

## **Advice on setting up a new Watch in Woking**

Initially, you need to speak with your neighbours to get their support for the Watch, and then to arrange, with them, to hold an inaugural meeting for the Watch (or Scheme, as the registrations system calls a Watch). This could be held in a local Hall or perhaps in someone's home if they have a suitable room (but be aware of possible hire costs).

You then need to decide if the Watch is going to have "hard" boundaries such as street(s), estate, block of flats, etc, or is going to have a "virtual" boundary and be social media based.

### Setting up a "Hard" Watch:

There will be a need to consider the number of signs needed for the Watch together with their best positions (and regulation minimum height above the pavement). These are provided by Woking BC free of charge when on the public highway, such as lamp posts. Contact Minty Boothman in the Woking Borough Council's Community Safety Team and she will manage the fitting of signs. Minty is best contacted by E-mail, and her address is:- [minty.boothman@woking.gov.uk](mailto:minty.boothman@woking.gov.uk)

You will also need to agree with your neighbours as to whom will be the Coordinator of the Watch (probably yourself) and who would be your Deputy (to take over in your absence). At the Watch Inauguration meeting these two people would then be voted into office. You will also need to agree with your residents on a suitable name for your Watch (e.g. Quality Street Neighbourhood Watch).

Following the successful outcome of the meeting (at which a member of the Woking Assoc. of Neighbourhood Watches may be invited to give some guidance), the Coordinator will be able to register with the WAN. For formal recognition of the Watch, the coordinators (and deputies) need to complete a registration form that is sent to the WAN (see web site for the form). The coordinators then register on the Surrey/Sussex InTheKnow system. This system is also used by the Police to disseminate information down to coordinators and residents. On receipt of the registration form, the WAN will approve the Watch on the IntheKnow system and the coordinators will start receiving Police and Watch emails. That information can then be disseminated down to residents in the Watch.

### Setting up a "Virtual" Watch

This is usually Facebook-based, but other social media tools can be used and SafeLand is an ideal one as it was created specifically for Neighbourhood-type groups.

From experience, social media Watches soon get membership once word gets around. If using Facebook the Watch needs to be set up as a Closed Group where members ask to join. This generates control over the membership. The Administrator and deputy create the Group. WAN will help publicise the new Group.

As with coordinators for a "Hard" Watch, the Admin and Deputy need to register on the Surrey/Sussex InTheKnow system. Once registered, the WAN will provide all the support and publicity to get the Group going.

For all advice or any enquiries, please contact WAN chairman on [Chair@WANW.org.uk](mailto:Chair@WANW.org.uk)