

**Bromley Neighbourhood Watch Association**  
**Executive Committee Meeting Minutes (revised version)**  
**Mon 17<sup>th</sup> Oct 2011 7.30pm, St. Blaise Training Room, Bromley Civic Centre**

**1. Attendance & Apologies:** (\* denotes non-voting members)

Present: Clifford Longley (CL) Chairman  
Aidan McCulloch (AM) Secretary  
James Ellis (JE) Member  
Sue McVicker (SM)\* LBB SNDO  
Brian Rowland (BR)\* Member  
Ch. Insp. Carron Schusler (CS)\* Met. Police Service  
Cllr. Tim Stevens (TS)\* Chair of Safer Bromley Partnership

Apologies: Alf Kennedy (AK) Treasurer & Vice Chair  
Colin Newman (CN)\* LBB Hd. Of Community Safety  
Peter Toy (PT) Member  
Irving Radnor (IR) Member  
Judith Cross (JC)\* Chair of BCEF

**2. Previous Minutes (15 Sept) + Matters Arising:** Previous Minutes were agreed – for clarification Para. 7.b) meant in Oct. 2011 (not on 11 Oct). CL advised all matters arising were covered elsewhere.

**3. Chairman's Report:** CL reported most items are covered elsewhere.

a) At a BCEF meeting last week, there was discussion about a police public attitudes survey and it was suggested this is circulated to Co-ordinators. After discussion, this was agreed. CL to liaise with JE re distribution with replies to be forwarded to BCEF via JE.

**ACTION: CL/JE to action distribution + JE to forward replies**

b) The Council has requested publicity via our Co-ords database / website about their annual Public Meetings on Council spending. After assurances by TS this was non-political with support from all elected parties, this use was agreed.

**ACTION: JE to circulate to Co-ords**

c) Safer Bromley News had been published with a piece on BNWA. Agreed this should be published on our website.

**ACTION: BR to put copy on website**

d) TS advised that the £3K BNWA grant had been approved and signed off, adding a similar sum was earmarked for next year. CL expressed BNWA's grateful thanks to the Council for this funding.

e) After discussion, CL agreed to issue a Chairman's Newsletter to update all Co-ords the many recent BNWA improvements – this would be well received.

**ACTION: CL to draft newsletter**

**4. Treasurer's Report:** CL advised AK had reported:

a) The Grant Application for payment of £3K was submitted [see 3d) above].

b) Full documentation for opening the new bank account has been placed with NatWest in Orpington. AK now has all the documents for both the Bromley and

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LNWA accounts and will meet his Banking Manager shortly. In response to a comment at the last Meeting, Banks do not hold Treasurer/Charity accounts separately any longer so our account will be in the non-personal sector (this is not an important distinction as the only point of the old "charity" account was the status for bank charges. No bank charges are expected for our new account.

**5. IT Matters: database update / Website development – interim site + Bromley College project:**

a) Database Update: SM reported the review of the Co-ords database accuracy was progressing well. Most Wards had now been completed and 3 (Bromley Common & Keston, Darwin and Biggin Hill) were almost completed. There were over 750 names, 485 with e-mail addresses and 36,000 homes covered.

b) Interim Website: CL advised AK had advised the Interim website is now fully operational and is only lacks a few relevant downloads which do not affect the Watch Application process. BR advised the "info@" distribution process is now sorted – SM advised she was not receiving copies and it was suggested this may be a name spelling issue. Agreed SM to liaise with AK. Also, BR requested options for website photos: SM advised she can provide a Council contact.

**ACTION/S: a) SM to e-mail AK to review + correct spelling**  
**b) SM to provide BR with contact re photos for website use**

c) Bromley College Website: CL reported on a recent meeting at College with 4/5 students where this project will form part of their degree level course. A prototype is planned by this Xmas. CL has their e-mail addresses and BR is to lead on project and be their main point of contact and update Exec. on progress. CL commented we will have 1 'winner' but the other 3 could possibly be made available to other NWAs in London via AK.

**ACTION: a) CL to advise BR e-mail addresses b) BR to update next Meeting**

d) Use of Co-ords database: Discussion on procedure for use of database by police for information purposes. Agreed all requests should be channelled through CS at Bromley Police Station for approval/editing as required, then to be distributed to Co-ords via BR / JE for website and distribution. Also agreed Police can issue a regular fortnightly news update – this would be well received by Co-ords. CS will advise the Police that BNWA is knowable and willing to circulate priority policing issues and trends to Co-ordinators.

**ACTION: CS to action Police requirements + liaise with BR/JE for issue**

**6. Training Programme For Co-ords (+ 'pack' for Co-ord attendees):**

a) CL reported PT was commissioning / ordering USB sticks as agreed. The cost is £350 and they will be available very soon.

b) SM updated on dates / details of Co-ordinators Training:

- Tonight (17 Oct) in Bickley – PT and Pete Warne SNDO attending
- 9 Nov at Beckenham Town Hall (Amanda Davis SNDO attending)
- 9 Nov. Hayes Village Hall (SM attending). Other dates + venues TBC.

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**7. Police related issues: Changes to SNT Sergeants:**

CS advised the SNT re-organisation was agreed and is being implemented, with some staffing changes. Full details are on the Metropolitan Police website.

**8. New bullet point Application process (SM):**

CL reported that AK and SM had been working on a draft set of bullet points for the New Watch Application process. These need to be formally agreed by CS as some actions/options relate to the Police/PCSOs. Details were circulated to all Exec. Members to review. SM advised there are minor issues to be clarified / confirmed with CS but SM foresaw no problems. The Meeting agreed these should be finalised, agreed and implemented with SM to update next meeting.

**ACTION: SM + CS to agree + implement New Watch Application process**

**9. Working Party Update / Promotion of NW: leaflets, publicity etc:**

a) JE reported they had a review meeting: various actions are being progressed.

b) CL reminded that they should review how NW can best be operated in areas of the Borough where the current BNWA model / format is less relevant and operable for Co-ords, including more transient populations and for issues such as teenage mobile phone crime.

**ACTION: Working Party (PT/IR/BR) to review + make recommendations**

**10. Any Other Business:**

a) JE queried e-mail responses (recent from VH answered by AK) and who should respond – after discussion agreed JE will ‘triage’ and forward to individual Exec. Members for specific responses as needed.

**ACTION: JE to ‘triage’ e-mails + Exec. Members to reply when asked**

b) CL advised AK had requested dates of future meetings planned in advance. After discussion, agreed AM to arrange future meetings at approx. 6 weekly intervals up to the next AGM in April 2012.

**ACTION: AM – suggested future Meetings schedule: Thu 19 January 2012 /  
Thu 01 March ‘12 / AGM: April ‘12 – date to be decided.**

**11. Date + Time Next Meeting:** Agreed for Thu 01 Dec. at 7.30pm.

**ACTION: AM to book room, issue Agenda + notify Exec. Cmttee**

*A. McCulloch*  
*BNWA Secretary*  
*revised version as at 23 Oct 11*