



# Leigh-on-Sea Town Council



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QUALITY  
TOWN  
COUNCIL

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

Minutes of the meeting of the **Community Transport Project and Development Group** held at 11.00am on **Tuesday 11<sup>th</sup> October 2016** at the Community Centre, 71-73 Elm Road, Leigh-on-Sea.

Present: Cllr Donald Fraser (Chairman), Pat Holden, Pat Greig, Paul Lawrence, Margaret Cotgrove and Vivien Choppen (CTO),

## 1. APOLOGIES FOR ABSENCE

None

## 2. DECLARATION OF MEMBERS' INTERESTS

None

## 3. APPROVAL OF MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting on 12<sup>th</sup> July 2016 were agreed by the group and signed by the chairman.

## 4. MEMBERSHIP UPDATE

The membership of the Community Transport Scheme has decreased to 163 members.

## 5. COMMUNITY TRANSPORT SCHEME RISK ASSESSMENT- REPORT 2616

The group reviewed the Risk Assessment and suggested that in response to the risk of an unexpected incident occurring with potential for legal action being taken by a passenger or a volunteer, Column 4 should be supplemented to include "2. If an incident occurs which has the potential of leading to legal action, the Volunteer immediately provides the Community Transport Officer with a written account of the incident together with signed statements of any witnesses."

In the light of the Environment and Leisure Committee endorsing the Risk Assessment, the CTO undertook to update the guidance notes for Volunteer Drivers and Escorts

## 6. MIDAS TRAINING FOR DRIVERS

The group noted that 3 volunteer drivers, who had given their services to the scheme for many years, had decided not to continue; that 3 drivers urgently needed to attend a MIDAS refresher course and the significant increased cost of training. The group asked the CTO to circulate Councillors and ask whether any would be interested in becoming a volunteer minibus driver for the scheme.

## 7. REPORT ON THE FOLLOWING TRIPS TAKEN SINCE LAST MEETING:

- a. **Hyde Hall Flower Show** on 4<sup>th</sup> August. Together with 4 helpers and 2 minibuses, 20 members attended the show. The entrance arrangements to Hyde Hall were disorganised. This made the journey slow and our members were flagging on arrival, however the rest of the day was most enjoyable.
- b. **Daisy Bowlers at Southend Bandstand** on 24<sup>th</sup> September. This open air concert in Priory Park went very well and all 12, who attended the event, seemed to have enjoyed it.

We arranged with West Leigh Baptist Church to borrow chairs to enable everyone to be seated. The group agreed to give a small donation of £15.00 to the Church as this event would have been difficult to arrange without this assistance.

#### 8. **PROGRESS ON ARRANGEMENTS FOR FUTURE EVENTS:**

- a. **Jekyll and Hyde the Musical at the Palace Theatre** on 13<sup>th</sup> October. 18 members have booked to see this musical and transport is arranged.
- b. **Live Screening from the Royal Ballet of the Nutcracker at the Odeon Cinema** on 8<sup>th</sup> 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.
- a. The group agreed to defer the **visit to Kelvedon Hatch Nuclear Bunker** until Summer next year and the better weather.

#### 9. **FUTURE PROGRAMME OF EVENTS**

The Community Transport Officer was asked to organise:

- a. **A Christmas shopping trip to Alton Gardens Centre.** Suggested date 24<sup>th</sup> November.
- b. **A Christmas Lunch at the Sarah Moore.** Suggested date 14<sup>th</sup> December.

As cinema trip is on 8<sup>th</sup> December, the group decided that rather than turn down the tickets that Mencap had kindly forwarded for their Christmas Show on 9<sup>th</sup> December, we would offer them to our membership on a no transport basis. Many of our members are able to make their own way to Highlands Methodist Church.

Over the years support for the annual Pantomime at the Cliffs Pavilion has reduced. However as two requests have already been received, the group suggested that rather than risk purchasing a number of the expensive tickets in advance, we would provide details and seek a firm commitment from members to see this years' panto – Robinson Crusoe - in the first week of January.

Vivien Choppen  
**Community Transport Officer**  
12<sup>th</sup> October 2016

Next meeting Tuesday 17<sup>th</sup> January 2017 at the later start time of 11.00 am

## 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
<p>Reputational Risk - Scheme does not meet Community Transport Regulations</p>	<p>Leigh Town Council found negligent or scheme open to criticism.</p>	<p>Leigh Town Council</p>	<ol style="list-style-type: none"> <li>1. LTC subscribes to the Community Transport Association which provides advice and information on changes in Community Transport policy.</li> <li>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.</li> <li>3. Only members of the Community Transport scheme are eligible to travel on minibuses and persons assisting them.</li> <li>4. Charges raised for trips do not include any element of profit.</li> <li>5. LTC holds relevant Public Liability Insurance.</li> </ol>	<p>Town Clerk / Community Transport Officer</p>
<p>Safety and security of member between home and minibus.</p>	<p>Member could trip and fall.</p>	<p>Passengers</p>	<ol style="list-style-type: none"> <li>1. Driver selects a safe parking space as close as possible to pick-up address.</li> <li>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.</li> <li>3. Escort complies with road safety procedures.</li> <li>4. Town Council's guidance note issued to Drivers and Escorts.</li> </ol>	<p>Volunteer driver/escort</p>

Difficulty of member getting on and off minibus	Steps on minibus too high for infirm member	Passengers	<ol style="list-style-type: none"> <li>1. With member's agreement, escort/driver provides assistance to member getting on and off minibus.</li> <li>2. Tailgate is operated to assist member get on and off the minibus.</li> </ol>	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"> <li>1. All drivers are MIDAS (Minibus Driver Awareness Scheme) trained. Course costs are met by the Council.</li> <li>2. Outings are organised avoiding peak travelling times.</li> <li>2. Routes and timetables are organised in advance.</li> <li>3. Escort checks and confirms to driver that every passenger has his/her seat belt securely fastened before vehicle moves off.</li> </ol>	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"> <li>1. Volunteer drivers/escort circulate at venue and keep in touch with members throughout visit.</li> <li>2. Assess seriousness of problem and make arrangements to take passenger home or call an ambulance.</li> <li>3. Where applicable seek assistance from other drivers/escorts at venue.</li> <li>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.</li> </ol>	Volunteer driver/escort

Mechanical breakdown	Minibus breakdown	Volunteers, Passengers	1. Driver assesses the problem, notifies Community Transport Officer and agrees how the problem can be fixed or if replacement transport needs to be arranged. 2. If necessary escort moves passengers to a safe location.	Volunteer driver/escort
Damage to Vehicle or Road Accident	Minibus is involved in a road accident	Volunteers, Passengers	1. Community Transport Officer checks that minibus providers hold the necessary vehicle insurance that cover LTC drivers 2. Having regard to the seriousness of the occurrence the driver: * records details of the incident in minibus log * notifies the Community Transport Officer * and/or calls the emergency services.	Community Transport Officer Driver
Vehicle is roadworthy	Vehicle not roadworthy	Volunteers, Passengers	1. A visual check is undertaken by driver before minibus is taken out. 2. Vehicle usage log is completed by driver at end of each trip and any mechanical issues are recorded.	Driver
Hot weather conditions	Hot sun can cause sunburn, sunstroke and dehydration	Volunteers, Passengers	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 eg use of sun cream, wearing a hat etc.	Community Transport Officer Escort

Member gets lost.	Member gets lost.	Passengers	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"> <li>1. LTC holds the relevant Public Liability Insurance.</li> <li>2. If an incident occurs which has the potential of leading to legal action, the Volunteer provides the Community Transport Officer with a written account of the circumstances and if possible obtains signed statements of any witnesses.</li> </ol>	Town Clerk Volunteer