



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 18 November 2016 1.30pm

Attending: -

John Wood	JW	Gedling
Sue Sambells	SAS	Broxtowe
David Rhodes	DR	City
Paul Macey	PM	Newark
Mary Penford MBE	MP	Mansfield
George Collins	GC	Newark & Sherwood
David Poole	DP	City
John Lennard	JL	Rushcliffe
Sam Boote	SB	Keyworth
Chris Thompson	CT	Partnership Office, Nottinghamshire Police
Richard Brown	RB	Corporate Communication, Nottinghamshire Police HQ
Beth Howard	BH	Corporate Communication, Nottinghamshire Police HQ
Yvette Armstrong	YA	Community Safety Team, Notts County Council

Apologies: -

Cl Shaun Ostle	SO	CiPD, Nottinghamshire Police
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1. Welcome/introductions JW welcomed our two guests from the Corporate Comms Team and the Board introduced themselves. RB is Notts Police's Senior Digital Officer and BH, Assistant Digital Officer.

2. Apologies for absence SO, who had planned to attend his first NW meeting, was regrettably unable to, but briefed CT, as his deputy.

3. Minutes of 7 October 2016 Management Board Meeting – formally agreed and will be uploaded to NW website. SAS reviewed and updated the actions with the Board.

4. Matters arising from the minutes/Actions

(i) Real Time Intelligence Unit (RTIU) CT advised of P&CC funding allowing unit to trial sending real time text messages in the rural areas of Bassetlaw, Newark & Sherwood. The unit offers a 24/7 service.

(ii) NW Policies DR requested the Board revisit his draft policy, in the light of NHWN's Code of Ethics document, and advise him of any proposed updates. **Action all to email DR and cc YA.** Further discussion on what constitutes membership of NHW. Differing opinions from the Board and no definitive confirmation from NHWN. **(Action C/F Agenda item.)**

(iii) MP updated the Board re **Mansfield & District NHW**. A meeting has been arranged for January, to be held at Mansfield's Civic Centre, when they hope to gain more support. Only four members remain on their committee. CT has carried out his actions from the previous meeting and MP confirmed that she is finally seeing improvements regarding location etc. She thanked JL for his valued assistance in moving and storing equipment.

5. Other meetings attended on behalf of NottsWatch

- (i) JW & SAS met with SO 7.11.16 to brief him on current issues for the Board. SO's previous roles include Senior Partnership Officer at Nottingham City Council and was responsible for policing in the city centre.
- (ii) SB attended his PPSG 16.10.16. Inspector Berry attended and assured the committee he valued their ongoing dialogue with the community.
- (iii) JW & JL attended Arnold Association of Neighbourhood Watch Schemes Members' Evening 9.11.16 where an excellent presentation regarding cyber crime was given.
- (iv) JL attended a meeting at Kimberley to promote new schemes. He is in the process of launching several schemes in North Broxtowe.
- (v) DP advised following his involvement with Dunkirk's Neighbourhood meeting on 5.10.16, he has been invited to promote NHW on 6.12.16 at Wollaton East & Lenton Abbey.
- (vi) EM Forum – JW & JL attended 12.10.16 and thanked CT for his invaluable assistance. Next meeting to be hosted by Northampton.
- (vii) MP attended the launch of the Mansfield community hub 14.11.16 and chaired an Extraordinary General Meeting for Mansfield & District on 16.11.16.

6. Communication & Publicity Report

Communication SAS had now discussed potential volunteer recruitment with Nottingham CVS. JW agreed to put on hold (lengthy application required) until after the direction of our website has been decided. Same for city representation.

Nottingham City Council SAS has obtained a list of the Neighbourhood development Officers for each city ward. Next steps to be discussed at agenda item 7 below.

NHW Coordinators Group SAS had sought feedback re next year's conference and received seven responses which she shared with the Board, under agenda item 12 below.

CiPD newsletter SAS reminded the Board of the topics NW have written about for the past twelve months. Deadline for next issue is 21.12.16. **Action JW/SAS to liaise re copy, during December.**

Watch Out newsletter SAS has promoted the latest edition via social media.

Publicity SAS advised BH had offered to promote the funding available for new schemes. **Action taken SAS has provided an update to the NHW page on the police website plus wording for Twitter and Facebook, to promote funding, with a link to [How to – fund the scheme](#).**

NW Website JL has added the above link to an explanation re funding. SAS aware some contact details are no longer up to date. JW had proposed a meeting with VisaV to enable SAS, JL and JW to discuss options including possibly a non HTML version of a website.

Police.uk website RB confirmed on 21.10.16 that the broken mechanism, pulling the information through from the Nottinghamshire police's website, has now been fixed and the correct local beat information is being displayed.

Notts Police Comms Team RB explained his role and how Comms can assist NW by scheduling regular tweets. DR asked RB about preferred tools and RB explained corporate communications would continue where uniformity was required. E.g. crime prevention advice, but more control was being passed to Neighbourhood policing teams re local crime info. All areas have their own Facebook pages and Twitter accounts and have received training. PM asked about access to local crime stats for police volunteers. **Action RB to contact Louise Clarke at Newark P.S.**

7. Promotion of City schemes

After discussion, the following actions were agreed:

- (i) **PM, DP, JL & YA** to form a sub committee to run an audit of city schemes and promote new schemes.
- (ii) **JW to draft a letter** to coordinators to establish if their schemes are still live.
- (iii) **PM will initially review the data** provided by JL and contact coordinators using phone, email or mail. PM will take the lead but be assisted by YA, JL and DP.

- (iv) **JL to set up a dedicated email address** the sub committee may use – such as, citynhw@nottswatch.co.uk.
- (v) **SAS will advise the Neighbourhood Development Officers** of NW role and our audit.
- (vi) **NW propose hosting a meeting**, in the New Year, inviting coordinators and residents interested in NHW, plus Neighbourhood Development Officers, to give a presentation on setting up schemes and supporting existing schemes.

8. Finance update & Treasurer's report

DR provided an up to date report. SAS will distribute to Board along with the minutes. YA advised the P&CC's small grants for 2017-18 have been announced. Contact helen.cane2910@nottinghamshire.pnn.police.uk for details. **Action JW.**

9. County Council grant & recording of new schemes

DR and members discussed new schemes added since the previous meeting. SAS will distribute to the Board the up to date spreadsheet along with the minutes. **Action PM to provide DR with full details re recent schemes.**

10. Scoping exercise

JW and SAS had briefed SO regarding RS's previous request, to identify 20 areas in which the police could prioritise their ongoing support, at their meeting on 7.11.16. CT had not been briefed on SO's thoughts re the report SAS had produced. SB reported full support from Rushcliffe's inspector. No Board members reported lack of support although rank of officers varied. Agenda item to C/F but maybe the exercise is unnecessary.

11. Proposed expenditure/Awareness-raising Campaign

PM had obtained 200 stickers for his schemes from his direct request to Trading Standards. YA advised TS have a limited supply but will prioritise victims of doorstep crime. "No uninvited caller" stickers discussed once more. **Action YA to obtain quote from NCC** for their stickers with www.nottswatch.co.uk substituted for Nottinghamshire County Council.

PM reported the IT equipment had been ordered and was under budget at £699.41 for a laptop, projector and screen. Potentially, training budget can cover this expenditure.

12. Conference & AGM 2017

SAS gave NHW members feedback from her survey. Theme currently considered of unsolicited communication, including cybercrime. Date likely to be May. Venue close to city centre but with parking preferred. Harvey Hadden and new Rushcliffe Arena suggested. Potential speakers discussed including DCC Simon Torr, as he has signed off on our SLA with Notts Police. **Action SAS and SB to obtain quotes for venues and refer to JW.**

13. Any Other Business

(i) YA suggested we revisit our [Review](#) to see if there any outstanding recommendations. **Action YA.**

(ii) YA asked the Board to consider further ideas for promoting NHW as 16-17 grant monies still available. PM regularly uses the "[Are you concerned about crime in your area?](#)" flyers. **Action – all to consider and email JW/SAS**

Meeting concluded at 4.45pm.