

**MINUTES OF A MEETING OF THE W&SNHWA COMMITTEE HELD ON WED 10 OCT 2012 AT THE NEVILLE
ROOM, WILTSHIRE POLICE HQ, DEVIZES**

Present.

Gwyn Comley – Chair
Digby Barker
David Budd
Lesley Favager
Ian Mace – Vice Chair
Sue Stoker
Andrew Law – Secretary

In attendance:

Gavin Ketchen

ITEM 1. INTRODUCTIONS

1. The Chairman introduced David Budd who had agreed to join the Committee as prospective Treasurer.

ITEM 2. APOLOGIES

2. The Chair presented apologies from David Nicol who for health reasons had felt obliged to resign from the Committee. The Chair offered thanks for his efforts during his time as treasurer.
3. Apologies were received from Amanda Clarke, Anne Cleverley, Trudy Law, David Nicol and Carolyn Whistler.

ITEM 3, ISSUES FROM THE LAST COMMITTEE MEETING, 12 JUL 12

4. Matters Arising.

- a. NHW/Police Agreement, (para 7). The Chair was developing this work with Ian Mace and intended producing a Business Plan. **Action: Chair**
- b. NHW Info Leaflet, (para 8d). A copy of the trifold leaflet had not been found during the period since the last meeting. **Action: C/fwd as agenda item.**
- c. Street Signs Process (para 11b). There should be a clear process for the acquisition and deployment of NHW signs. Ian and the David Budd agreed to perform this review and report to the Committee. **Action C/Fwd. David Budd and Ian Mace.**
- d. Street sign charges (para 11). It was proposed, seconded and agreed that the charge should be raised to £35. The website should be amended accordingly. **Action: Complete**
- e. Purchase of Street Signs, (para 12). It was the understanding of the Committee that purchasing remained a police responsibility and David Budd undertook to forward a quotation for signs to Amanda Clarke. Action was incomplete however the subject was subsumed into the discussions at para 8 below.
- f. Website, (para 17). Progress on updating the website and exploring the possibility of a new site was briefed to the Committee and is reported at para 10. **Action: Complete**

ITEM 4, CHAIRPERSON'S REPORTⁱ

5. Three new CACs had been recruited.
6. The Chair gave some examples how she had involved younger people as members of her local NHW. There was debate as to whether the W&SNHWA should be involved when the police give presentations to schools. The Chair agreed to discuss this with Amanda Clarke. **Action: Chair.**

ITEM 5. SIGNAGE

7. It was reported that signs were still being ordered at the old price of £25 using old forms. Amanda Clarke should be asked to notify NPTs of the price change to prevent further occurrences. **Action: Chair.**
8. Whilst charges should be maintained at the agreed £35, David Budd undertook to investigate how many signs remained from those purchased by the Police and handed over to Balfour Beatty and Swindon. He also agreed to investigate whether there was any scope to return the price to £25. **Action: David Budd**

ITEM 6. POLICE UPDATE

9. A brief police report was read out.

We currently have 3133 schemes registered, average of 15 households per scheme = 46,995 households approx.

New housing estates are being encouraged to set up NHW schemes. Devizes, Trowbridge, Amesbury and Salisbury all have large amounts of homes being built. Bulford Barracks have a new estate of 260 MOD homes outside the wire which will hopefully be able to join once completed (is a Secure by Design site so would be really good if we could get the whole site to be covered by NHW - we are going for publicity around the SBD so would be great to include NHW.)

Situation still unclear with Swindon - awaiting Chief Officer review.

Majority of NPT's updating the NHW database successfully - deleting scheme members when co-ordinators change is proving an issue which Amanda is pursuing with Steve Canvin (Help button with advice required on database).

ITEM 7. ASSOCIATION UPDATE

10. Website. The Secretary felt that updating the current website was a higher priority than starting a new website and had focussed his efforts in that direction. A number of issues had arisen during the updating:
 - a. The website features a Constitution which appears to be work in progress. **Action: C/fwd as agenda item.**
 - b. The situation regarding Public Liability Insurance is not clear. **Action: Secretary to investigate.**
11. Treasurer's Report. The balance at 30 Sep 12 was £2,822-46 with the major transactions during the last period being the receipt of £607-01 from Digby Barker and payment of £738-00 to Balfour Beatty for signs.

ITEM 8. MEL

12. The Chair informed the meeting of the Wiltshire Police Authority Measurement Evaluation Learning (MEL) being carried out in accordance with the Police Authority statutory obligation to obtain the views of the public with regard to local policing and preventing crime in their area. The survey which concluded 4 Oct 12 was carried out by phone and some recipients had expressed concern as to whether it was genuine.

ITEM 9. ACTION PLAN OBJECTIVES

13. The following 3 objectives were not addressed but are recorded for consideration at a future meeting.
 - a. Improve communications between the Police and Neighbourhood Watch co-ordinators.
 - b. Recruit more co-ordinators at all levels: especially younger members.
 - c. Obtain funding.

ITEM 10. ANY OTHER BUSINESS

14. Sue Stoker reported concern that a NHW Scheme had been set up by her NPT but her involvement was limited, despite her role as CAC; the situation was exacerbated by the circulation of a list of contact details which was unwise especially as the holding of scheme membership lists does not fall within the remit of the police. It was explained that NHW Schemes are not obliged to join W&SNHWA and that the police carry out their actions regarding NHW in accordance with a toolkit. Consideration should be given to validating the contents of the police toolkit and tweaking it if necessary. **Action: C/fwd as agenda item.**
15. It was suggested that there could be some benefit in the W&SNHWA doing its own road shows and presenting to senior and NPT police in three locations – Swindon, Salisbury and Devizes. The Chair agreed to consider the proposal in the light of her own on-going liaison at NPT level. **Action: Chair**

ITEM 11. DATE OF NEXT MEETING

16. Dates of future meetings are 9 Jan 2013 and 10 Apr 13. Amanda Clark is requested to make room bookings. **Action: Amanda Clarke.**

Andrew Law
Secretary, W&SNHWA
01793 731472

ⁱ Afternote: I have been Chair for two meetings now and I am concerned with the amount of time taken by going over the minutes of the previous meeting. This meeting, one and a quarter hour s was spent on this. This of course leaves very little time for other matters. With this in mind if you notice anything that doesn't seem right to you please let Andrew and myself know so that the minutes can be adjusted. If there is an item causing concern, this will be put on to the agenda as a separate entity so that it can be discussed properly. This way the minutes can be proposed, seconded and finalised leaving the way clear for other matters to be introduced. Many people have a long journey ahead of them and need to leave so they can get home safely.