MINUTES

Meeting:	**MARLBOROUGH AREA BOARD**
Place:	**Marlborough Town Hall, 5 High St, Marlborough SN8 1AA**
Date:	**12 September 2017**
Start Time:	**7.00 pm**
Finish Time:	**9.20 pm**

Please direct any enquiries on these minutes to:

Becky Holloway Democratic Services Officer, Tel: 01225 718063 or (e-mail) becky.holloway@wiltshire.gov.uk

Papers available on the Council's website at www.wiltshire.gov.uk

In Attendance:

Wiltshire Councillors
Cllr James Sheppard (Chairman), Cllr Stewart Dobson (Vice Chairman) and Cllr Jane Davies

Wiltshire Council Officers
Andrew Jack, Community Engagement Manager
Helen Bradley, Locality Youth Facilitator
Martin Litherland, Head of Waste Management
Amy Williams, Lead Waste Technical Officer
Becky Holloway, Democratic Services Officer

Town and Parish Councillors
Marlborough Town Council – Lisa Farrell, Peter Cairns, Mervyn Hall, Guy Loosmore
Aldbourne Parish Council – Alan Phizacklea
Berwick Bassett and Winterbourne Monkton Parish Council – Mark Saunders
Avebury Parish Council – Andrew Williamson
Ramsbury and Axford Parish Council – Sheila Glass
Mildenhall Parish Council – Deirdre Watson
Froxfield Parish Council – Pat Adams, Claire Costello

Partners
Wiltshire Police – Insp Nick Mawson
Marlborough Area Development Trust – Geoff Brickell, Martin Cook, Rich Pitt
Police and Crime Commissioner – Angus Macpherson

Total in attendance: 37

<u>Agenda Item No.</u>	<u>Summary of Issues Discussed and Decision</u>
81	<u>Chairman's Welcome and Introductions</u> The Chairman welcomed everyone to the meeting and invited the Councillors and Officers present introduce themselves.
82	<u>Apologies for Absence</u> Apologies for absence had been received from Cllr Nick Fogg, Jason Underwood (DWFRS), Shelley Parker (Marlborough Town Council) and Richard Allan.
83	<u>Minutes</u> The minutes of the previous meeting were received and Cllr Stewart Dobson, seconded by Cllr Jane Davies, moved that they be approved and signed as a correct record. **Resolved:** **To approve and sign as a correct record, the minutes of the meeting of Marlborough Area Board held on 18 July 2017.**
84	<u>Declarations of Interest</u> There were no declarations of interest.
85	<u>Chairman's Announcements</u> The Chairman made the following announcements: **Draft Housing Allocations Consultation** The consultation for the Draft Housing Site Allocations Plan would close at 5pm on Friday 22 September, and comments could be submitted online, by email or by post. **Emergency Planning** Parish Councils were encouraged to create or update their Emergency Community Plans which should include the identification of (and suggested responses to) emergences that might happen in their communities. Parishes needing support with their plans could contact Sarah Kelly at Wiltshire Council for a template and general advice **Interactive Public Meetings** Four public meetings had been organised to discuss the current and future challenges facing the council and to invite public views and suggestions on how these could be managed.

	Household Recycling Centre changes The site layouts of nine Household Recycling Centres were being reviewed, including improvements for vehicular access. It was reported that in order to make the required changes, Marlborough recycling centre would be closed between 2 and 14 October.	
86	Partner Updates The Chairman drew the meeting's attention to the written updates in the pack and invited partners to speak to their reports. **Wiltshire Police** Inspector Nick Mawson presented his report and highlighted the following points: that the Force were aware of issues with the 101 non-emergency number and were working to resolve them; that arrests had been made in relation to a spate of burglaries in Ramsbury and a number of vehicle thefts; and that the safety notices for popular beauty spots, funded by the Area Board, would be in place within the next few months. In response to a question it was reported that noting down the security/serial numbers of their bikes could aid owners to reclaim them should they be lost or stolen. Inspector Mawson then provided further information on recent press coverage of Wiltshire Police's estates strategy and its potential implications for the future of Marlborough police station. It was reported that policing of Marlborough was currently co-ordinated from the Devizes hub and that response times had reduced under this model suggesting that it had been effective. The review of buildings was ongoing but an alternative base for touch-down in Marlborough was being sought and should one be found it was predicted that the loss of the police station would have minimal impact on the way policing was conducted in the town and community area. In response to questions it was explained that while the police station building was a highly visible police presence in the town, the way in which people communicated with the police had changed and the building was very under-utilised. Work was being done to improve the 101 service and communication with the police more generally. Members of the public who wished to comment on the police and crime strategy could get in touch with the Police and Crime Commissioner. **Ramsbury Parish Council** Sheila Glass raised her concerns regarding dog fouling in the parish, and invited comments on the possibility of a local bylaw to make carrying bags compulsory for dog walkers. It was suggested that the parish council could get in touch with Wiltshire Association of Local Councils (WALC) to seek advice on pursing this course of action.	

	Marlborough Town Council Mervyn Hall, Mayor of Marlborough, reported that work had commenced on the refurbishing the old youth centre. A project manager had been appointed and support was being sought from local businesses to help with furnishing it. A poster campaign had been launched in partnership with a local vet to reduce dog fouling, and a new footpath had been built on The Green to improve access from Silverless street. The Town Council was also supporting the promotion of the new Great West Way running through Wiltshire along the corridor of the A4: a tourism route being promoted by Visit Wiltshire amongst others. **Marlborough Area Neighbourhood Planning Group** Two studies had been completed on housing and parking needs in Marlborough: raising concerns about retention of young families and an insufficient level of parking spaces in the town centre. Ambitions for the St Peter's School site would be explored within the plan. There would be public meetings held in which the consultants would present their findings and respond to questions.
87	Feedback from previous grant recipients Two groups who had received youth grants from the Area Board were in attendance to provide feedback on their projects. **Marlborough Explorer Scouts** Four young people attended to talk about the month-long trip they had made to Tanzania during the summer to take part in community projects. These had included building a medical centre and doctors residence and renovating the scouting campsite. Before the trip the group had undertaken seven training weekends as well as fundraising activities. The young people reported having new experiences and gaining confidence, personal resilience and skills that would help them to access employment and further education. **Innov8 Sportz Community Interest Company** The project involved running a Sports Leaders course for 15 young people which had included first training four members of staff as assessors. A further 15 young people would complete the course in February 2018. Two of the newly trained Sports Leaders explained that as well as gaining a better understanding of specific sports, the course had also improved their confidence and skills in leading sessions and involving people with a range of needs. Both young people expressed an interest in undertaking a higher-level course in the future. Both groups thanked the Area Board for the funding they had been granted, and for the support of the LYN and locality youth facilitator with developing their projects. Members congratulated the young people for completing their projects and for the work that had clearly been involved.

88	Local Youth Network Update and Applications for Youth Funding
	Helen Bradley, Locality Youth Facilitator, gave an update of the work of the LYN which now had very good representation from the Community Area's youth organisations. She reported that the next meeting would be held on 7 November. The Chairman thanked Helen Bradley for her continued hard work which was making a real difference.
	The Area Board considered one application to the youth grant from Marlborough Area Development Trust. The proposed project was to provide opportunities for teaching young people coding and digital creation to be delivered in two parts. Firstly through a lunchtime coding club at St John's School, and secondly through a mobile workshop which could be delivered in libraries and other community centres. The project would support STEM teaching, with emphasis put particularly on getting young women into coding which remained a gap in the industry's workforce.
	Cllr Jane Davies, seconded by Cllr Stewart Dobson, moved the LYN's recommendation to approve the application and it was
	Resolved:
	To award £1996.89 to Marlborough Area Development Trust for a new Digital Makers Club.
89	HomeRun School Travel App
	Andrew Jack, Community Engagement Manager, provided an update on the HomeRun school travel planning app pilot in Marlborough that the Area Board had funded. The app monitored children's journeys to school and provided data to parents and schools to encourage alternations that would make journeys more efficient, less expensive, and more environmentally friendly. The app also enabled parents to track their children's journeys in real time which could improve child safety, and the data generated could be used to feed into local plans including highway and housing development planning. The app was being piloted in other parts of Wiltshire, as well as in London and Buckinghamshire. A short video was shown about how the app worked and the safety measures in place to protect users and schools.
	At St Mary's School, Marlborough, 31% of parents had registered with the app at the soft launch at the end of the summer term, equating to 97 children. A breakdown was shown of the journeys made by those children, with suggestions for how improvements could be made including a proposed walking bus from one housing estate where several children lived.
	Two more licenses were available for schools wishing to take part in the 2017/18 academic year, with funding available for those schools who wanted to continue using the app after the end of the pilot period.
	Points raised in the discussion that followed included that it was a promising

	project which could produce data useful for a variety of purposes by parents, schools and the local authority, including the production of school travel plans. Travel plans usually depended on voluntary paper-based surveys completed by parents and the app could make collecting information much simpler. Concerns were raised about how the impact of the app on the reduction of pollution would be measured and it was suggested that the promotion of green transport and the removal of cars from the road could only lead to improvement in air quality, even if this couldn't be evidenced.
	The Chairman thanked Andrew Jack for his update and reported that he was pleased that the risk taken by the Area Board to engage with the trial had yielded some positive initial outcomes. Improving air quality was an ambitious goal and small projects taken locally would hopefully make a difference in the longer term.
90	**Supporting learners over 50**
	Glynwen Chetcuti and Alana Walton, from LearnDirect, gave a presentation about their programme of support for learners over 50 in Wiltshire and Swindon.
	The programme, funded by the Education and Skills Funding Agency, had been running since January 2017 and offered free training to anyone aged 50 or over who was eligible to work in the UK but who was not in paid employment. Training was delivered in Swindon, Chippenham and Trowbridge but could be taken out to other areas should there be sufficient interest. Training was focused on supporting learners to access employment or further education by providing key skills like IT, customer service, business administration, and improving general confidence.
	The Chairman thanked the representatives for their presentation.
91	**Waste and Recycling Strategy**
	Martin Litherland, Head of Waste Management, and Amy Williams, Lead Waste Technical Officer, gave a presentation on Wiltshire's Draft Waste and Recycling Strategy and provided information about the consultation process. The strategy covered waste collection and disposal in the ten years between 2017 and 2027.
	It was reported that 700,000 kerbside collections were made in Wiltshire every fortnight and that although the amount of household waste being generated continued to decrease, there were still problems with people not recycling as much as they could. Meeting participants were then invited to answer a selection of multiple-choice questions from the consultation, via handheld voting devices. The consultation on the strategy could be accessed online through the waste and recycling pages of the Wiltshire Council website, and members of the public were encouraged to take part and promote it to others.
	In response to questions, it was explained that the council continued to work with national government to lobby for further reductions in the level of packaging

	created. This was a longer-term goal but the strategy sought to manage Wiltshire's waste in the shorter-term. It was also reported that the majority of fly-tipping appeared to be of commercial waste which could not be disposed of at household recycling centres. While this was a concern it was unlikely to be influenced by charges applied to some recycling services. Concerns were raised about access to household recycling centres for people with physical disabilities or who had mobility difficulties. It was confirmed that there would continue to be staff at the centres to assist users and that the planned changes to the site designs would reduce disruption causes previously by changing containers during the day. The size of kerbside wheelie bins was an item for discussion in the consultation.
92	Community Area Grant Scheme A decision had been taken by members of the Area Board to defer all further applications to the Community Area Grant Fund to their final meeting of the financial year in March 2018. This decision reflected a wish to ensure the limited funding available could be distributed fairly and to where it was most needed. Applications would be judged against the priorities identified by JSA event earlier in the year. Applications could continue to be submitted as usual and those that involved time-sensitive projects could be considered prior to March 2018 should it be deemed necessary. A full statement is appended explaining the reasons for the decision and how to get in touch about proposed applications.
93	Update from Community Engagement Manager Andrew Jack, Community Engagement Manager, gave an update on his recent work in the Marlborough Community Area. **Commemorative Tree Planting** A bid would be submitted by Wiltshire Council in January to the Woodland Trust for 10,000 trees to be planted in Wiltshire in November 2018 to commemorate the centenary of the end of the First World War. Information was being sought from parish councils and other groups interested in receiving trees for their area (for example to specify the number of trees required), and this would be used to support the bid. Parishes wishing to get involved could get in touch with Community Engagement Manager. **'No idling' signage** A problem had been identified in Marlborough town centre with vehicles running their engines for long periods of time while stationary (idling), notably buses and taxis in the high street. This was exacerbating the existing challenges the town faced with poor air quality. It was explained that idling was a fineable offence but that enforcement required a license from the secretary of state and it was

	proposed to first set up a voluntary scheme to encourage drivers, through signage, to reduce their engine running time. It was proposed that a working group be set up to address this and that anyone interested in joining the group should contact the Community Engagement Manager

In response to questions, it was reported that feedback from bus companies had been positive but more work needed to be done with individual drivers. It was acknowledged that the scheme could not solve the town's air quality challenges entirely but that along with the work of the neighbourhood planning group, it would help to make movements in the right direction.

Marlborough Dementia Action Alliance

A strong steering group had been established and new membership was encouraged. Dementia Friends information sessions continued to run and there were plans to forge links with the local retail association, a 'Race to Remember' spinning event was being held to raise awareness and funds. The next meeting of the steering group would be on 27 September at 1pm and more information could be obtained from the Community Engagement Manager. |
| 94 | Any Other Questions

It was agreed that details of Area Board meetings could be displayed on the noticeboard outside the town hall and that the town council should get in touch with the Community Engagement Manager if printed notices were required. |
| 95 | Urgent items

There were no urgent items. |
| 96 | Evaluation and Close

The Chairman thanked everyone for attending and reminded members that the next meeting of Marlborough Area Board would be held on 28 November at 7pm at Marlborough Area Board. |

KEEPING CHILDREN SAFE

Technology – not least the internet – plays such a key role in our lives that it's a positive move to introduce children to it in a careful and appropriate way.

Young people are naturally curious and like to explore … it's how they learn and develop. For them, the internet can be a fascinating and exciting place – not least the ability to easily access entertainment and interaction with others.

However, the internet is relatively unpoliced, making it vital to safeguard your kids against issues like inappropriate contact which may lead to abuse or grooming, adult or malicious content or the temptation to share private information or images … to name but a few.

Essentially, our advice on bringing children up in the digital age falls into three categories:

- Working with your children as they grow and develop to guide them in the right direction, understand what they are doing and being on hand to answer any concerns.
- Having technical measures in place such as parental control software and network and device-level filters in place.
- Being aware of the latest developments in apps, social networking and gaming by reading up on them and speaking to your kids and other parents.

Because of space limitations, this advice is very broad, so for more in-depth information on keeping your children safe on the internet please visit **www.getsafeonline.org** and select *Safeguarding Children.*

7

RUNNING YOUR BUSINESS

Running a business is challenging enough without having to deal with fraud and other online and data-related issues.

Here are some basic rules to safeguard your business:

- Run regular online safety and information security awareness sessions for all employees. Get staff to question and challenge things that seem irregular.
- Ensure physical access to computers and servers is strictly controlled.
- Introduce and reinforce rules about mobile devices, including keeping them safe, use of public internet and secured home access, and the use of employees' own smartphones and tablets in the business.
- Perform regular backups to a reputable service, preferably one that is in the cloud and easily accessible.
- Enforce strict access to company, employee and customer data.
- Make sure you and all staff can spot the signs of a social engineering scam and know how to avoid the company being defrauded in this way.
- Have a software policy firmly in place including usage, updates, licences and what to do with redundant programs and apps.
- When disposing of redundant computers, servers and mobile devices, ensure all data is thoroughly erased (not just deleted) to ensure it doesn't fall into the wrong hands.

8

REPORT IT

If you, a family member or your business suffer fraud, identity theft or abuse, you should report it immediately to avoid repeat victimisation and prevent it happening to others.

This is the case however small the amount you have lost or the abuse suffered.

Report the problem to the website, social network, ISP or organisation used by the fraudster, identity thief or abuser to commit their crime. If you receive a fraudulent email, phone call, text or social media post, report it to the organisation being falsely represented (for example your bank or HMRC).

Report actual or attempted fraud to Action Fraud at **www.actionfraud.police.uk** or by calling Action Fraud on **0300 123 2040**.

MORE ADVICE

Thank you for visiting our Get Safe Online event today. We hope you have found our advice useful.

In this booklet, we have featured a few areas in which the internet is very widely used, and which we are frequently asked questions about at events like the one today.

For comprehensive, simple, free advice on keeping yourself, your family, your finances and your workplace safe online, please visit:

www.**get**safe**online**.org

GET SAFE ONLINE ›

9

We work closely with the Government's cyber security campaign, Cyber Aware, which provides advice for small business and individuals to help protect themselves from cyber crime. To supplement the advice in this leaflet, please note the Government's advice on two key areas of online safety.

Use three random words to create a strong password
Numbers and symbols can still be used if needed, but three random words provide a good compromise between strength and memorability. Never share your passwords with anyone and ensure you use different passwords for your most important accounts, which are your email, online banking and social media.

Always download the latest software and app updates
They contain vital security upgrades which help protect your device from viruses and hackers. On top of having the most up to date security, software updates also usually include new features and functionality – so why wouldn't you install them?

This is based on advice from the National Cyber Security Centre.

www.cyberaware.gov.uk

Get Safe Online in WILTSHIRE

YOUR ESSENTIAL GUIDE TO STAYING SAFE ONLINE

GET SAFE ONLINE ›

www.**get**safe**online**.org

INTRODUCTION

With most of us relying on the internet to one degree or another to communicate, manage our finances, obtain products and services and enjoy entertainment, it really is a wonderful resource.

Unfortunately, however, things can and do go wrong online, with an increasing number of people of all ages and backgrounds being affected by fraud, identity theft and abuse – some of it originating in the UK, but a great deal from abroad.

There are simple technical steps we can all take to protect ourselves, but most problems can be avoided by making sure we always follow some simple rules and use our common sense.

This booklet provides some useful tips which we recommend you read and follow when online, and pass on to someone who you think may benefit from them. Keep it somewhere handy as a memory-jogger as you never know when you may need a quick reminder.

PROTECTING YOUR DEVICES

Here are some 'golden rules' you should follow whenever you're online. That way, you have a better chance of staying safeguarded.

1 Choose, use and protect your passwords carefully, and use a different one for every account.

2 Ensure you always have internet security software/app loaded, kept updated and switched on.

3 Never reveal too much personal or financial information … you never know who might see it, or use it.

4 Don't click on links or open attachments if the source isn't 100% known and trustworthy.

5 Take your time and think twice, because everything may not be as it seems.

You can find more information on these and our other tips at **www.getsafeonline.org**

SHOPPING

If you're buying online from a retailer or individual you're not familiar with, make sure they're reputable and honest by getting recommendations or customer reviews.

Is the payment page secure? There should be a padlock symbol in the browser window frame which appears when you attempt to log in or register, and the address of the page should start with 'https://' The 's' stands for 'secure'.

Unless you know the seller personally, never pay by direct transfer into their bank account. This is a common scam and you'll have little chance of getting your money back.

Don't buy online when you're using unsecured Wi-Fi, such as a hotspot in a café or hotel. Logging in to a hotspot is no indication it's secure, so use 3G/4G instead, or wait until you get home to your secure Wi-Fi.

Remember that paying by credit card offers greater protection from fraud, non-delivery and dishonoured product warranties.

Use different passwords for the shopping, auction and buy/sell sites you use, in case your details get hacked from one or more of them.

When you've finished your shopping session, always log out of the site because closing your browser isn't enough.

Check your payment card statements regularly to make sure you've been charged the right amount, and check your card hasn't been cloned and other purchases made in your name.

FINANCE

Never disclose passwords or other personal information in response to an email, phone call, text, social media post or letter purporting to be from your bank or other official organisation, however genuine they may seem. Real organisations never ask you for this information. Any communication from banks will use your actual name (not 'Sir', 'Madam' or 'Customer') and possibly another verification of authenticity such as your postcode or part of your account number.

However desperate you are to check your account or make a payment, don't bank online when you're using unsecured Wi-Fi, such as a hotspot in a café or hotel. Logging in to a hotspot is no indication it's secure, so use 3G/4G instead, or wait until you get home to your secure Wi-Fi.

Only ever visit your bank's website by entering the address into your browser or using a bookmark you have created using the correct address.

Don't lend your payment cards or reveal their PINs – to anybody else, however trustworthy they may seem.

Always check your statements, and if you notice any unusual transactions report them immediately.

You never know if the person behind or beside you is dishonest. You need to be aware of 'shoulder surfers' viewing your computer or mobile device screen, or at the ATM. Also, if you spot anything irregular at the ATM like an unusual card slot or fascia, don't use it, but report it to your bank.

SOCIAL MEDIA

Be careful who you accept as friends or contacts, especially if you get a request from people you don't know personally. They might not be who they seem, and could potentially cause you harm.

Don't get persuaded into actions or thoughts that you're not comfortable with, or that you know deep down are wrong. Sending intimate images and being persuaded into extremist behaviour are just two examples.

Be careful about what private or confidential information about yourself or your family you reveal in posts or profiles, that could let criminals piece together a picture of you. Phone numbers, pictures of your home, workplace or school, your address or birthdays are all examples.

What goes online stays online. Don't say anything or publish pictures that might offend or embarrass you or someone else, get you into trouble or mean lost opportunities now or at any point in the future.

Review your privacy settings and friend/contact lists regularly.

Set up a separate email account to register and receive mail from the site. Consider a Hotmail, Yahoo! Mail or gmail account as these are fast and easy to set up.

Never post comments that are abusive or may offend individuals or groups of society. Trolling can be very upsetting for the victim, and some cases may be a criminal offence.

Be on your guard against phishing scams, including fake friend requests and posts from companies inviting you to visit other pages or sites.

2   3   4   5   6
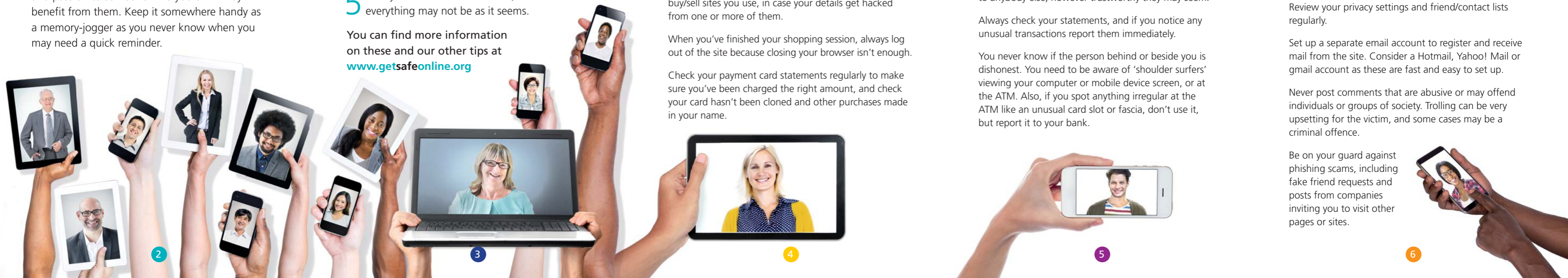
Future Community Area Grant funding from Marlborough Area Board.

Beginning at the September 2017 meeting, Marlborough Area Board has decided that future Community Area Grant applications, for capital funding, will be deferred until the board's meeting in March 2018. This decision has been taken because Marlborough Area Board has already funded several large local projects that the board felt to be important to the local area and merited significant financial support. As such, Marlborough Area Board has relatively little capital budget remaining for the 2017/18 financial year.

By deferring applications until March 2018 and the last area board meeting of the financial year, Marlborough Area Board will be able to assess applications against one another and support those projects that it feels best meet the local priorities that were identified at Marlborough's Joint Strategic Assessment event (list of those priorities here: http://wiltshirejsa.org.uk/wp-content/uploads/2017/03/Marlborugh-priorities.pdf)

If grant applications come in of an urgent or time critical nature, Marlborough Area Board will assess those on a case by case basis and if deemed necessary, will make a funding decision at the next area board meeting.

This decision does not affect applications to the youth activities or health & wellbeing grant schemes.

If you have any questions about this decision to defer applications or you have an idea for a project and would like to discuss it, please contact Andrew Jack, Marlborough's Community Engagement Manager on 01225 713109 or andrew.jack@wiltshire.gov.uk

This page is intentionally left blank