

**MINUTES OF CROYDON BOROUGH NEIGHBOURHOOD WATCH ASSOCIATION (CBNWA)**  
**COMMITTEE MEETING**  
**30<sup>th</sup> October 2025, 14.00 via Zoom**

**1) Welcome and apologies for absence.**

Present: Paul Voden (Chair), Julian Roche (Treasurer), Kate Clark (Secretary), Sarah Wise (Office Manager), John Kennedy, Caspar Kennerdale.

Apologies: Christopher Adams, Janet Campbell, Inspector Andy Smith., Inspector Miriam Chapman-Rosenfeld, Inspector Rodney Kenny, Inspector Ryan Holliday.

**2) Minutes of last meeting, 11<sup>th</sup> September 2025. Accuracy and any matters arising not covered below.**

The minutes had been circulated with the meeting papers.

**Action: KC to amend the action noted for Agenda item 10, Events, to read: *PV and JR to promote Neighbourhood Watch, presenting at a ward panel meeting at John Fisher School in the week beginning 15<sup>th</sup> September.***

**3) Treasurer's Report**

JR had circulated his report, covering the 6 weeks since the last meeting. In this period, £70.00 had been received in donations and £72.00 from the Croydon Community Lottery. Two invoices had been paid for the Office Manager's services and one of £1,000 for work related to the Violence Against Women and Girls project. £4.25 had been paid in bank charges. . The closing balance on 28<sup>th</sup> October 2025 was £14,181.00.

**4) Police Report**

PV reported that, because of the reorganisation happening within Croydon Neighbourhood Police, none of the Inspectors were able to attend. With Chief Inspector James Weston's move to the London Borough of Westminster, MC is now Acting Chief Inspector. He noted that Superintendent Luke Dillon had given a very full briefing at the Crime Prevention Day (CPD), suggesting that Committee activities could be informed by that. PV has asked him to provide CBNWA with a copy of his PowerPoint presentation. Additionally, the Superintendent had reported on the incidents at Charing Cross at another meeting. The Charing Cross Custody Suite staff have been replaced, with five officers sacked and two more under investigation. Chief Inspector Weston is managing the situation. Commissioner Sir Mark Rowley will be speaking about the plan, A New Met for London, at a public meeting in Croydon on 19<sup>th</sup> November: the meeting is now fully booked.

**Action: Police to examine the offender packs and let PV know if there is any content which could be passed on to NWN to use within their campaign. (Action from 7/8/25 meeting, originally assigned to RH).**

## 5) Funding

JR had received a request from Croydon Council to update CBNWA's address on the Oracle Cloud iSupply Portal. CBNWA invoices now have PV's address as CBNWA'S address. Presumably the Council's Oracle system still has the Fire Station probably explains why there has been no progress obtaining the MOPAC funding. PV recommended that SW contact Ola Kolade's PA, Stacy King, for assistance with the matter.

**Action: SW to contact the sender of the email asking about the Oracle Cloud iSupply Portal and how to update our address on it.**

**Action: Once address corrected on the Council's Oracle System, SW to contact the Council Finance Department to stress that urgent payment is needed, as lack of funding is affecting our ability to deliver on related community projects.**

**Action: If invoice remains unpaid following above actions, SW to contact Ola Kolade's PA, for assistance with the matter.**

PV noted that CA would not be able to progress the National Lottery bid until CK and PV had finalised their plans for making cyber safety awareness literature and sessions available to children.

## 6) Update from Office Manager

SW had experienced problems organising a Committee member to interview a potential co-ordinator. The problems were possibly connected with the fact that the potential member used Gmail.

**Action: SW to ask CA if he can interview the potential co-ordinator who had registered a watch on V4 in July and had applied to be recognised as a co-ordinator.**

She has been authorising more people from Neighbourhood Alert to receive messages via Met Engage and adding their names to the CBNWA database. Some work had been required on the Wicks system, after a Committee member had given someone access to add information. CK reminded Committee members that he can assist with problems like this. He also noted that CBNWA need a process for adding information to the website. SW noted that she has been preparing the ward lists of co-ordinators, ready for the Croydon Eye distribution day. She had circulated the first draft of the Eye on 29th October and invited comments. Committee members agreed that the font varied in size, with some of it very small. They suggested reducing the size of some of the panels and possibly removing some of the content to allow for the font to be increased where necessary.

**Action: SW to review the size of the fonts, to ensure that the publication could be easily read.**

**Action: SW to add a note of thanks to the staff of Royal Russell School to the item on the CPD, acknowledging their generosity in allowing CBNWA to use their premises and facilities.**

**Action: SW to add a note of thanks to the stall holders to the same item.**

**Action: SW to correct the spelling of Chris Philp's name.**

**Action: KC to review the item requesting volunteers for the role of Committee Secretary and suggest changes to SW.**

**Action: JR to email SW details of spelling errors etc. which he had spotted.**

**Action: SW to send a copy of the second draft to co-ordinator Colin Reed who has volunteered to undertake proof reading for CBNWA.**

PV noted that the Scout Hut is booked for 11.00 a.m. on 6<sup>th</sup> December and that 45 minutes would be needed to prepare the materials for collection. Committee members and helpers would need to arrive at 11.00, with people being able to collect copies from 11.45.

## 7) Events

Committee members felt that CPD 2025 had gone well. Time-keeping had been much better this year. Although there had been about twice as many attendees as two years previously, Committee members agreed that numbers of attendees were still too low. PV commented that we need to improve publicity about the event and CK queried who is eligible to attend. PV responded that the event is open to anyone who wants to attend and is not restricted to co-ordinators.

**Action: CK to widen ClearCommunityWeb's promotion for CPD 2026, reflecting the fact that the event is open to anyone who would like to attend.**

KC observed that she had only received 16 feedback forms. This was disappointing, as last year she had received 21 forms and the number of attendees had been lower. She suggested that a question be added to future CPD feedback forms, asking where the attendee had learned about the event.

**Action: CK to create an electronic version of the form which could be sent out to this year's attendees and act as a template for future CPDs.**

**Action: KC to email the CPD 2025 feedback form to CK.**

PV noted that speakers have been asked for copies of their presentations.

**Action: PV, JR and possibly CA to support the Croydon Town Centre Public Safety Fair on 11th November.**

## 8) CBNWA systems, software and communication methods. Update.

**Action: CK to arrange to visit SW in order to handover and set-up the new laptop and telephone.**

CK noted that there would be no charges connected with using the telephone in the first year but, after that, if CBNWA's number were to be retained, charges would be accrued. The company Core Telecom supports charities by supplying free 0300 telephone numbers which could be linked to CBNWA's telephone number.

**Action: CK to send a link to details of Core Telecom's 0300 offer to charities.**

**Action: Committee members to discuss the possible use of a 0300 telephone number.**

CK indicated that the present telephone number had been deactivated some time ago. PV queried if CBNWA needed a telephone. KC responded that some people would prefer to discuss things rather than send an email and, additionally, a mobile telephone is useful in verifying access to web-based services. CK added that SW could use it to make calls on behalf of CBNWA rather than using her own phone. It is anticipated that the CBNWA phone will be used for calls and texts only.

CK noted that migrating to Microsoft 365 would resolve problems related to Committee members logging into the CBNWA emails from different computers and would, generally, enable better IT governance and safety. He envisages applying to Charity Digital, which facilitates not-for-profit organisations in acquiring donated software. The application would need to be submitted under the name of the chairman. Once Microsoft 365 is set-up and Committee members' computers adapted as necessary, processes for working would need to be established. CK would then audit other systems

used by CBNWA, to ensure their security.

**Action: CK to present a plan for migrating the CBNWA systems to Microsoft 365.**

CK has booked 3 sessions which will involve ClearCommunityWeb, Croydon Police and CBNWA. The sessions will use space in Croydon Central Library. A 2.5 hour cyber protect programme will run on 20<sup>th</sup> November and then be repeated on 14<sup>th</sup> May 2026 and then be repeated twice a year. A session focussing on cyberstalking, online bullying and cyber abuse will run on 12<sup>th</sup> February 2026. The programmes will be adapted to suit co-ordinators and other people who need to support community members. ClearCommunityWeb will also be running a wider community event on 12<sup>th</sup> February 2026, after the cyber abuse session, to discuss concerns and issues relating to violence against women and girls (vawg). The event is likely to attract groups and charities whose work is related to vawg. It will include speakers and stalls: CBNWA will be able to have a stall at this event. The 14<sup>th</sup> May event could be promoted at this event and then the CPD promoted at the 14<sup>th</sup> May event. PV suggested that the events could be promoted at Local Community Partnerships (LCP) meetings.

**Action: CK to forward details of the 20<sup>th</sup> November event to SW.**

**Action: SW to circulate details of the 20th November event to all contacts.**

CK had met with Renee Lord-Lindsay (RL\_L) of Croydon Community Leaders and sketched out publications for schools for the CBNWA, Mayor's Office for Policing and Crime (MOPAC) funded, VAWG project. They discussed curating useful resources and links for the CBNWA website. Focus groups with young people will be set-up to establish the content and subjects that would best support them. They would also provide evidence for the National Lottery bid. These would be used to plan the content of the publications and the workshops. It is envisaged to have a focus group at the Oasis Academy Shirley Park as RL-L has already worked with them. Two further groups would be with a uniform and a community youth group, possibly in the north west of the borough. A total of 4 groups, with different demographics, would be ideal. RL-L will be providing some milestones for the project. The project is within the MOPAC deadlines.

**Action: CK to discuss holding focus groups at other schools with Chloé Rembry, Croydon Council Project and Improvement Manager.**

**Action: CK to contact RL-L for a progress report.**

## **9) Update of CBNWA Policies**

PV suggested delaying reviewing the policies until Microsoft 365 is established for CBNWA. Microsoft 365 will make viewing and commenting on the policies easier.

## **10) Neighbourhood Watch Network**

PV's National Neighbourhood Watch update 21-10-25 had been circulated with the meeting papers. PV had joined a Leads' meeting on 29<sup>th</sup> October. The meeting had included an update on the work with BT over the switchover from analogue to digital landlines and a report about a project running in the north to enrol more co-ordinators. A links has been sent out for the 10<sup>th</sup> December AGM. The finalised strategy for the next 5 years will be presented at the AGM. It will include a one page document succinctly stating NWN's main focuses. The amended Safeguarding Policy has been circulated. The Income Generation Manager is now Emma Drozd, the Young People's Programme Manager is Simone Earnshaw and there is a new Digital Communication Officer. PV understood that the youth worker who had been working across 3 London boroughs had left. Locations for 3 NWN bystander training sessions

in Croydon are to be discussed at an LCP meeting. They are due to be delivered summer 2026.

**Action: PV to circulate the PowerPoint presentations from the meeting when available.**

**Action: KC to add the NWN's amended Safeguarding Policy to the November agenda.**

**Action: SW to circulate details of the Croydon bystander training events, when available, to all contacts.**

#### **11) Local Community Partnerships (LCP)**

PV reported that there is to be a Local Community Partnership Celebration Day on 27<sup>th</sup> November at the Croydon Voluntary Action offices. The LCPs will give presentations about their projects. The event is open to everyone. PV and CK will be attending.

#### **12) Charity Commission**

KC and JR have arranged to complete the Annual Review on 25<sup>th</sup> November.

**Action: KC to contact JC to discuss the trustee role of Committee members.**

**Action: KC to add JC as a trustee on the Charity Commission website.**

#### **13) Any Other Business**

**Action: KC to contact the co-ordinator who had volunteered to do the minutes of meetings and explore the possibilities of him assisting the committee.**

#### **14) Date, time and venue of next meeting: Wednesday 26<sup>th</sup> November 2025, 14.00. Via Zoom.**

**Action: KC to email all Committee attendees, alerting them to the change of day for the next meeting.**

Kate Clark, Hon Secretary