West Sussex High Sheriff who will officiate in his Court Dress regalia - a good PR opportunity for us.

We plan to run two JNHW courses each term in Horsham District primary Schools - negotiations are in hand for the 2 schools for this year's Christmas term. We miss Paula and Andy Morgan from their lead role in conducting the courses, but the JNHW team have managed to build up capability to handle the task. We owe thanks to Magistrates in the Community and to West Sussex County Council Emergency and Resilience Service for their vital participation in our JNHW programme.