



Safer Communities Team  
Southampton City Council  
Civic Centre  
Civic Centre Road  
Southampton  
SO14 7LY

Hello,

You have shown an interest in setting up a Neighbourhood Watch scheme in your area.

This Information Pack gives you an idea of what Neighbourhood Watch is, how it can help reduce crime, and improve the quality of life for yourself and the residents in your area. To start a scheme, contact your local Police Beat Officer to inform them of your interest and they will be able to assist you.

Once you have launched your scheme, please send back the contact details sheet with your information. Your details will be held electronically and will be added to the mailing list for future letters and the quarterly Neighbourhood Watch newsletter. It would be especially useful to include your email address if you have one, so that I can email you newsletters and information.

I wish you every success in setting up your Neighbourhood Watch Scheme and look forward to hearing from you soon. If there are any problems or you would like to ask any questions please contact me or your Beat Officer at your Local Police station on:

Hampshire and Isle of Wight switchboard: **0845 045 45 45**

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Southampton  
Neighbourhood Watch

INFORMATION  
PACK





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## **A) Introduction**

It is important that neighbourhoods have the power to deal with problems that arise, and that local residents work together to tackle community matters that concern them.

Neighbourhood Watch is about bringing people together in their community to increase security, prevent crime, and reduce the fear of crime, especially among vulnerable people, in order to build safer and more solid communities. Neighbourhood Watch is also designed to discourage potential offenders.

This information pack is aimed mainly at people wanting to become voluntary Neighbourhood Watch Coordinators. It explains how Neighbourhood Watch works, what it can achieve, and how you can set up and maintain a successful Neighbourhood Watch scheme.

Setting up a Neighbourhood Watch scheme will be the first step to combating crime in your area as well as creating better relations with neighbours and other people in your community, and improving resident's quality of life.

## **B) How Neighbourhood Watch Works**

Schemes will differ from place to place as individual areas will have a variety of needs and aims. However, the main similarities of each scheme are:

- The scheme will have the support of local residents.
- The scheme will have a key coordinator who acts as the overall manager of the scheme, and is the main link between the residents and agencies such as the police or the local council.

- There is often a committee. This committee is made up of members who share the running of the group and who have agreed to share the work.
- Schemes will have close relations with the police and the Area Neighbourhood Watch Coordinator who can give advice and information about crime prevention.
- Schemes are started by members who have local concerns about the area and community they live in.

Good schemes are the ones that are active and which plan to deal with problems in the area. Members of the schemes can greatly help improve the resident's quality of life by:

- Increasing awareness that there is a need for crime prevention.
- Explaining how crimes can be prevented with the help of the police and the Area Neighbourhood Watch Coordinator.
- Promoting home security and other measures to reduce crime, for example, keeping your car safe, property marking or staying safe when walking at night.
- Encouraging members to be aware of crime being committed and to report suspicious activity to the police.
- Supporting vulnerable people in the community and helping them avoid being a victim of crime.
- Improving the environment and community spirit so that people have a sense of pride about their area and therefore discouraging vandalism.
- Creating safer places for children to play.
- Having good relations with Southampton City Council and using their resources and projects to help the community, e.g. Neighbourhood Wardens, and City Patrol.

### **C) How We Watch**

The first role is to observe calmly and discreetly. The very existence of Neighbourhood Watch in your area will act as a deterrent to many criminal types, but where someone is determined to take a risk it is not the intention that members scare off the suspect in order to prevent crime. Remaining calm and discreet gives you the best chance of registering and reporting what you see quickly and accurately.

It is hugely important to report crime and suspicious behaviour, regardless of how minor you may think the information is. By reporting crime and suspicious behaviour straight away, you may be giving vital information to the police. You will be preventing crime, and may even save a life.

The fact that many of the calls made to the Police by members will turn out to be false alarms, doesn't matter. The important thing is that the information is reasonably accurate. There are of course some situations which are more urgent than others, where a 999 emergency call is essential.

#### **D) How to Start a Scheme**

- Talk to your neighbours to see if they are concerned about problems in the area and if they would like and are willing to support a Neighbourhood Watch Scheme set up in the area/road/block of flats.

As a guide, most schemes need a third of all the residents to be supportive. (i.e.: if there are 30 houses in the area, 10 householders at least need to be interested in a Neighbourhood Watch Scheme.)

- When there seems to be enough support for the scheme, have a resident's meeting. This meeting will make your Neighbourhood Watch group official!

You can ask your local Beat Officer to come to the meeting so you can discuss what action the police are doing for the area and ask for any advice on crime prevention.

A Neighbourhood Watch Coordinator must be chosen in this meeting if someone has not been picked already.

*\*Don't forget that young people, shops, pubs, youth clubs and Community Centres are also affected by crime – it will help you to get them involved.*

#### **E) Window Stickers and Street Signs**

Window Stickers are free of charge when a scheme is set up. Ask the Southampton Neighbourhood Watch Coordinator to provide you with stickers. You should keep some spare for new members when they join. Local businesses as well as people's houses will need window stickers.

Street signs can be ordered from your Southampton Neighbourhood Watch Coordinator.

Street signs must act in accordance with the guidelines set by Hampshire County Council. These guidelines are included in the information pack on a separate sheet.

## **F) The Role of a Neighbourhood Watch Coordinator**

The Neighbourhood Watch Coordinator is the main point of contact between the Police; the Southampton Neighbourhood Watch Coordinator and the residents.

As coordinator, it is your details, which the police and the Southampton Neighbourhood Watch Coordinator will have so they can contact you.

Responsibilities of being a Neighbourhood Watch Coordinator are:

- Receive the Southampton Neighbourhood Watch quarterly newsletter and give any relevant information from this to the Neighbourhood Watch members.
- Organise Neighbourhood Watch meetings with members.
- Deliver leaflets round the road occasionally so people have crime prevention information. If you have Neighbourhood Watch meetings, this is obviously easier to get information round in one go.
- Welcome newcomers to the area and ask them if they would like to be a Neighbourhood Watch member.
- Encourage people to report crime.
- Keep an eye on any elderly or other vulnerable people in the area to make sure they are safe.
- Keep the contact details of the Neighbourhood Watch members
- Inform the Southampton Neighbourhood Watch Coordinator of any concerns, changes etc.

## **G) Members**

The Neighbourhood Watch members also have a responsibility. These are the people who are supportive of the scheme.

They need to:

- Help the Neighbourhood Watch Coordinator with any printing, photocopying or leaflet distribution.
- Make newcomers feel welcome.
- Keep an eye on elderly and vulnerable residents in the area.
- Report crime and suspicious activity to the police
- Be friendly and helpful to their neighbours!



## **Useful Numbers**

**Neighbourhood Watch Coordinator – 023 8067 0984**

Laura Harvey email address: [laura.harvey@hampshire.pnn.police.uk](mailto:laura.harvey@hampshire.pnn.police.uk)

**Southampton City Council, Safer Communities Team  
– 023 8083 2013**

Home to the Neighbourhood Watch Team, who send out information packs, leaflets and arrange for signs to be erected.

Email address: [community.safety@southampton.gov.uk](mailto:community.safety@southampton.gov.uk)

Website: [www.southampton-neighbourhood-watch.com](http://www.southampton-neighbourhood-watch.com)

**Police (Switchboard) – 0845 045 45 45**

Switchboard for Hampshire & Isle of Wight Police Stations (ask for your local station). In an emergency always dial 999.

**Single Non-emergency Number – 101**

A confidential 24-hour number provided by your local police, where you can report problems that don't require a 999 call. Report vandalism and graffiti; noisy neighbours; threatening and abusive behaviour; abandoned vehicles, dumping and fly-tipping; drunk and rowdy groups; drug related anti-social behaviour; broken street lighting.

**Crimestoppers – 0800 555 111**

To report crime anonymously

**Actionline – 0800 5 19 19 19**

To report environmental problems such as litter, graffiti, fly-tipping and abandoned vehicles.

**Southampton City Council – 023 8022 3855**

To contact any department

Email: [gateway@southampton.gov.uk](mailto:gateway@southampton.gov.uk)





## Guidelines for the Erection of Neighbourhood Watch Scheme Notices



1. Neighbourhood Watch notices are informative notices only and are not legally authorised traffic signs. They are displayed under the Town & Country Planning Control of Advertisements) (Amendment No. 2) Regulations, 1987.
2. Neighbourhood Watch Coordinators are reminded that to comply with these regulations they must, at least 14 days before any notice is displayed, notify Southampton City Council in writing:
  - (a) that the Watch Scheme has been properly established in consultation with the police;
  - (b) that the police agree to the display of the notices;
  - (c) giving details of where the notices are to be displayed.
3. Neighbourhood Watch notices must conform to the design and size agreed by the Hampshire Police and Southampton City Council. Details of the approved notice are shown on diagram overleaf.
4. Neighbourhood Watch Committees may arrange for notices to be fixed to existing posts or lamp columns within the limits of the highway. If it is possible to erect these notices outside the highway on boundary walls, fences, etc., this is the preferred location, but suitable arrangements will need to be made with the owners of the property in question.
5. The notices may be erected on their own posts situated outside the highway, etc. in a boundary hedge or on an adjacent property, subject to the caveat in 4 above.
6. The number of notices should be limited to the minimum required to achieve the objective of giving publicity to the scheme, whilst being sensitive to the character and environment of the area. Notices will generally be appropriately close to road junctions entering a Neighbourhood Watch zone which may include within it several adjoining Neighbourhood Watch Schemes.
7. Any notices erected over the verge or footway shall be mounted in such a manner as to give a minimum clearance of 2.1 metres to their bottom edge for the safety and convenience of pedestrians. The highest part of the notice must not exceed a height of 3.6 metres. Any part of the notice must be at least 0.5 metres from the edge of the carriageway to avoid being struck by overhanging parts of vehicles.
8. The notices must not be attached to existing posts carrying traffic signals or regulatory traffic signs. The notices must not be attached to transmission posts belonging to statutory authority such as Southern Electric and British Telecom without the consent of the statutory authority concerned.
9. There are two types of Neighbourhood Watch notice available [each portraying the same graphics]:  
Notice Type A - for fitting to concrete or metal posts or columns by use of banding

Notice Type B - for fitting to substantial wooden poles or on walls by means of four screws.

Because it is a more substantial notice, notice Type A, should be used wherever possible. Notice Type B is NOT to be used on metal or concrete posts or columns. List of prices and carriage costs overleaf.

10. Where the notices are attached to existing metal or concrete posts or columns within the limits of the highway, they must be held in position using stainless steel or non-ferrous fixing equipment such as 'Tespa' banding, as supplied, to avoid corrosion problems.
11. All notices must be maintained in good condition. Damage or defaced notices must be repaired, removed or replaced without delay.
12. Consent for the display of Neighbourhood Watch notices on highway land may be withdrawn by the City Council at any time and notices must be removed within 14 days of consent being withdrawn.



## Get to Know Your Neighbours!

Neighbourhood Watch members: Getting to know your immediate neighbours helps to keep your neighbourhood safe!

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____

Name _____
Address _____
Phone _____













## Neighbourhood Watch Scheme Contact Details

**Please complete:**

**Name of Coordinator:** \_\_\_\_\_

**Full Address:**

\_\_\_\_\_  
\_\_\_\_\_

**Home Tel:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Fax / E-mail** \_\_\_\_\_

**Beat** \_\_\_\_\_ **Areas / Houses covered by scheme:** \_\_\_\_\_

\_\_\_\_\_

**Other committee members of your Neighbourhood Watch Scheme:**

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_ **Fax / E-mail** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_ **Fax / E-mail** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Role:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Tel:** \_\_\_\_\_ **Fax / E-mail** \_\_\_\_\_

**Number of members in scheme?**

**Number of house covered in scheme?**

**How often will Meetings be held?**

**Please send this back to:**

ASB Admin  
Safer Communities Team  
Southampton City Council  
Civic Centre  
Southampton  
SO14 7LY

**(Details of NW Coordinators and Assistants to be added to the Community Safety lists)**

Any information you provide on this form will be held by Southampton City Council (SCC) in accordance with the data protection act 1998. SCC's nominated representative for the purposes of the act is Mark Heath, Solicitor to the Council. If you have any questions relating to the use of your data please contact 02380 83 2013. The information you provide will be used for the purposes of gathering contact details to be used for contact between SCC and Neighbourhood Watch Coordinators in the future. Your information will not be shared with any other third parties unless we are required to do so under a legal duty.