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Horsham District Neighbourhood Watch Association (HDNHW)

Minutes of the 3Q18 Committee Meeting

Monday 6th August 2018

Southwater Leisure Centre, Pevensey Road, Southwater RH13 9XL

Attendees

- | | |
|--|---------------------------------------|
| *Andrew Moffat (AM) – Chairman | *Arthur Carden (AC) – Liaison Officer |
| *Martin Bruton (MB) – Street Coordinator | *Tony George (TG) – Junior NHW |
| *Ken Broomfield (KB) – Secretary | Richard Warren (RW) - New member |
| Jackie Reader (JR) - Street Coordinator | *Marc Bryant (MBry) - Vice chair |
| *Barrie Lane (BL) - Area Coordinator | *Trisha Lane (TL) - Area Coordinator |
| *Pauline Kentell (PK) - Area Coordinator | *Steve Guzy (SG) - Treasurer |
| Sarah Leadbeatter (SL) – Inspector Sussex Police | Deborah Gilham – Street Coordinator |
| Val Comper (VC) - Area Coordinator | |
| * Committee member | |

Apologies: *Michael Neale (MN), *Diane Morrison,

1. Welcome and Chairman's remarks

- Chairman Andrew Moffat (AM) welcomed all present and asked people to introduce themselves for the benefit of new people. AM thanked Inspector Sarah Leadbeatter (SL) and welcomed new member Richard Warren: Kings Road. Richard was a member of the South African Police Force.
- AM checked with Sarah Leadbeatter (SL) that she can come to the AGM. She is checking and will let AM know.
- AM said that this has been a very active period and a lot of hard dedicated work has gone on from committee members behind the scenes. Huge thanks to Ken Bromfield, (KB) in particular.

2. Actions from Previous Minutes **Q2**

The review of Action Points from the last meeting still to do/ongoing:

- Q2AP3 – Area Coordinator Mary Irons (MI) has provided information about telephone 'call blockers' and related procedures – this will be distributed to all by separate communication. **KB to distribute information.**
- Q2AP4 – the correct reporting of NHW stock items in the Association's accounts yet to be clarified and confirmed. **KB and SG to follow-up.**
- Q2AP6 – AC to coordinate obtaining new NHW name badges.
- Q2AP8 – 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).

Q2AP9 – AM to contact Derek Pratt to obtain information about what other NHW groups in Horsham District do with respect to budget requests.

• Q2AP11 – **Junior NHW contact TG** continues with initiatives to refresh and update the Junior NHW Schools' Programme in collaboration with Sussex Federation. **ONGOING –TG to contact Derek Pratt**

• Q2AP12 – KB 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**

3. Update from Sussex Police

- Meeting between Sussex Police & HDNHW on 26 July- AM
See separate report issued with the minutes
- Police and Crime news update- Inspector Sarah Leadbeatter (SL)
 - a. SL said summer months busiest for crime but under control at the moment.
 - b. Priorities: SL stressed that things need to be prioritised
 - i. Drug dealing- they don't want to sit back as that is when drug dealing starts again. Huge steps forward – lots of enforcement work with regular welfare work. They are very proud that they are heading in the right direction. SL stressed that the same counts for Worthing as well as Horsham. They are making it uncomfortable for the dealers and preventing any drug related violence is the focus.
 - ii. Output from weekly intelligence meetings helps determine where there is a need.
 - c. Two new town wardens who took part at the street briefing on Saturday. This street briefing was set up to help make people feel that Horsham is a safe place. There will be linking to build up the wardens' knowledge and experience. They will have identification tags.
 - d. There is a demand in staffing with people taking holidays but keeping it balanced.
 - e. There have been a couple of results with Operation Blackout.
 - f. PCSOs are now more responsive.
 - g. Operation Minster led by SL and Chief Inspector Miles Ockwell. There are areas that used to depend on PCSOs. They work out in weekly intelligence meetings to where they think there is a need. Led by JAG, PCSOs and public.
 - h. Erica Baxter is leading on a rural crime initiatives- communication, information and intelligence. This is to make sure that information flows to where it needs to go. This links with looking at Farm Watch and other such rural links. If there is a one off farm incident they won't report but if there is a pattern that emerges from all the reports that we have then they will look at it and will put the information out for NHW and the public to address. It will also go out on Farm Watch which anyone can sign up to.

There was a general discussion about Wardens:

- Kate Rowbottom (KR) is speaking at the AGM so some of the questions about funding for Wardens can be addressed there. A suggestion was made to give questions to KR in advance of the meeting.

Q3AP 1 – AM to give KR any questions to KR in advance of the AGM.

- Steve Guzy (SG) asked what the value of the wardens is as they won't have the same authority as the PCSOs. SL said that Wardens are to deal with some of the issues that PCSOs should not be dealing with. The police were being pulled in for all sorts of incidents that they haven't got time for. Wardens are able to be visible and cover some of the areas that PCSOs do not have time to do.

Q3AP 2 – Pauline Kentell (PK) will copy an article that lists the duties of the Wardens

- Martin Bruton (MB) asked if the appointment in the police of new recruits meant there are more PCSOs but SL said that we have the same number in this area. Overall numbers are increasing in general terms.
- SL was asked a question about press releases. SL said that the police regularly put out press releases to inform the public what is actually happening rather than relying on the press as it may be reported incorrectly. AM suggested that if it comes to NHW we can make sure that the truth goes out as well.
- Pauline commented that social media for missing people has worked very well. Lots goes out from Twitter and Facebook.
- SL stated that the police want to know when unusual behaviour is taking place. It is how to increase the trust with the public.
- Funday Sunday- KB asked if there was any communication from the public re any crimes or issues that were repeated at Funday Sunday. SL said that the presence at Funday Sunday was not a good use of resources as the public did not give much back.
- A discussion was had about the content of the weekly bulletins as NHW are concerned about what is being reported on/ whether the right messages about crime are reaching the public.

Q3AP 3 -KB is going to have a meeting with Janice Brown and Lindsey Wine at the police station. Janice and Lindsey sort through all the crimes to look at patterns. KB will raise the points to find out what goes out and what doesn't so that he can report back to NHW and then we can discuss what we think should be reported in the weekly bulletins.

AM- Thanked SL for coming along to the meeting and for her report.

4. Date of Next HDNHW Committee Meeting

Confirmed → **Monday 26th November 2018 – 7.15pm at Southwater Leisure Centre**
SL left the meeting at this point.

5. Approval of the Minutes of the 2Q18 Committee Meeting (12 Feb'18)

Leave until the 22nd August to confirm. Please mail KB with any comments by then and then they can be published on the website.

Q3AP 4– All to check details of the minutes from 2Q and let KB know ASAP.

6. Frequency of committee meetings

A discussion was held to discuss this:

- KB and AM feel it is ideal for quarterly meetings.
- SG- We could put dates for actions which would keep actions moving.
- Arthur Carden (AC) – suggested that if the meetings were more frequent then we would be able to discuss things in more detail but AM commented that we have meetings more often we may have smaller numbers each time.
- A decision was made to continue with quarterly meetings but AM pointed out that it is good to have discussions like this.

7. Funding

- SG said that the NHW current account is now down to £524. SG has chased up AGM expenses for 2017 and asked for cheque for 2018 at the same time. When this additional AGM expenses funding for 2017 and 2018 comes in we will have £824. SG has also sent a

request for funding off to John Wright for support with events. He has said no and suggested a bottle tombola.

- AM has spoken to John Wright for JNHW funding. John has said that we need to submit what our funding requirements are and they need a forecast as to how much.

Q3AP 5 -Tony George (TG) is to get a forecast and send to SG who will copy AM and it will be sent to John Wright with a request for JNHW

- TG said that the JNHW costs are £142 per school but that they haven't costed for in the Junior Citizen event. SG asked TG to consider mileage costs and to take the 2018 costs plus 20% to get a forecast figure for 20189

Q3AP 6 -SG will look back in 2016 paperwork to find out how much the original funding was.

Q3AP 7 –Val Comper (VC) said she will look for the gazebo costings.

- We have had various free things but we need to organise more funding.
- SG is registered with West Sussex funding association so he does look through them but our type of funding is not considered favourably. He said that most funding has to be for a specific project.
- Every so often we get a small funding amount from the police.
- AC stated that the police have a fund from burglars- can we request some funds from this.
- AM said that we need to be clear what we actually need?
- SG said that back in 2016 we contacted Courtney Green gave £200. Barrie and Trisha Lane are the mouth piece from their area and Courtney Green have said it makes their life much easier: hence the funding.

Q3AP 8- BL and TL will ask Courtney Green again

- Marc Bryant (MBry) suggested that we ask the other estate agents.

Q3AP 9 - BL and TL will also ask Susie at Barclays who have given us money before as well

Q3AP 10- All to let SG know the name and contact with address for developers in the area. He will then write to them and promote TL and BL and what they have done.

Q3AP 11- TL will give SG a copy of what they have done before. We are looking at new developments rather than ones with existing schemes. SG will also use this opportunity to try and tie this in with getting new co-ordinators on board.

Fundraising-

- PK suggested that SG contact Rampion Wind farm to see if there is any funding for NHW.
- SG suggested Boot Fairs- If we can speak to people on our streets and get a boot fayre group together. It brings people together. A seasonal idea but could try as a one off. This is to be carried forward for further discussion.
- SG said that when he took over there was nothing in Finance folder for funds to come back to us.

Q3AP 12- VC said that she may have some on her computer. VC to look and send any info to SG

8. Reports to the Committee

- Some reports were issued with this meeting's Agenda when sent by KB; members are asked to read Reports for themselves and to send comments etc. to the Report author with a copy to the Secretary.

- For this meeting, the following items were stated to those present – separate detailed reports are included with these Minutes.
 - i. **Secretary's Report (KB)**
 - ii. **Junior NHW (TG)**
 - iii. **Liaison (AC)**
 - National NHW has change at the top. Chair called David Hughes. Chief Exec- John Hayward-Cripps
 - Produced document about the way forward for National NHW.
 - Series of items but they are developing a service to support National Neighbourhood schemes which will be very helpful for us. Also toolkits to help support members. Go to the eye watch website which can be circulated to members and moved forwards.
 - KB and AC are now called champions and will attend more of these meetings.
 - AC- Is going to invite John HC to the AGM in 2019 and to an interim Committee Meeting in 18 or 19.
 - iv. **Chairman (AM)**

Q3AP 13- AM to send his Chairman's report again as it has been lost on the system
 - v. **Treasurer (SG)**

Q3AP 14- Will be presented at the AGM on the 3rd of Sept

9. 2018 HDNHW Annual General Meeting

- Date confirmed, Monday 03 September in Ashington Village Hall.
- Guest Speakers-
 - Kate Rowbottom- Deputy Chair of HDC. Good opportunity to see what HDC does for NHW.
 - Sarah Leadbeatter- to give us a more detailed brief as to what happens in the district.

Q3AP 14- KB will be meeting host and organise refreshments etc. We need to find out speaker requirements.

Q3AP 15 -AM will contact Kate and Sarah re requirements.

10. Stock-keeper role and NHW items storage

- KB has not had any response to his request for storage of stock and equipment; he has contacted lock and store for small lock up unit but expensive. KB thinks that we are at the point of selling off for whatever we can get.
- AM said that he can store tunings but that he is so out of the way. He suggests that we bite the bullet and get what we can for it.
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Q3AP 16 - MBry -To see if he can do something on social media to get rid of it.

11. Website and Social Media

- MB updates the website on a regular basis. There are some updates that need work on.
- Blood and Gore gets lots of views whereas other things get less. Ranges from 120 to just over 200 views. MBry received a phone call via social media about an intruder incident; the caller could not get a response from 101. AM hasn't had any complaints about 101 so hopefully it is getting better.

- Website link-

Q3AP 17- People to look at website and see what they think for a discussion at the next meeting.

- AM suggests that we have a more technical discussion

Q3AP 18 -MBry will come back to next meeting with more information on it.

12. Events and Media Sub-Committee- 2019 events

- Sussex Police will let us know which events they may be able to support us with.
AP – KB to get confirmation after his meeting with Janice and Lindsey
- Next events-
Monday 3rd September- AGM Ashington Community Centre
5th September- Sussex NHW Federation Meeting in Lewes
26th November- 4Q Committee Meeting

13. Other Business and Items

- AC has helped people set up 6 new schemes and he gets lots of request from people interested in new schemes. There is the impression that nothing else is happening.

Q3AP 19- AC to give MBry some information to promote via social media.

- We had 24 contacts from Funday Sunday. The other fetes etc gave 25 from all.
- AC for BHurst- No takers at the mo but SG will pick up again if health keeps improving.
- AC said that we have lost our SC for CH. Belinda Hankers has now moved from CH and no other resident has stepped forward.

14. Other Future Meetings

- Horsham District Joint Action Group (JAG) Thursday 16th August

Q3AP 20- MBry to attend

- HDNHWAGM – Mon 03 September, 7.15pm at Ashington Community Centre
- Sussex NHW Federation- Wednesday 5th September, 7pm at Sussex Police HQ

Q3AP 21- KB to attend

- HDNHWAGM Committee Q4 – Mon 26th November, 7.15pm at Southwater Leisure Centre

AS FAR AS POSSIBLE ALL ACTION POINTS ON THESE MINUTES TO BE COMPLETED BY THIS MEETING

15. AOB

- Nicky Fuller (NF) told NHW about her new role for Age UK Horsham District as Rural Outreach Development Worker. She thinks that it would be good to link with Age UKHD to encourage the ACs and the SCs to support the older, more vulnerable people in their streets.

Q3AP 22- NF to write a piece about this to send out to all the ACs and SCs

- AC realised that he is still responsible for badges

Q3AP 23- AC will look at badges

- AC said that all Neighbourhood Wardens need to be fully conversant with what we do as well as them knowing what we do.

Q3AP 24 -AC to talk to Area coordinators to see if they can maintain good links.

Q3AP 25 AM will send an email to Greg Charman to suggest this.

- MBry has a meeting with HDC coming up
MBry giving a couple of talks at luncheon clubs
The meeting was closed by Chairman AM at 9.40pm

Ref Q2	Description	Contact
Q2AP3	Area Coordinator Mary Irons (MI) has provided information about telephone ‘call blockers’ and related procedures – this will be distributed to all by separate communication. KB to distribute information.	KB
Q2AP4	The correct reporting of NHW stock items in the Association’s accounts yet to be clarified and confirmed. KB and SG to follow-up.	KB and SG
Q2AP6	AC to coordinate obtaining new NHW name badges.	AC
Q2AP8	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).	AM
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Q2AP12	KB 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	KB

Ref Q3	Description	Contact
Q3AP 1	AM to give KR any questions to KR in advance of the AGM.	AM
Q3AP2	Pauline Kentell (PK) will copy an article that lists the duties of the Wardens	PK
Q3AP3	KB is going to have a meeting with Janice Brown and Lindsay Wine at the police station. Janice and Lindsay sort through all the crimes to look at patterns. KB will raise the points to find out what goes out and what doesn’t so that he can report back to NHW and then we can discuss what we think should be reported in the weekly bulletins.	KB
Q3AP4	All to check details of the minutes from 2Q and let KB know asap.	ALL
Q3AP5	Tony George (TG) is to get a forecast and send to SG who will copy AM and it will be sent to John Wright with a request for JNHW.	TG
Q3AP6	SG will look back in 2016 paperwork to find out how much the original funding for JNHW was.	SG
Q3AP 7	Jackie Reader (JR) said she will look for the gazebo costings.	JR
Q3AP 8	BL and TL will ask Courtney Green for funding again.	BL/TL
Q3AP 9	BL and TL will also ask Susie at Barclays who have given us money before as well.	BL/TL
Q3AP10	All to let SG know the name and contact with address for developers in the area. He will then write to them and promote TL and BL and what they have done.	SG
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Q3AP14	KB will be meeting host and organise refreshments for the AGM etc. We need to find out speaker requirements.	KB
Q3AP15	AM will contact Kate and Sarah re their requirements at the AGM.	AM
Q3AP16	MBry To see if he can do something on social media to get rid of stock.	MBry

Q3AP 17	People to look at website and see what they think for a discussion at the next meeting.	ALL
Q3AP18	MBry will come back to next meeting with more information about the technical problems with the website	MBry
Q3AP 19	AC to give MBry some information about the NHW scheme to promote via social media.	AC
Q3AP20	MBry to attend the JAG meeting on the 16 th of August	MBry
Q3AP21	KB to attend the Federation meeting on the 5 th of September	KB
Q3AP 22	NF to write a piece about vulnerability and the link with Age UK HD to send out to all the ACs and SCs	NF
Q3AP 23	AC will look at badges	AC
Q3AP 24	AC to talk to Area coordinators to see if they can maintain good links with NH wardens.	AC
Q3AP25	AM will send an email to Greg Charman to suggest the link between NHW and wardens.	AM