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Reference: Neighbourhood Watch

Dear

I have been informed that you wish to set up a Neighbourhood Watch scheme in your area of City Division. It is reasonably easy to set up a Neighbourhood Watch but you need a good proportion of the residents to participate.

You will need to contact all the residents in your area and find out how many are actually interested in supporting Neighbourhood Watch and how many would be willing to become active members such as Co-ordinators and Deputies.

When you have contacted the residents and you know who wishes to be included in the scheme, you can then contact me and we can set up a meet if necessary and discuss any issues that have arisen. Once you are satisfied and have a good number of people actively interested then you need to find a venue to hold the first meeting. This can be a Church hall or other local amenity, also any Council buildings can usually be used for free or at a small cost. There is no budget for paying for this facility so any cost would have to be met by the residents. At this meeting the police will be represented, this could be your Beat Manager or another Police Officer, I will also attend unless I have a prior engagement, and if he is available the Crime Reduction Officer will attend. It is at this meeting where a Co-ordinator and a couple of Deputy Co-ordinators, depending on the number of watch households, need to be elected by the members.

I have attached a form that needs to be completed, it is reasonably self-explanatory but I will go through it for you.

- I. **Watch Name:** Unless you are joining an existing Neighbourhood Watch, in which case the name would be the same as that one; the name is usually the same as the road ie Dale Grove Neighbourhood Watch.
2. **Streets Covered:** Some watches cover more than one area, street or road. I need you to list what areas, roads and streets your watch will cover.
3. **Total Houses:** This is the total number of residents your complete watch covers. That is all the roads and streets not just the road you are the Co-ordinator of. You are my initial contact and until there is a meeting I will require you to give me this information.
4. **Names & Addresses of other Co-ordinators & Deputies:** If you cover more than one street or road I will need to know who is willing to be Co-ordinators and or Deputies for those roads. The names and roads should correspond ie No 1 road should be No 1 Co-ordinator or Deputy. These names will be put forward at the meeting and voted on.

Please complete the attached form and return it to me at the address on the bottom.

I have enclosed some literature for you to read regarding setting up a Neighbourhood Watch and please feel free to contact me at any time if you have any queries.

Yours sincerely,

Michael Gough
Neighbourhood Watch Administrator



Neighbourhood Watch Information Sheet

PLEASE PRINT FORM

Proposed Watch Name: **Wilford Community Neighbourhood Watch**

Areas, Roads and Streets Covered:.....
1.
2.
3.
4.
5.
6.

Number of houses in total (Approx):.....

Names, addresses and telephone numbers* **or** email addresses* of other Co-ordinators & Deputy Co-Ordinators:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

** for contact by Ringmaster*

Please return your completed form to:
Michael Gough, Broxtowe Police Station, Strelley Road, Strelley, Nottinghamshire, NG8 6LL