

**Bromley Neighbourhood Watch Association - Executive Committee Meeting**  
**7.30pm Thu 15<sup>th</sup> Sept. 2011**  
**Committee Room 5, Bromley Civic Centre**

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

Present: Clifford Longley (CL) Chairman  
Aidan McCulloch (AM) Secretary  
James Ellis (JE)  
Peter Toy (PT)  
Irving Radnor (IR)  
Sue McVicker (SM)\* LBB SNDO  
Brian Rowland (BR)\*  
Judith Cross (JC)\* BCEF Chair

Apologies/ Alf Kennedy (AK) Treasurer & Vice Chair

Not Present: Colin Newman (CN)\* LBB  
Cllr. Tim Stevens (TS)\*  
Ch. Insp. Carron Schusler (CS)\* Met. Police

**2. Previous Minutes (21 July) + Actions Arising:** CL advised Minutes agreed + actions covered elsewhere. Query raised re e-mail distribution for 'Exec.' regarding accuracy and individuals included.

**ACTION: JE/AK to review and update**

**3. Chairman's Report:** CL advised all was covered in other Agenda items.

**4. Treasurer's Report:**

a) CL reported AK had advised we have approx. £3K with another £3K due soon. Also new bank account action has been completed by AK.

b) Discussion on purchase of memory sticks for issue at Co-ords training covering costs, size, logos and content. Agreed expenditure of up to £400 for initial 100 (512gb) with suitable content (e.g. welcome, intro. plus items from 'OurWatch' site). Working Group (PT/IR/BR) to meet 28 Sept. to finalise issues.

**ACTION: PT/IR/BR to agree content and purchase memory sticks**

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

a) SM reported on database verification trial for Crystal Palace: many problems and difficulties over accuracy. After discussions, agreed JE to liaise with SM with 1 entire copy of database passed to SM - individual SNTs to be forwarded only their areas in read only format. JE/SM to also liaise with SNTs over updating their local SNT database information.

**ACTION: JE + SM to progress database exchange + issue to SNTs**

b) Data Protection Register: discussed and agreed we will register. Cost of £99 agreed by Committee and IR volunteered to progress.

**ACTION: IR to progress Data Protection registration**

c) Progress update e-mail to all Co-ordinators from CL planned for November 11.

**ACTION: CL to draft e-mail for all Co-ords**

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d) Interim Website: BR apologised for delay due to ill health. Reported it is now functional and all costs have been met. He is reviewing a 'hits' counter. Requested possible topics / content (including 'scams', crime mapping, winter safety etc.) and links. Various actions were agreed as follows:

**ACTIONS: Working Party (PT/IR/BR) to review website content / BR/SM to liaise re topics / JC to provide info. On BCEF**

e) Bromley College Website: CL reported the term has now started and 2 staff have been appointed. This should be treated as if we were a commercial organisation with a formal contract. They will be contacting us further re scoping and requirements.

f) Use of database during rioting: discussion on communications and response. Initial news was issued from Police and Council with subsequent updates issued by Police – these were circulated via BNWA website. Queries were raised over other related items and whether these should also be circulated. It was agreed BNWA should only distribute information issued by the Police.

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

a) SM updated on planned timescales for 3 events:

- 1. Late October (possibly at Beckenham Public Halls)
- 2. November: no date / venue at present – to be notified
- 3. November: no date / venue at present – to be notified

b) Training content – SM suggested: BNWA Exec. update, USB sticks, Trading Standards, local crime issues, winter safety, Ward Co-ords and Safer Neighbourhood Panel membership.

c) Agreed BNWA information for new Co-ords should be: USB stick with updated content, road signs and stickers. Also to be supported by website and training.

**7. Police related issues: Riots + post-riots / Changes to SNT Sergeants**

a) Riots: discussion on BNWA role in public disorder. Agreed on pro-active response if possible as demonstrated in recent events. Many Co-ords had responded very positively. Monthly summary / news to Co-ords was suggested.

b) SNT Sergeants: JC updated on her understanding of changes. New Sergeants and roles will be in place in October 11.

**8. Promotion of NW: leaflets, publicity etc.**

a) PT circulated new sample BNWA leaflet to meeting. Copies will be distributed via SDOs to SNTs. Action on a new poster is also in hand. All agreed it was good work and Committee congratulated PT for this work.

**9. Future strategy update (IR):**

a) IR advised all topics have already been covered at the meeting. Terms of Reference are also being reviewed.

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b) Discussion around how NHW can operate in areas of the Borough where NHW is more difficult to set up and run. The current BNWA model / format is less relevant and operable for Co-ords. Suggestion that the formats used in some Inner London Boroughs (Brixton, Tower Hamlets, Newham etc.) may be more viable. A more 'community' focus with less emphasis on 'police' may be helpful.

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

**10. Any Other Business:**

a) SM raised the new application form and its promotion, issue and use via SNTs. This was formally authorised by the Committee.

**ACTION: SM to issue / send new form to all SNTs**

**11. Date + Time Next Meeting:** Agreed for Mon 17 Oct. at 7.30pm.

**ACTION: SM to book / AM to draft Agenda + notify Exec. Cmtee**

*A. McCulloch*  
*BNWA Secretary*  
*7 Oct 2011*