**MINUTES OF CROYDON BOROUGH NEIGHBOURHOOD WATCH ASSOCIATION (CBNWA)   
COMMITTEE MEETING**

**27th March 2025, 2.00 p.m. via Zoom**

1. **Welcome and apologies for absence.**Present: Paul Voden (Chair), Julian Roche (Treasurer), Kate Clark (Secretary), Sarah Wise (Office Manager), John Kennedy, Christopher Adams, Inspector Ryan Holliday. Guest observer: Councillor Janet Campbell. Apologies: Caspar Kennerdale, Chief Inspector James Weston, Inspector Andy Smith, Inspector Miriam Chapman-Rosenfeld, Inspector Rodney Kenny.  
     
   JK had notified KC that he would be late joining the meeting.
2. **Minutes of last meeting, 27th February 2025. Accuracy and any matters arising not covered below.**The minutes had been circulated with the meeting papers and were accepted as accurate. KC asked RH if the Police would be happy with minutes of the CBNWA meetings being put on the CBNWA website. None of the Inspectors had been in attendance when this matter had been discussed. Minutes would not be added to the website until they had been approved at the following meeting. RH indicated that this was okay with the Police.
3. **Treasurer’s Report**JR had circulated his report with the closing balance of 25thMarch: £15,651.48. £57.50 had been received from Croydon Community Lottery during the month. The only new item of expenditure is the bank charge of £4.25, as discussed at a Committee meeting last year. He queried whether or not the arriving and leaving school leaflet created by SW would be printed. The Committee felt that it should be made available on the website and not printed until CBNWA is able to engage with schools.   
     
   **Action: KC to forward her sister’s proofreading observations of the leaflet to SW.   
   Action: SW to make any necessary changes to the leaflet and post it on the website.**

1. **Police Report**RH reported that the Borough is relatively quiet at present in terms of policing. A number of summer festivals and other events are being considered by both the Council and Police Licensing teams. Courier fraud appears to be on the increase and Operation Call-back is focussing on raising public awareness of the frauds. Now in its sixth and final week, Safer Neighbourhood Teams (SNTs) and Response Police Teams are working with Post Offices, to ensure staff are able to recognise vulnerable victims. Facial recognition initiatives continue to run in the town centre, when equipment is available. There has been discussion about it being deployed in other areas of Croydon, following a successful deployment in Thornton Heath. Croydon is to trial permanent facial recognition cameras in the town centre. Details of how this will be managed have yet to be decided. PV observed that, if the town centre has fixed cameras, the van, when available to Croydon, could be deployed in other areas. JR asked if signage would be used to notify the public of the presence of the fixed camera, as it is used with the vans. RH responded that there would be signage but official details were not available yet. PV said he understood that the cameras would only be switched on when there were Officers available to respond to alerts. JR observed that the public would not know when the cameras were operational. JR commented on the problems of CCTV cameras encroaching on personal privacy. PV observed that a licence is needed if a camera is used to cover peoples’ private property. Residents’ entrance ring-style cameras are covered by different legislation governing what they can cover. SNTs are still carrying some vacancies at present. RH estimated that 10% of wards have Police Constable vacancies, with approximately 10 vacancies across the 28 wards. The Inspectors are working to retain the officers they have but are also trying to attract officers from other teams. This is difficult as staff need to be particularly interested in this area of work. Few probationary constables are opting to work in SNTs. Two officers will be joining Croydon SNTs in May and June but these are transferring from similar roles elsewhere in London.   
     
   RH left the meeting at approximately 2.18 p.m.
2. **Funding**CA reported that he has not started work on the final draft of the Croydon Youth Watch bid for National Lottery money as feedback is still being received. Crucially, feedback from schools is awaited. At a recent meeting Alison Kennedy, Croydon Council referred CA to Kath Bennett. Kath Bennett set up the Violence Against Women and Girls initiatives in schools. CA met with her and she was supportive of the Croydon Youth Watch project and will be arranging a Zoom meeting for CA with the heads of schools likely to actively support the scheme. Five schools or colleges will be involved in the meeting, with the hope that at least four of them would engage with the project. These are likely to include Coulsdon and Croydon Colleges, who have a new Safety Lead likely to want to introduce new initiatives. JR commented on how impressed he was with the proposal and asked about the bid from a Council Officer to encompass the work within his own projects, focussing on hotspots. CA responded that CBNWA needed to be pragmatic and focus on schools likely to commit to the project but that a compromise had been reached.   
     
   **Action: CA to produce a précis of the scheme, aimed at busy heads of schools, to be passed to the heads in advance of the meeting.  
   Action: CA to seek feedback from a school in High Wickham where a Neighbourhood Watch scheme has already been established.   
   Action: CA to obtain brief emails of endorsement of the project from partnership organisations.  
   Action: once schools have engaged with the project and partnership organisations have endorsed it, CA to develop the final draft of the bid.**   
   **Action: PV to query with Cheryl Spruce and John Hayward-Cripps if NWN will be feeding back on the proposal when he meets them on 28th March.**CA thanked KC for forwarding details of local funding sources she had obtained at a Local Community Partnerships meeting but noted that they would only be worth approaching if they were particularly relevant to the Croydon Youth Watch proposal. JC said she felt it very important that project should be led by young people themselves and should be their idea rather than being something that was imposed on them. They should be asked what could be done that would make them feel safer in and around school. PV had forwarded to CA an email from Chris Rowney, Head of Croydon Violence Reduction Network, regarding trying to introduce a Neighbourhood Watch co-ordinator into the Croydon Campus of London South Bank University (LSBU).  
     
   **Action: CA to approach staff of LSBU Croydon campus regarding introduction of a co-ordinator or co-ordinators to the campus and to use this as further evidence of CBNWA activity in the area of Youth Watch.**PV reported that MOPAC funding was on the agenda of the Safer Neighbourhood Board meeting that evening, 27th March. Additionally, he has spoken with the Mayor’s secretary who is checking for suitable dates when he could meet with CBNWA Committee members.
3. **Update from Office Manager**SW reported that an email pointing out an error in the arriving and leaving school leaflet had knocked her confidence and said the she intended to use the *Grammarly* website to check her work in future. She had sent out the information developed by CA about the Croydon Youth Watch project to all the schools. She asked for details of new co-ordinators interviewed since the last Office Manager left and before she took up post.   
     
   **Action: PV to send SW details of all new co-ordinators interviewed in the past year.**   
     
   PV had sent SW a list of most of the Croydon Ward Panel Chairs, to enable her to put co-ordinators in touch with their Ward Panels.   
     
   **Action: PV to forward further information about Ward Panel chairs to SW when it becomes available.**   
     
   She has been trying to rationalise the process of sending emails by adding all the V4 records to the CBNWA database. Presently, she has to email using 5 different lists. She is about halfway through the process. She confirmed with PV that he was happy with the layout for the ID badges she had developed.  
     
   **Action: SW to email all new co-ordinators interviewed in the past year about the availability of ID badges.   
   Action: PV to send SW the link to the Croydon Voluntary Action (CVA) calendar, to enable her to obtain the dates of future LCP meetings, together with details of wards covered by each of the LCPs.   
   Action: SW to arrange for the ID badges to be passed to the relevant LCPs, to enable co-ordinators to collect them at LCP meetings.   
   Action: SW to send a list of the dates of future LCP meetings, together with details of wards covered by each of the LCPs to relevant co-ordinators, inviting them to collect their ID badges at the meeting.**As a last resort, the badges could be made available to co-ordinators at the Crime Prevention Day (LCP).   
     
   JK joined the meeting at approximately 2.34 p.m.  
     
   SW enquired about the decision to put Committee meeting minutes onto the CBWA web-site. PV reported that he had emailed NWN for details of their 2025 campaigns to add to the January 2025 Committee meeting minutes but had not heard back. **Action: KC to send PV a list of the campaigns whose details she could identify from PV’s comments to the CBNWA Committee January 25 meeting about NWN business, asking if he could identify the missing detail.**  
   **Action: Once details regarding the campaigns has been finalised, KC will remove the word draft from January 2025 minutes and send the final version to PV for CBNWA records and SW to add to the website.   
   Action: KC to send copies of the final minutes of all future Committee meetings to PV for CBNWA records and SW to add to the website.**
4. **Crime Prevention Day (CPD) 2025   
     
   Action: PV to ask John Hayward-Cripps of NWN to confirm whether or not he will be able to speak at the CPD 2025.**KC reported that Alexa Loukas, Crimestoppers London Region Manager will not be available to speak at the CPD.  
    **Action: KC to ask Alexa Loukas for her availability in May and June, to speak at a CBNWA workshop.  
   Action: SW to notify all Croydon Councillors of the date of CPD 2025, inviting them to attend.**JC recommended asking Councillors who champion CBNWA to promote the day. She volunteered to promote the day with the Labour group of Councillors.  
     
   **Action: PV to email JC asking her to promote the day to the Labour group of Councillors.**
5. **Cyberhood Watch Champion**

CK had emailed Committee members with an update on the planning of the workshops and on CBNWA systems issues.   
  
**Action: CK to work on proposal for ClearCommunityWeb to train school students to become Cyberhood Watch champions and forward it to CA as soon as possible on or after 21st April.  
Action: CA to include CK’s proposal in the bid for funding for Croydon Youth Watch project.   
Action: SW to contact CK to arrange for him to deliver the new laptop and telephone to her.**PV noted that CK has indicated that, because of the time needed, converting CBNWA hardware and web services to using Microsoft Office 365 software is likely to take place in the summer. CA observed that Office 365 was a subscription, which we would need to pay for on a regular basis. PV responded that the monthly fee would be relatively low and that income from the Croydon Community Lottery (CCL) would more than cover it. CA noted that there is a big discount for charities using Office 365.  
  
**Action: SW to email to all co-ordinators, subscribers and Croydon NWN members encouraging them to take part in the CCL, electing to support CBNWA.**SW reported that, when emailing about the CCL she had received responses from some people asking not to receive any further information about it. PV noted that using Microsoft Office 365 should enable us to use Microsoft OneDrive, which is not possible at present.

1. **Update of CBNWA Policies   
     
   Action: PV to arrange a meeting to update the policies as necessary in April.   
   Action: SW to make updated policies available on the website in due course.   
   Action: PV to contact JC about booking a room at the Town Hall for CBNWA Committee members to update the policies.**
2. **Neighbourhood Watch Network (NWN)**PV’s *National Neighbourhood Watch update 21-3-25* had been circulated with the meeting papers. PV had informed NWN that CBNWA are adding all V4 Croydon records onto the CBNWA database. KC queried extending the offer of arranging batches of the *Croydon Eye* to non-co-ordinators. PV said that anyone offering to distribute the *Eye* would be helping the CBNWA cause and that we would be able to discuss the advantages of becoming a co-ordinator with them on the collection day.  
     
   **Action: SW to email all co-ordinators reminding people who had not provided the details of someone who could take over their role when necessary that they still needed to do this.**The next meeting of the Regional Associations’ Leads is taking place on 29th April and Cheryl Spruce of NWN will be sending out an agenda which will include consideration of Associations working together on some projects. KC queried if these meetings were being broadened out to include any Committee members. PV indicated that it was restricted to just two people from each Association and indicated that JR had enjoyed the previous meeting. KC noted that, while some of the other Associations may have seemed impressively well organised, CBNWA were involved in some impressive initiatives.  
     
   **Action: PV and JR to join the NWN 29th April meeting.** All Associations are being asked to promote Neighbourhood Watch Week, which will celebrate the 40th anniversary of the week. This will be in June. Packs of information will be provided and NWN will cover insurance for any street parties taking place to promote Neighbourhood Watch that week. CA mentioned that RH had indicated that they were considering how to support summer events in the Borough and that it would be worthwhile discussing with them which would be the most useful in terms of promoting Neighbourhood Watch. Where these events were occurring close to Neighbourhood Watch Week, they could be linked with the week.  
     
   **Action: PV to ask RH to let CBNWA know summer events suitable for promoting Neighbourhood Watch.**CBNWA has signed up to the Youth in Action newsletter. The first edition has yet to be produced and it will be aimed at 16-4 year olds.CA has included it the Croydon Youth Watch proposal and has signed up to it himself.  
     
   **Action: When available, SW to circulate the Youth in Action newsletter to all contacts.**NWN wants feedback from Associations on what the strategic plan for the next five years should include. It is likely to be raised at the meeting of the Regional Associations’ Leads. An updated Safeguarding Policy has recently been issued: Associations may adopt this for their own use, adapting it as necessary.  
     
   **Action: Committee to consider the NWN Safeguarding Policy when reviewing the CBNWA policies.**The new NWN Head of Communications is Charmian Walker-Smith.  
     
   PV observed that a guide to fundraising was available on the NWN Knowledge Hub and also funding related information on the CVA website.

1. **Local Community Partnerships (LCPs)**PV observed that the Committee encourage all co-ordinators to attend their LCP meetings and asked JC for her observations. She said that the synergy between the LCPs and CBNWA was obvious and the networking opportunities at the LCP meetings provided a lot of useful information. Having a CBNWA presence at the meetings, someone able to promote Neighbourhood Watch and to take note of useful information and pass it to the Committee, is very important. She felt that the message to co-ordinators about the LCP meetings needed to be very clear and explain what they are about as simply as possible. Showing that funds could be devolved to local areas and spent well by the people living, working, studying and volunteering there was also an important message to convey. KC observed that different types of people attended the LCP daytime meeting from those who attended evening ones. The day-time meetings attracted a lot of people working for local organisations or running projects to support people. Some volunteers also attended. Local residents were more in evidence at the evening meetings.  
     
   **Action: PV and JC to discuss appropriate messages about LCPs to pass to co-ordinators.  
   Action: PV and SW to work together to prepare information about the LCP meetings to send to all contacts, particularly encouraging co-ordinators to attend, sharing information about Neighbourhood Watch and CBNWA at the meetings.**
2. **Any Other Business.**KC noted that documents about CBNWA insurance policy had been circulated. SW had forwarded the email from NWN to PV, JR and KC. PV clarified that all CBNWA insurance premiums are covered by NWN and that we did not need to take any action to renew the cover. He had filed the documents in case a claim needed to be made at some point in the coming year.  
     
   **Action: SW to file the documents.   
   Action: Committee to consider the insurance policy paperwork when updating policies.**SW asked which address for CBNWA should be included on the ID badge. PV responded that the address should not be included but that the email address and the website details should remain.  
     
   KC queried if colleagues felt that interviewing new co-ordinators by Zoom was acceptable. It was agreed that using Zoom was acceptable. KC noted that she preferred to meet the candidates in person but at present, preferred not to travel.  
     
   KC noted that she had added CK as a Trustee of CBNWA on the Charity Commission website.  
     
   KC queried CBNWA arrangements for storing any materials needed for new co-ordinators or for promoting Neighbourhood Watch. PV indicated that most of the materials were at his house and he was happy to store them there. Committee members were happy with this arrangement, with JR offering to house some if it was helpful to have them available in the south of the borough: PV agreed that this would be useful. SW also volunteered to store some materials. KC thought a list of materials would be useful but PV said the range was fairly limited at present: the December 2024 *Croydon Eye, the Reporting Crime* leaflet, the street signs and, when received, the Neighbourhood Watch stickers. It was agreed not to store materials from partnership organisations but to request these if needed for a particular promotional event.   
     
   PV thanked JC for attending the meeting and for her useful contributions. Committee members seconded his thanks. JC invited Committee members to get in touch via PV if they wanted to discuss any CBNWA matters with her.
3. **Date and venue of next meeting: Thursday 24th April 2025, 2.00 p.m. via Zoom.**

Kate Clark, Hon Secretary