



## THE FIRST STREET MEETING:

### ‘Keeping together is progress...’

First, plan a **Street Meeting** for all the residents in your street, so that they can:

- understand all that is involved in the Crime Prevention Plan and are able to ask questions
- are committed to making the plan of working together to help reduce crime in the community
- elect a committee to serve the residents of this street
- understand that these meetings are not political and that the committees will be non-partisan or apolitical

#### **BEFORE THE MEETING:**

1. Set a day, date and time for the meeting that will suit most residents (probably somewhere between 17h30 and 19h30)
2. Find a venue – a large room with seating for everyone
3. \*Fill in the invitations [in toolkit] and hand out to the residents in the street
4. \*Put up posters where applicable
5. Prepare for the meeting [go through your meeting plan and docs – in toolkit]
6. Make sure you have all your supporting documents:
  - posters and teaching aids
  - stationery
  - agenda (meeting plan)
  - attendance form
  - phone tree
  - SMS application data input sheet
  - voting forms
  - Street Committee details sheet
  - your checklist

#### **DURING THE MEETING:**

1. Start meeting on time. (Plan for the meeting to last about an hour.)
2. Circulate Attendance Form, the Phone Tree and the SMS Application Input Sheet. [in Toolkit] Explain how to fill these forms in.
3. Review agenda [in Toolkit].
4. Keep discussion focused on agenda items.
5. Encourage full participation.
6. Facilitate voting.
7. Agree on appointment of members of Street Committee and what needs to be done by whom by when.
8. Plan for next meeting(s)

**AT THE END OF THE MEETING:**

1. Ensure that you have collected in:
  - attendance form
  - phone tree
  - SMS forms from each person
  - Committee's details
  - Voting forms
2. Arrange suitable venue, time and date for Induction Training for new Committee.

**AFTER THE MEETING YOU WILL NEED TO:**

- Hand your completed forms, as well as the meeting agenda, minutes and supporting documents to the Central Office.
- Order copies of the documents you need for your next training session – Street Meeting and Committee Induction.