



Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson

21st September 2016

The next meeting of the **Community Transport Project and Development Group** will be held at **11.00 a.m. on Tuesday 11th October 2016** at the Community Centre, 71-73 Elm Road, Leigh-on-Sea, when it is hoped to transact the following business:

AGENDA

1. Apologies for Absence
2. Declaration of Members' Interests
3. Approval of Minutes of Previous Meeting – 12th July 2016
4. Membership Update
5. Community Transport Scheme Risk Assessment

Report 2616 for consideration.

6. MIDAS Training for Drivers

After taking into account 3 drivers who have recently withdrawn from helping with our Community Transport Scheme, there are 3 drivers who urgently need to attend a MIDAS refresher course. The cost of this training has increased significantly. At a cost of £349.50 this exceeds our driver cost budget of £260.00 (which reduces to £190 when Driver Licence Verification costs are met later in the year). This overspend can be accommodated within the overall Community Transport Budget.

7. Report on the following Trips taken since last Meeting:
 - a. Hyde Hall Flower Show on 4th August.
 - b. Daisy Bowlers at Southend Bandstand on 24th September.
8. Progress on Arrangements for Future Events:
 - a. Jekyll and Hyde the Musical at the Palace Theatre on 13th October. 18 members have booked to see this musical. 22 tickets have been purchased. Two minibuses have been organised.
 - b. Live Screening from the Royal Ballet of the Nutcracker at the Odeon Cinema on 8th December. In view of the interest shown in this event 14 tickets have been purchased - 6 premier seats and 8 standard seats. Transport has yet to be arranged.

9. Future Programme of Events

- a. Keen interest has been shown in a visit to Kelvedon Hatch Nuclear Bunker. Suggest this is deferred to Spring/Summer next year and the better weather.
- b. Keen interest has been shown in a Christmas shopping trip to Alton Gardens Centre in late November or early December.
- c. As a regular attendee of the Mencap Christmas Concert at Highlands Church we have been given first refusal of tickets for the concert on 9th December. I have provisionally booked 20 tickets.
- d. Consideration to be given to arranging a Christmas Lunch.

Vivien Choppen
Community Transport Officer
21st September 2016

Please Note: Any member who is unable to attend the meeting must send their apologies before the meeting.

Report 2616 - Leigh-on-Sea Community Transport Scheme Risk Assessment

Identified risk or hazard	What could happen	Who might be harmed or affected	Action taken to minimise risk	Person responsible for taking the action
Reputational Risk - Scheme does not meet Community Transport Regulations	Leigh Town Council found negligent or scheme open to criticism.	Leigh Town Council	<ol style="list-style-type: none"> 1. LTC subscribes to the Community Transport Association which provides advice and information on changes in Community Transport policy. 2. S19 Permits are held for minibuses allowing LTC to run the scheme without the need to hold a Public Service Vehicle operator's licence when providing transport for a charge. 3. Only members of the Community Transport scheme are eligible to travel on minibuses and persons assisting them. 4. Charges raised for trips do not include any element of profit. 5. LTC holds relevant Public Liability Insurance. 	Town Clerk / Community Transport Officer
Safety and security of member between home and minibus.	Member could trip and fall.	Passengers	<ol style="list-style-type: none"> 1. Driver selects a safe parking space as close as possible to pick-up address. 2. Escort collects member from home address and accompanies them to minibus, using a torch on dark evenings to light the way and highlight any trip hazards. 3. Escort complies with road safety procedures. 4. Town Council's guidance note issued to Drivers and Escorts. 	Volunteer driver/escort follows Leigh Town Council's guidance Note

Difficulty of member getting on and off minibus	Steps on minibus too high for infirm member	Passengers	<ol style="list-style-type: none"> 1. With member's agreement, escort/driver provides assistance to member getting on and off minibus. 2. Tailgate is operated to assist member get on and off the minibus. 	Volunteer driver/escort
Safety and security of members while travelling on minibus	Insufficient consideration is given to the safety and security of members while travelling on minibus	Passengers	<ol style="list-style-type: none"> 1. All drivers undertake MIDAS training. 2. Outings are organised avoiding peak travelling times. 2. Routes and timetables are organised in advance. 3. Escort checks and confirms to driver that every passenger has his/her seat belt securely fastened before vehicle moves off. 	Community Transport Officer Volunteer driver
Member slips at venue or is taken ill at venue or on vehicle	Member slips at venue or is taken ill at venue or on vehicle	Passengers	<ol style="list-style-type: none"> 1. Volunteer drivers/escort circulate at venue and keep in touch with members throughout visit. 2. Assess seriousness of problem and make arrangements to take passenger home or call an ambulance. 3. Where applicable seek assistance from other drivers/escort at venue. 4. All drivers/ escorts hold mobile contact numbers of other drivers/escorts at the venue and emergency contact details of the Community Transport Officer or Committee member Pat Holden. 	Volunteer driver/escort

Mechanical breakdown	Minibus break down	Volunteers, Passengers	<ol style="list-style-type: none"> 1. Move passengers to a safe location or behind crash barrier as soon as possible. 2. Driver/escort notifies Community Transport Officer immediately to arrange how problem is to be fixed or replacement transport provided. 	Volunteer driver/escort
Damage to Vehicle or Road Accident	Minibus is involved in a road accident	Volunteers, Passengers	<ol style="list-style-type: none"> 1. All drivers are MIDAS trained. 2. Community Transport Officer checks that minibus providers hold the necessary vehicle insurance that cover LTC drivers 3. Having regard to the seriousness of the occurrence: <ul style="list-style-type: none"> * driver records details of the incident in minibus log * notifies the Community Transport Officer * and/or calls the Police 	Community Transport Officer Driver
Vehicle is roadworthy	Vehicle not roadworthy	Volunteers, Passengers	<ol style="list-style-type: none"> 1. Community Transport Officer confirms with vehicle owner that it is regularly serviced and regularly inspected in between servicing. 2. Vehicle usage log is completed by driver at end of each trip and any mechanical issues are recorded. 	Community Transport Officer Driver

Hot weather conditions	Hot sun can cause sunburn, sunstroke and dehydration	Volunteers, Passengers	<ol style="list-style-type: none"> 1. Bottles of water are carried on minibuses and distributed to volunteers and passengers. 2. Everyone is encouraged to dress sensibly for the weather conditions ie use of sun cream, wearing a hat etc. 	Community Transport Officer Escort
Member gets lost.	Member gets lost.	Passengers	<ol style="list-style-type: none"> 1. A pick-up list is created for each minibus for collection of passengers and names are confirmed when members re-board transport. 	Escort
An unexpected incident occurs resulting in a legal action taken by a passenger against a volunteer or a volunteer takes action against the Council	Member or Volunteer takes legal action against the Council.	Leigh Town Council	<ol style="list-style-type: none"> 1. LTC holds the relevant Public Liability Insurance 	Town Clerk