



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 24 February 2017 1.30pm

Attending: -

John Wood	JW	Gedling
Sue Sambells	SAS	Broxtowe
David Rhodes	DR	City
Paul Macey	PM	Newark
David Poole	DP	City
John Lennard	JL	Rushcliffe
Chris Thompson	CT	Notts Police Partnership Office
Beth Howard	BH	Notts Police Corporate Comms
Boguslawa Motylska	BM	Notts Police Crime Prevention

Apologies: -

Cl Shaun Ostle	SO	Notts Police Citizens in Policing
Mary Penford MBE	MP	Mansfield
George Collins	GC	Newark & Sherwood
Sam Boote	SB	Keyworth
Yvette Armstrong	YA	Notts County Council

1. Welcome/introductions/Apologies for absence JW welcomed our guests and the Board members introduced themselves. SO had contacted SAS to advise he had appointed Sgt Rob Dunkley, to his team, who will be better placed to link into NW as SO's portfolio is far larger than the previous CiPD Lead's Cl.

2. Minutes of 13 January 2017 Management Board meeting – formally agreed and will be uploaded to NW website. SAS reviewed and updated the actions with the Board. Actions spreadsheet to be read in conjunction with minutes.

3. Matters arising from item 2 above which are not on the agenda - CT updated the Board re his conversation with Paula Goodband, CiPD. She will liaise with JW and JL regarding volunteers' assistance in distributing police data from the LAN. This process, incorporating vetting procedure then training, will take a few months to implement. **Action CT to liaise with Louise Clarke, Newark P.S. on PM's behalf, re his access to the LAN.**

4. Crime Prevention – Boguslawa Motylska (aka "Baxi") gave the Board an update. Main points:

- **Team** now comes under the umbrella of CiPD and consists of Baxi – Crime Prevention Officer (CPO) plus Kevin Brown, Architectural Liaison Officer (ALO). This role was introduced in the 1980's to design out crime. See <http://www.securedbydesign.com/> and <http://interactive.securedbydesign.com/> for a further explanation.
- The team no longer includes a **Criminal Intelligence Analyst**. They have access to the Divisional analysts who work with the Safety Partnership Teams. (See [links](#).) Previously,

CPO was supplied with daily stats but now have to rely on Neighbourhood Police Team (NPT) referrals and the public's requests for a crime prevention survey, as to where their advice is most beneficial.

- CPO works with Cadets and Specials. They recently worked together in the Nottingham Wickes stores, which proved successful.
- CPO plans to roll out basic crime prevention advice to NPT, throughout the county.
- The **Tool Kit**, previously promoted by the team, has been withdrawn. However, Comms Team happy to provide printer ready artwork for existing designs - if payment/collection is arranged by the purchaser.
- CPO no longer holds a **budget** to purchase crime prevention tools, e.g. shed alarms, Cremark. Happy to assist NottsWatch by supplying existing stock, whilst available.
- Baxi asked for any ideas re crime prevention initiatives to be [emailed to her](#).

5. Communications update – Beth Howard had visited, along with her line manager, last November and briefed the Board with updates since then. She is developing a Neighbourhood Watch Comms Plan, using our [Service Level Agreement](#) (SLA) as the foundation. The plan is still in development but includes:

- **External communication** via [Social Media](#) plus [Neighbourhood Alerts](#). **Action BH/RB Note Chilwell and Stapleford twitter accounts have been closed but are still promoted by Notts Police. See Social Media link.**
- **Internal communication** via Police's Intranet. Publications – *Hashtag Email* (Distributed to website plus social media administrators) and *In the Know* (Distributed to all staff and officers)
- Create a Nottswatch page on the Police's intranet, plus update on the Force's Website page.
- Update [local area pages](#) to include NHW schemes. Beth accepts this is a huge task and SAS clarified the schemes noted on the alerts website are not necessarily still in existence or effective.
- Publish "**good news stories**" during [Volunteers Week](#).
- Share/Retweet relevant posts to local Facebook pages. See social media link above for further details. NHW Champions to action.
- Photo opportunities, as relevant.
- Create social media post templates for NHW Champions.

Clarification re NHW Champions – see SLA (local police actions – point 1). CT has proposed SO identify suitable Champions from each of the seven county boroughs/districts plus three city policing areas. **Action SO**. Once identified, BH to finalise draft leaflet/flyer. Champions to attend quarterly local forums (see next agenda item re forums).

Action taken SAS sent new [NHW logo](#) to BH.

6. Scoping exercise update / communication & publicity report

6.1 Safer Communities Forums – SAS explained the history to the Board's two recommendations regarding:

- (i) Refocussing the emphasis of community safety meetings away from setting priorities and
 - (ii) Reducing the number of areas reviewing community safety to be more efficient/effective.
- South Broxtowe is the first area to fully adopt both recommendations by moving from three Priority Setting Meetings to a joint South Broxtowe Safer Communities Forum. SAS has created a prototype website at sbscf.wordpress.com to create a blog, from which posts are created and comments from community representatives are invited plus relevant static information is compiled.

Board members may click (bottom right) to follow the blog. Action all.

SAS recommended police Comms **action to BH** – remove priorities from local area pages (currently 18 months out of date) and hyperlink to invitation to complete the alerts survey and replace with:

The neighbourhood policing team meet quarterly with councillors and community representatives to discuss current concerns, updates and actions. If you wish to influence policing priorities, please email broxtowe.southnpa@nottinghamshire.pnn.police.uk giving details of current concerns, including any specific dates and times. Your comments will be considered by the South Broxtowe Safer Communities Forum.

6.2 Communication & Publicity report

Publicity: Comms Action (incorporated in their plan) add *We can currently offer funding to cover the basic set up costs for new county schemes. See details of how to start and fund a scheme [here](#) to the NHW page on their website.*

15.11.16 CT sent the July CiPD newsletter, detailing the signing off on our partnership agreements, to his Parish distribution list.

NW Website

- PDF with Victim Care logo and website replacing Victim Support updated. (Partners/Links)
- Hyperlink to Policies added to “About us” page.
- Amended wording regarding funding, as CT suggested at the November meeting. Incorporated CT’s suggestion re house to house collection plus a hyperlink to NHWN’s fundraising advice.
- Sponsorship email address, on Partners/Links page, linked to PN’s personal email.
- JL to add the four “How to” details to the hyperlinked page as shown on the “Register Here” page to “How to start a NHW scheme?” from the home page. **Action JL.**

CiPD newsletter

The Nov/Dec newsletter wasn’t produced. The next newsletter is due for publication on or around 1 March 2017. SAS sent Ash a summary of improvements throughout the last year and a look to NW priorities for 2017.

7. Other meetings attended on behalf of NottsWatch

- (i) 01.02.17 JW met with the Gateway Hotel’s Events Coordinator to book and discuss our 2017 Conference.
- (ii) 17.01.17 SAS - Inaugural South Broxtowe Safer Communities Forum - SBSCF (Previously PSM)
- (iii) 15.02.17 JW & JL - EM Forum. Met with Lianne Taylor, who is keen to assist NW. Voting rights have changed. There will no longer be a Regional representative and now each Force Association has a vote. JW reported the EM Forum may not continue.
- (iv) 27.02.17 JW & SAS to attend Victim Care’s Stakeholder Engagement event.
- (v) 22.03.17 PM attending Regenerating Our Community (ROC) event.

8. County Council grant & recording of new schemes - DR reported 26 new schemes have been set up, since we received a grant from Cllr Gilfoyle (15-16).

9. Finance update & Treasurer's report – DR distributed an updated summary. There is still some funding remaining from last year's PCC grant and the Board agreed JL should seek a quote for shed alarms, NHW street signs and NHW stickers, with the new logo. (Existing stock of stickers is limited.) **Action JL.** JW proposed a gift of £50 to Abigail Sambells, in appreciation of the many hours of design work she has donated in the last couple of years. The Board agreed. **Action – all to submit any expenses claims before the end of March.**

DR advised the Board of his likely move out of the area and that he plans to step down as Treasurer after the AGM. JL has agreed to take over this role.

10. City schemes – review audit progress and develop plan to encourage new schemes and support existing schemes – To be incorporated into our 2017-18 Action Plan and reviewed after our Conference/AGM. DP had received further responses from the recent audit, which were discussed. **Action SAS to draft and forward a template email giving advice re running a scheme and receiving appropriate NHW updates.**

11. Conference & AGM 2017 – JW clarified we have the venue, date and theme agreed. Deposit paid and "Save the Date" sent out via the alerts. Speakers: P&CC [Paddy Tipping](#), Recently appointed Chief Constable [Craig Guildford](#), Inspector Les Charlton, who recently presented a [Cyber Crime Conference](#) for small and medium sized businesses plus a representative from the newly created [Victim Care](#). **Actions:**

- **SAS to contact Eva Hunt, to clarify who will attend.**
- **Biographies required 150-200 words. CT (Police) SAS (Victim Care) to arrange. Biography held for PT.**
- **JL to organise registration, via website, and promote Conference, via alerts.**
- **PM to provide NW laptop.**
- **SAS to repeat the Contacts exercise and organise programme.**
- **CT to provide Notts Police's Pull up display sign.**
- **JL to contact trade exhibitors and SAS banks/Experian.**

12. Proposed Expenditure/Awareness-Raising Campaign (No Uninvited Callers stickers and business cards) Resources now received and distributed. **Action JL to deliver No uninvited caller stickers to SB.**

13. PCC 2017-18 Community Safety Fund application – JW confirmed our application for £5000 was submitted, ahead of the PCC deadline, and acknowledged. He should receive a formal response during March.

14. Any other business – None

15. Date for future meeting – Friday 7 April 2017 1.30pm Dunkirk & Old Lenton Community Centre

Meeting concluded 4.30pm.