



Horsham District Neighbourhood Watch Association (HDNHW)

Minutes of the 2Q18 Committee Meeting

Monday 14 May 2018

Southwater Leisure Centre, Pevensey Road, Southwater RH13 9XL

Attendees

*Andrew Moffat (AM) – Chairman

*Arthur Carden (AC) – Secretary

*Martin Bruton (MBru) – Street Coordinator

*Tony George (TG) – Junior NHW

*Ken Broomfield (KB) – Street Coordinator

Sergeant Craig Burgess (CB) – Sussex Police

Jackie Reader (JR) - Street Coordinator

Mark Eyre – Sussex Police

Lynn Collis – NHW guest

* Committee member

1. Apologies: *Nicky Fuller, *Brian Jacobs, *Steve Guzy, *Pauline Kentell, *Marc Bryant, *Shirley Mitchell, *Barrie Lane, *Trisha Lane, Val Comper (VC), Mary Irons (MI), Malcolm Pheasey (MP), Pip McBean, Viv Whitton, Claire Harding, Inspector Sarah Leadbeater

2. Welcome and Chairman's remarks

- a. **Chairman Andrew Moffat (AM)** welcomed all present, including Mark Eyre, the Prevention and Partnership Manager for [West] Sussex Police Division; **AM** gave a brief overview of what Horsham District NHW is about. Current membership of Horsham District NHW is ~20,000 members; we have supported several initiatives recently, including Street Briefings and Operations Tinsel and Tulip. **AM** handed over a £30 donation to **Secretary Arthur Carden (AC)** – received from PCSO Darren Worsfold.

AP 1 – AC to check details of the donation and inform Treasurer Steve Guzy (SG)

- b. **AM** summarised the following role changes:

- Vice Chairman – Ken Broomfield (KB)** replaces Michael Neale; Michael will remain as Southwater Area Coordinator and on the Committee.
- Secretary - Ken Broomfield (KB)** replaces Arthur Carden; Arthur will continue his work in the ALERT Communications system and as 'Liaison Officer' for the Association and Committee. Ken will continue as Street Signs Coordinator but will offload the Stock Coordinator role.

AP 2 – KB to seek replacement Stock Coordinator.

- Area Coordinator for Billingshurst** – Steve Guzy has stood down from this role but will continue as Treasurer; the search for a replacement AC will begin in earnest when **Minutes Secretary Nicky Fuller (NF)** returns from holiday.

3. Review of Action Points

- a. The review of Action Points from the last meeting included:
- AP1, AP6 – **Sgt. Craig Burgess (CB)** informed us that a different direction is being followed to help support victims of scams and frauds, and that support from NHW members is, at present, not anticipated. Furthermore, no response has been received from Sussex Federation Chairman John Wright. **CLOSED.**
 - AP2, AP5, AP7 – Items covered by Mark Eyre's presentation. **CLOSED.**

- iii. AP8, AP10 – **CLOSED**.
- iv. AP9 – Following a joint initiative between Sussex Police and Horsham District Council, including the issue of a **Public Space Protection Order**, the disturbance issues at the Tesco Extra store at Broadbridge Heath have effectively ceased. **CLOSED**.
- v. AP3 – Area Coordinator Mary Irons (MI) has provided information about telephone ‘call blockers’ and related procedures – this will be distributed to all by separate communication. **AP3 – KB to distribute information.**
- vi. AP4 – the correct reporting of NHW stock items in the Association’s accounts yet to be clarified and confirmed. **AP4 – KB and Treasurer SG to follow-up.**
- vii. AP11 – **Junior NHW contact Tony George (TG)** continues with initiatives to refresh and update the Junior NHW Schools’ Programme in collaboration with Sussex Federation. **ONGOING – AP5 TG to contact Derek Pratt**
- viii. AP12 – Ken has received input related to preparing a standard memo regarding ‘NHW awareness’ that can be advertised in local publications such as All About Horsham and other village magazines. **ONGOING**

4. Update from Sussex Police

- a. Mark Eyre, Prevention and Partnership Manager, Sussex Police introduced himself and gave an overview of the PPM role – click on the link to access Mark’s summary.



Mark Eyre
Presentation from 14/

- b. Other points raised by Mark included:
 - i. The PPM role reports to Supt. James Collis, who attended the Feb’18 meeting.
 - ii. The PPM role was last expanded in November 2017, in-line with the final step of the transition to the new Sussex Policing Model.
 - iii. Effective and practical collaboration and information sharing between Sussex Police and NHW is essential if all parties are to play as full a role as possible.
 - iv. Whilst NHW members do recognise what the Police Transformation Strategy is trying to achieve as well as the challenges that Sussex Police face in terms of managing their ever-decreasing resources, the clear feedback to Sussex Police via Mark is to use us as effectively as you can – by improved information sharing (timeliness of sharing as well as the information itself).
 - v. Useful sources of information for NHW members:
 - 1. [Sussex Police](#)
 - 2. A link to the [Transforming Policing](#) information portal, which includes separate links to information about the [Sussex Police Local Policing Model](#) and [Sussex Police Transformation Strategy 2018-2022](#)

5. Date of Next HDNHW Committee Meeting

- a. Confirmed → Monday 06 August, 2018 – 7.15pm at Southwater Leisure Centre

Mark Eyre and Sgt. Craig Burgess left the meeting at this point.

6. Approval of the Minutes of the 1Q18 Committee Meeting (12 Feb’18)

The FINAL Minutes were Approved - Proposer: Ken Broomfield and seconded by Martin Bruton; a hard copy of the Approved Minutes was signed by **Chairman AM**.

7. General Data Protection Regulation (GDPR) – There has been a lot of communication about the implications of the new GDPR requirements which came into effect on 25 May. Each NHW member who has registered in the Alert system has effectively ‘given consent’ for certain personal details to be held on file and to receive certain types of communications.

This is the message issued to **all NHW Coordinators and Members** from the Alert system on 24 May
“Important information for all Sussex Neighbourhood Watch co-ordinators and members

The General Data Protection Regulation (GDPR) comes into force on 25th May 2018. This new law replaces the Data Protection Act 1998, and extends the protection offered to personal data.

You should have recently received a separate message from Visav to update you on the action which they have already taken to comply with the new law. Visav are the developers and operators of Neighbourhood Alert, the communications system that Sussex Neighbourhood Watch uses. This message provides additional information relevant to Sussex Neighbourhood Watch co-ordinators and members.

You may have heard from other organisations who are making changes to ensure that they comply with this new Regulation. Neighbourhood Watch is a not-for-profit membership organisation which does not do direct marketing, hence the changes we need to make under GDPR are not extensive.

In summary, we already have consent and a legitimate interest to hold basic details about our members and other people who have asked to receive information through Neighbourhood Watch. Consent can be verbal. For existing members there is no need to complete any further paperwork.

Many co-ordinators hold contact details of their local members, and this can continue. However, it is emphasised that all the data held has to be accurate, kept securely and only used for Neighbourhood Watch purposes. It makes no difference whether those details are stored on a home computer system or on paper.

Contact details of all co-ordinators and many other people in Sussex are stored on our very secure Neighbourhood Alert computer system for Neighbourhood Watch purposes. We use this data to maintain our records and to send important crime prevention and community messages.

If you are a co-ordinator, then for your convenience and safety we can hold your members’ details for you on our Neighbourhood Alert system. Please ask for more information.

For new members, including new co-ordinators, we need to ensure that we have consent to hold your information. You can register yourself at www.sussexnwfed.org.uk or at www.ourwatch.org.uk. If that is not practical then we can give you a form to complete.

All new co-ordinators will, as at present, also need to complete a Registration Form to enable the necessary checks to be completed.

If you are receiving this message directly from Neighbourhood Alert then your basic details are known to us. Every user has a user name and a password, and you can log into your account at www.ourwatch.org.uk. At the top right corner click on “Menu”, and then “Sign in” at the bottom right corner. Then enter your user name and password. If you can’t remember these then you can click on “Forgotten your password?”, and a reminder can be sent to your E-mail address. If any further assistance is needed then you can either click on the “Reply” button below, or send an E-mail to enquiries@sussexnwfed.org.uk.

We encourage all users to log in to make sure that the personal information which we hold is accurate. You can also change your preferences so that you receive the messages that you would prefer to receive. Should you wish to unsubscribe, then you can do this yourself or we can do this for you. You will then no longer receive any crime prevention or community messages.

8 Reports to the Committee

- a. Some reports were issued with this meeting's Agenda when sent by then **Secretary Arthur Carden (AC)**; members are asked to read Reports for themselves and send comments etc. to the Report author with a copy to the Secretary.
- b. For this meeting, the following items were stated to those present – separate detailed reports are included with these Minutes.

- i. **Chairman's Report (AM)**
- ii. **Secretary's Report (AC)**

1. Version 6 of the Coordinator Screening form is now to be used for all Area and Street Coordinators.



Coordinator
Registration Form V6.

2. **AP6 – AC to coordinate obtaining new NHW name badges.**

- iii. **Treasurer's Report (SG)**

AP7 – AM to send SG's report to Ken (DONE)

AP8 – AM to contact SG re recent funding and budget requests to understand what's what (Sussex Federation recently turned down a budget request from Horsham District – no other details available).

AP9 – AM to contact Derek Pratt to obtain information about what other Parish Councils in Horsham District do with respect to budget requests.

- iv. **Junior NHW (TG)**

1. Horsham Junior Citizen event took place between Friday 23rd and Thursday 29th of March.
2. As always, TG is looking for volunteers to assist with the Junior NHW Programme as well as looking for someone to take over from him as Coordinator for Horsham District. The Committee will take a further look at this latter point.

- v. **Street Signs (KB)**

- vi. **Equipment and Stock (KB)**

Nothing to report - next update in August or when new Stock Keeper in place.

- vii. **Joint Action Group (JAG) Meeting (AM)**

AP10 - AM to provide a report on the minutes.

- viii. **Sussex NHW Federation Meeting (KB)**

Ken attended the last meeting in April – minutes not yet received, the headline discussion points included:

1. Treasurer's Report - £31,000 Police and Crime Commissioner funds available, some of which will be allocated to Junior NHW
2. Staffing level increases ongoing to alleviate issues with 101 reporting
3. Memorandum of Understanding (MoU) between Sussex Police and NHW Federation in process of being signed off
4. GDPR – EU legislation which effectively replaces the UK Data Protection Act of 1998; much discussion at this meeting which has been summarised separately in these Minutes.

8. Events and Media Sub-Committee

- a. Marc Bryant was unable to attend this meeting.

- b. Subsequent to the Committee Meeting, Arthur and Ken manned a NHW stand at the Horsham Hospital Fete on Sat 19 May.
- c. Other events at which NHW will have a stand are shown here, together with volunteers who have offered help – **WOULD EVERYONE PLEASE CHECK THEIR AVAILABILITY FOR ALL DATES AND CONTACT KEN BROOMFIELD IF YOU ARE ABLE TO HELP:**
 - i. Cootes Farm, Horsham, Sat 09 June – Coordinator **Marc Bryant**, other helpers Ken Broomfield.... **others needed please.**
 - ii. Billingshurst Carnival, Sun 24 June – Coordinator **Ken Broomfield**, other helpers Arthur Carden, Nicky Fuller – **others needed please**
 - iii. Funday Sunday, Horsham, Sun 08 July - **Coordinator TBC**, other helpers Andrew Moffat, Nicky Fuller, Mary Irons – **others needed please**
 - iv. Ashington Festival, Sat 18 August – **Due to other circumstances NHW will not now be attending this event.**

9. 2018 HDNHW Annual General Meeting

- a. Date confirmed, Monday 03 September in Ashington Village Hall.
- b. Chairman AM will be working on details of this meeting in due course, including a guest speaker.
- c. Suggestions for a guest speaker included Gary Shipton, editor of the West Sussex County Times and possibly Giles York, Chief Constable of Sussex Police
- d. Certain Committee positions will be due for re-election, i.e. Chairman, Secretary, Treasurer – further details will be communicated in due course.

10. HDNHW website and Social Media

- a. Martin Bruton is now webmaster for the [Horsham District NHW Association](#) website.

11. Other Business and Items

- a. New NHW street schemes – Arthur Carden and Val Comper recently attended a meeting of Ruspur Parish Council who expressed interest in setting up 1 or 2 new NHW schemes in the village. An Area Coordinator is in place, however the person expected to become a Street Coordinator does no longer wish to continue.
- b. Following contact between Ken Broomfield and a NHW member in Ellens Green about Alert database details, the member expressed interest in getting a more coordinated NHW scheme going for Ellens Green.
- c. **Andrew expressed a sincere message of thanks to outgoing Secretary Arthur Carden for his sterling work for the Association over the past few years – this was echoed by all present.**

12. Other Future Meetings

- a. Sussex Federation NHW – Weds 13 June, 7.15pm at Sussex Police HQ, Lewes
- b. Horsham District Joint Action Group (JAG) – **to be confirmed**
- c. HDNHW and Sussex Police – **to be confirmed**
- d. HDNHW Committee – Mon 06 August, 7.15pm at Southwater Leisure Centre
- e. HDNHW AGM – Mon 03 September, 7.15pm at Ashington Village Hall

f. The meeting was closed by Chairman AM at 9:35pm

Ref	Description	Contact
AP1	Check details of £30 donation received from PCSO Darren Worsfold, inform Treasurer	AC -- w/ SG
AP2	Ken to actively seek new person to take over as Stock Keeper	KB
AP3	Ken to issue information about telephone call blockers obtained from Mary Irons	KB
AP4	Steve to confirm how NHW stock values should be reported in the NHW Accounts	SG -- w/ KB
AP5	Tony to contact Derek Pratt re updating the Junior NHW Programme	TG
AP6	Arthur to coordinate obtaining new supply of NHW name badges	AC
AP7	Andrew to send Treasurer's Report to Ken	AM
AP8	Andrew to contact Treasurer to discuss details of funding and next steps	AM -- w/ SG
AP9	Andrew to contact John Wright and/or Derek Pratt to understand how other Parish Councils in Sussex submit and coordinate budget requests	AM
AP10	Andrew to forward notes and/or Minutes from the recent JAG meeting (April 2018)	AM
AP11	Ken to prepare final draft of NHW advertising text for inclusion in various publications	KB

ATTACHMENTS:

1. Committee Reports



Committee
Reports.docx

2. Area Coordinator Reports



Area Coordinators
Reports - May 2018.c