



TOLLESBURY  
PARISH  
COUNCIL

## Tollesbury Parish Council

Notice is hereby given that the Meeting of Tollesbury Parish Council will be held on Tuesday 7<sup>th</sup> September 2021, in The Centre commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

*M. Curtis*

Michelle Curtis – Clerk to the Council

31<sup>st</sup> August 2021

Councillors: S Plater (Chairman), T Lowther (Vice-Chairman), M Bell,  
V Chambers, R Clare, S Hawes, J Rogers, A St Joseph

**THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND**

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted; however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

**1. Apologies for Absence**

To receive apologies for absence.

**2. Declaration of Interest**

Members are reminded that they are required to declare any Disclosable Pecuniary Interests, Other Pecuniary Interests and Non-Pecuniary Interests which they know they might have in items of business on the agenda. They are reminded that they will need to repeat their declarations at the appropriate point in the meeting and leave the room if required under the Code of Conduct. Unforeseen interests must be declared similarly at the appropriate time.

**3. Public Forum**

Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will, at his discretion, then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.

**4. County Councillor and District Councillors**

To receive information from the County Councillor and District Councillors

## 5. Minutes

- 5.1 To receive and approve the minutes of the Parish Council Meeting held on 3<sup>rd</sup> August 2021 #
- 5.2 To receive and approve the minutes of the Parish Council Meeting held on 4<sup>th</sup> August 2021 #

## 6. Finance

- 6.1 To receive and approve the Monthly Financial Report as of 31<sup>st</sup> August 2021 #
- 6.2 To ratify expenditure for flag agreed at the meeting on 3<sup>rd</sup> August 2021.
- 6.3 To receive and approve the Payments #

## 7. Planning

### 7.1 Planning Applications

Applications are circulated to all Councillors with the agenda, for study ahead of the meeting. Planning documents are also available for everyone to view on Maldon District Council's website ([www.maldon.gov.uk](http://www.maldon.gov.uk)).

To consider planning applications received from Maldon District Council including the following:

**Application No:** HOUSE/MAL/21/00783

**Proposal:** Two storey side extension

**Location:** 1 Genesta Close Tollesbury

**Application No:** HOUSE/MAL/21/00828

**Proposal:** Two storey side extension. One front dormer roof alteration and one rear dormer roof alteration.

**Location:** 7 New Road Tollesbury

### 7.2 Planning Appeals

To receive notification of Planning Appeals from Maldon District Council.

**Application Ref:** [FUL/MAL/20/00955 & LBC/MAL/20/00956 PP-09085358](#)

**Appeal Ref:** APP/X1545/W/20/3266129 & APP/X1545/Y/20/3266130

**Proposal:** Conversion, renovation and extension to historic barn to create 2 bedroom house.

**Site Address:** Bohuns Byre Church Street Tollesbury Essex

**Application Ref:** [20/00157/FUL PP-08474837](#)

**Appeal Ref:** APP/X1545/W/20/3259477

**Proposal:** Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

**Appellants Name:** Bradwell Power Generation Company Limited

**Site Address:** Land East Of Bradwell Power Station Downhall Beach Bradwell-On-Sea Essex

**8. Recreation Ground**

- 8.1 To receive a verbal update from the Recreation Ground Committee
- 8.2 [To consider quotation for the supply and installation of a bollard near the St Johns entrance of the Recreation Ground](#)
- 8.3 To consider quotation for the removal of unused goal sockets #
- 8.4 [To receive Monthly Inspection Report](#)

**9. Environment & Amenity (Allotments, Burial Ground, Hasler Green, Woodrolfe Green, Streetlight, Dog/Litter Bins, Highways, Footpaths)**

- 9.1 To receive a verbal report from the Environment and Amenity Committee

**10. Woodrolfe Hard**

- 10.1 To receive a verbal report from the Woodrolfe Hard Committee.

**11. Woodup Pool**

- 11.1 To receive a verbal update from the Woodup Pool Committee.

**12. Streetlights**

- 12.1 [To receive report following the meeting with Essex County Council regarding streetlights](#)
- 12.2 [To consider quotation for repairs/replacement of streetlight in North Road](#)

**13. Co-Option Policy**

[To adopt Co-Option Policy](#)

**14. Locality Fund**

[To receive notification that £1,000 of funding has been approved from the Locality Fund towards the replacement signage at Woodup Pool.](#)

**15. Devolution Scheme**

[To consider invitation to join the Highways Devolution Scheme.](#)

**16. Cemetery**

[To consider proposal from the Clerk to scan all hardcopies of Cemetery paperwork over six years old to PDF files to be stored on Dropbox.](#)

**17. Tollesbury Climate Partnership**

**17.1 Funding**

[To consider request from the Tollesbury Climate Partnership for Start-up Funding Grant.](#)

**17.2 Telephone Kiosk**

To consider request from the Tollesbury Climate Partnership to use the Telephone Kiosk on the High Street to display information on the Tollesbury Climate Partnership.

**18. Police/Community Protection Officers (CPO)**

**18.1** To receive the Police Reports (confidential) and discuss policing matters within the village to feedback to Essex Police

**18.2** [To receive the CPO Reports for July 2021](#)

**19. Administration**

To receive information from the Clerk – update on current and ongoing matters.

**20. Community Concerns**

To receive information only or note future agenda items.

**21. Public Bodies (Admission to Meetings) Act 1960**

In view of the confidential personnel and contractual nature of the business to be transacted, to consider excluding the press and public from the meeting.

**22. Employment Matters**

To review the remuneration for the Caretaker.

**23. Public Bodies (Admission to Meetings) Act 1960**

To consider permitting the press and public to return to the meeting.

**24. Dates of the Next Meetings**

Thursday 9<sup>th</sup> September 2021 – Woodrolfe Hard Committee - 7.30 pm  
Agenda items for consideration at the Woodrolfe Hard Committee Meeting to be sent to the Clerk by Wednesday 1<sup>st</sup> September 2021, at the latest.

Tuesday 21<sup>st</sup> September 2021 – Full Council Meeting – PLANNING ONLY – 7.30 pm

Tuesday 21<sup>st</sup> September 2021 – Recreation Ground Committee - Following the Full Council Meeting.  
Agenda items for consideration at the Recreation Grounds Committee Meeting to be sent to the Clerk by Monday, 13<sup>th</sup> September 2021, at the latest.

***Key: # to follow***

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** tollesburypc@btinternet.com

23 August 2021



Reference: 20/00955/FUL &  
20/00956/LBC  
Planning Officer: Hannah Bowles

Dear Sir/Madam

## TOWN AND COUNTRY PLANNING ACT 1990

**Site Address:** Bohuns Byre Church Street Tollesbury Essex  
**Proposal:** Conversion, renovation and extension to historic barn to create 2 bedroom house.  
**Application Ref:** 20/00955/FUL & 20/00956/LBC PP-09085358  
**Appellants Name:** Mrs Katherine Brown  
**Appeal Ref:** APP/X1545/W/20/3266129 & APP/X1545/Y/20/3266130  
**Appeal Start Date:** 16 August 2021

I refer to the above details. Appeals have been made to the Secretary of State against the Council's failure to determine the application within the prescribed time.

The appeal will be determined on the basis of **written representations**. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so on the Planning Inspectorate website at <https://acp.planninginspectorate.gov.uk> or by emailing **east2@planninginspectorate.gov.uk**. If you do not have access to the internet, you can send **three** copies to:

Caroline Harvey  
 The Planning Inspectorate  
 C Eagle, 3rd Floor  
 Temple Quay House  
 2 The Square  
 Bristol  
 BS1 6PN



**All representations must be received by 20 September 2021.** Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

The appeal documents are available to view on our website [www.maldon.gov.uk](http://www.maldon.gov.uk). Alternatively they may be viewed at the Council Offices, Princes Road, Maldon between 8.30am-5pm Monday-Thursday and 8.30am-4.30pm Fridays.

Guidance on taking part in planning appeals is available from <https://www.gov.uk/topic/planning-development/planning-permission-appeals>

When made, the decision will be published on the Planning Inspectorate website <https://acp.planninginspectorate.gov.uk>.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'ML', is positioned above the printed name.

Matt Leigh  
Lead Specialist Place

10 August 2021

# MALDON DISTRICT COUNCIL

Princes Road  
Maldon  
Essex CM9 5DL

[www.maldon.gov.uk](http://www.maldon.gov.uk)



Enquiries to: Julia Sargeant  
Email: [appeals@maldon.gov.uk](mailto:appeals@maldon.gov.uk)

Dear Sir/Madam

## TOWN AND COUNTRY PLANNING ACT 1990

The Town and Country Planning (Hearings Procedure) (England) Rules 200, as amended.

**Site Address:** Land East Of Bradwell Power Station Downhall Beach  
Bradwell-On-Sea Essex

**Proposal:** Application to carry out ground investigations, load test and associated works in connection with a proposed new Nuclear Power Station at Bradwell-on-Sea, together with the creation of two site compound areas and associated parking areas.

**Application Ref:** 20/00157/FUL PP-08474837

**Appellants Name:** Bradwell Power Generation Company Limited

**Appeal Ref:** APP/X1545/W/20/3259477

**Appeal Start Date:** 15 October 2020

As you may already be aware, an appeal has been made to the Secretary of State against the decision of Maldon District Council to refuse planning permission for the above development.

**A one day Hearing will take place solely in relation to the Seahorse issues.** The procedure to be followed is set out in The Town and Country Planning (Hearings Procedure) (England) Rules 2000, as amended.

The appointed Inspector will determine the appeal. The Hearing is due to be heard on **28 September 2021 10am**. This will be a virtual event, run by the inspector in the normal way, with the parties invited to join via Microsoft Teams.

If you wish to make any additional comments, or modify/withdraw your previous representation, you can do so on the Planning Inspectorate website at <https://acp.planninginspectorate.gov.uk> or by emailing **robert.wordsworth@planninginspectorate.gov.uk**. If you do not have access to the internet, you can send **three** copies to:

Robert Wordsworth  
The Planning Inspectorate  
ODT area  
Temple Quay House  
2 The Square  
Bristol  
BS1 6PN



**All representations must be received by 6 September 2021.** Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Anyone wishing to attend the Hearing must make that interest known to the Local Planning Authority Case Officer (details below) as soon as possible prior to the hearing either by email or telephone message after reading the hearing attendance information set out below

### **Hearing Attendance Information**

Before deciding whether to take an active part in the Hearing, you need to think carefully about the points you wish to make. All written submissions from application and appeal stage will be taken into account by the inspector and re-stating the same points won't add any additional weight to them,

If you feel that taking part in the hearing is right for you in whatever capacity, you can participate in a number of ways:

To take part using video, participants will need to have access to Microsoft Teams (via an app or web browser). This link gives further information: <https://support.office.com/en-us/teams>.

If you wish to just observe the event, you should make that clear in your response to the Planning Inspectorate Case Officer. Should you wish to take an active part in the discussions this will be at the discretion of the inspector, please make clear in your response to the Planning Inspectorate Case Officer, if possible, which topic areas you are particularly interested in.

If you want to take an active part but feel unable to for any reason, and/or the point you want to make are not covered in the evidence of others, consider whether someone else could raise on your behalf. Registered participants in whatever capacity will receive individual joining instructions, providing details of any requirements, guidance and support joining by Teams.

### **Local Planning Authority Case Officer Detail:**

Planning Support  
Maldon District Council  
Council Offices  
Princes Road  
Maldon  
Essex  
CM9 5DL  
Email: [appeals@maldon.gov.uk](mailto:appeals@maldon.gov.uk)  
Phone: 01621 854477

The statement of case of the Council and the appellants, and any subsequent exchange of comments, can be inspected via our website at [www.maldon.gov.uk](http://www.maldon.gov.uk)

When made, the decision will be published on the Planning Inspectorate website  
<https://acp.planninginspectorate.gov.uk>.

Yours faithfully



Matt Leigh  
Lead Specialist Place







**TOLLESBURY**  
PARISH  
COUNCIL

**RECREATION GROUND**  
**31/08/2021**

## Recreation Ground

The Recreation Ground Committee would like to request that the Full Council consider installing a bollard at the St Johns entrance to the Recreation Ground. It has been noted that on occasions unauthorised vehicles have gained access onto the Recreation Ground and a bollard being installed will help address this issue.

It is proposed to install a hinged parking bollard so there could be access if required.

Cost of bollard with Fire Brigade Padlock (from barriersdirect.co.uk) - £154.85 + VAT

Installation of bollard by Bonz - £100.00



Funds are available from the Recreation Ground - Maintenance budget.

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** tollesburyrpc@btinternet.com

**TOLLESBURY PARISH COUNCIL**  
**PLAYGROUND CHECKLIST**

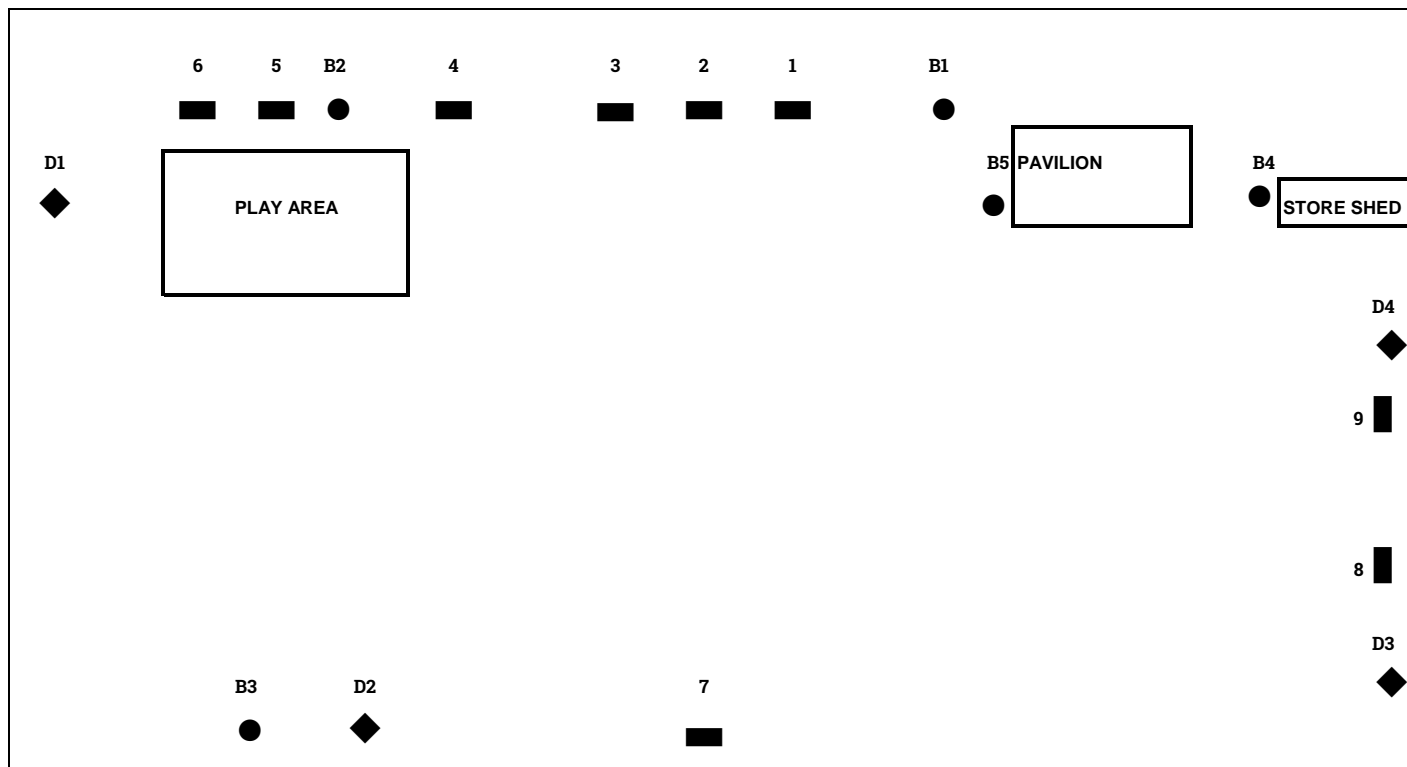
DATE OF INSPECTION: 31/08/2021

	Checked	Comments
EQUIPMENT	√	
Junior Swing	√	
Toddler Swing	√	
Snake Slide	√	
Wooden Climber Platform	√	
Tower and Slide	√	
Spinning Seasaw	√	
Igloo Climber	√	
Roundabout	√	
Zip Wire	√	Rubber on seat chain has moved down and needs to be looked at
Exercise Trial	√	
Overhead Ladders	√	
Vertical Bars	√	
Playship	√	
Chicken and Cow Springer	√	
Youth Shelter	√	
Skate Park	√	
Surfer Springer	√	
Fire Engine	√	
Fence	√	
Football Goal Posts	√	

Signed: *S J Curtis*

**TOLLESBURY PARISH COUNCIL**  
**BENCHES AND BINS**

DATE OF INSPECTION: 31/08/2021



**Benches**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok
6	Ok
7	Ok
8	Ok
9	Ok

**Dog Bins (D\*)**

1	Ok
2	Ok
3	Ok
4	Ok

**Litter Bins (B\*)**

1	Ok
2	Ok
3	Ok
4	Ok
5	Ok

Signed: *S J Curtis*



## STREETLIGHTS - UPDATE

On Wednesday 11<sup>th</sup> August 2021, the Chairman and the Parish Clerk met via Microsoft Teams with Jenny Swallow, Keith Tovey and Chris Goldring all from the Essex County Council Assets Management Department.

The purpose of the meeting was to discuss the outstanding issues regarding ownership of some of the streetlights.

- 1) 9016/01 – Elysian Gardens – outside no. 1 – This light has been maintained and the electricity supply paid for by the Parish Council – Essex County Council also claim they have maintained and paid for the electricity.

**Agreed with ECC - The Parish Council will continue to maintain and provide electricity to the streetlight.**

- 2) 9015/02 – Elysian Gardens – outside no. 8 - This light has been maintained and the electricity supply paid for by the Parish Council – Essex County Council also claim they have maintained and paid for the electricity.

**Agreed with ECC - The Parish Council will continue to maintain and provide electricity to the streetlight.**

- 3) 9038/02m – East Street – outside the Congregational Church 8 - This light has been maintained and the electricity supply paid for by the Parish Council – Essex County Council also claim they have maintained and paid for the electricity.

**Agreed with ECC - ECC will take on the responsibility and provide electricity for the streetlight.**

- 4) Light outside 73 North Road – the light is currently not working, it is not on the Parish Council list and ECC advised that it is not on their list either.

**Agreed with ECC - The Parish Council will take on the responsibility and provide electricity for the streetlight.**



**TOLLESBURY**  
PARISH  
COUNCIL

- 5) Light at the junction of New Road/East Street – this light has been out for over a year. It has always been maintained by ECC but they have advised that it is not their responsibility. It is not on the Parish Council list

**Agreed with ECC - ECC will take on the responsibility and provide electricity for the streetlight.**

ECC also agreed to take on the streetlight outside the Lighthouse, so that all streetlights in East Street are their responsibility.

The ECC streetlights will run on the appropriate part night lighting schedule once parts and systems are updated (where ECC control equipment is fitted to a Tollesbury PC streetlight, ECC will remove these and replaced with similar equipment used by the Parish Council). This will mean the units will revert back to all night lighting.

The total number of streetlights the Parish Council is responsible for has reduced by one.

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** tollesburypc@btinternet.com



**TOLLESBURY**  
PARISH  
COUNCIL

**STREETLIGHTS**  
**12/08/2021**

## **STREETLIGHT – NORTH ROAD**

The streetlight on the bend of North Road near no. 73, has not been working for a number of months. This unit has become the responsibility of the Parish Council following the recent agreement with Essex County Council.

### **Option 1 – Repair to the light**

If the repair to the light in North Street is just a lamp and sensor the cost will be :

Call out £70.00

Lamp £59.95

Cell £18.50

**TOTAL - £148.45 + VAT**

Other component parts are now obsolete

### **Option 2 – New LED Light Fitting**

Call out £70.00

Light fitting £349

**TOTAL - £419.00 + VAT**

For either a repair or replacement, funds are available in the Streetlighting Earmarked Fund - £496.00.

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** tollesburypc@btinternet.com



TOLLESBURY  
PARISH  
COUNCIL

PARISH COUNCIL POLICY

# Co-Option Policy V1.0

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** [tollesburypc@btinternet.com](mailto:tollesburypc@btinternet.com)



## **TOLLESBURY PARISH COUNCIL CO-OPTION POLICY**

### **1. Introduction**

This policy sets out the procedures to ensure compliance with legislation and continuity of Co-option of members to Tollesbury Parish Council.

### **2. Co-Option**

The Co-option of a Councillor at Tollesbury Parish Council occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A Councillor fails to make their declaration of acceptance of office on time;
- A Councillors resigns;
- A Councillor dies;
- A Councillor fails for 6 months to attend meetings of a council, committee or sub-committee or to attend as a representative of the Council at a meeting of an outside body.

Tollesbury Parish Council has to notify the District Council of a casual vacancy and then advertise the vacancy and give electors the opportunity to request an election.

### **3. Eligibility of Candidates**

Tollesbury Parish Council is able to consider any person to fill a vacancy provided that they are a qualifying UK, Commonwealth or Republic of Ireland citizen, over the age of 18 and:

- On the day the candidate is a Parish Council elector; or
- They have for the past 12 months rented/tenanted land or other premises in the Parish; or
- Their principal place of work during those 12 months is in the Parish; or
- They have lived either in the Parish or within 3 miles of it during the whole of those 12 months.





There are certain disqualifications for elections, of which the main are:

- Holding a paid office under the local authority;
- Being the subject of a bankruptcy restrictions order;
- Having been sentenced to a term of imprisonment (whether suspended or not) of no less than 3 months, without the option of a fine during the 5 years preceding the election; and
- Having been disqualified under any enactment relating to corrupt or legal practices.

#### **4. Confirmation of Co-Option**

To ensure that a fair and transparent process is undertaken, the procedure below will be followed by Tollesbury Parish Council.

- 4.1 On receipt, of written confirmation, from the Electoral Service of the District Council, the casual vacancy can be filled by means of Co-option, in this instance the Clerk will:
  - a. Advertise the vacancy for two weeks on the Councils noticeboards and website;
  - b. Advise the Council that the Co-option policy has been instigated by sending an email to all Councillors.
- 4.2 Applicants for Co-option will be asked to
  - a. Provide information about themselves by way of a letter of introduction.
  - b. Confirm their eligibility for the position of Councillor within the statutory rules.
- 4.3 It is policy to encourage applicants to attend a minimum of one Council, Committee and Working Party meetings in advance of Co-option taking place to ensure they are comfortable with the Council's processes and happy to move forward with their application.
- 4.4 Copies of the candidate's details from 4.2(a) will be circulated to all Councillors by the Clerk at least 7 days prior to a meeting of the full council where the Co-option will be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential.



- 4.5 Voting must not be undertaken “in Committee” and will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one, at the first count, receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to vote again; this process must, if necessary, be repeated until an absolute majority is obtained. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote. (it is not possible to vote without the press & public in attendance)
- 4.6 The first candidate to receive an absolute majority of those present and voting will be duly elected.
- 4.7 After the vote has been concluded, the Chairman will declare that the successful candidate is duly elected. The successful candidate is then declared co-opted to the council.
- 4.8 The Clerk will advise the monitoring officer of Maldon District Council of the names of anyone co-opted to the council.
- 4.9 Before the successful candidate can participate in council business, they must sign the declaration of acceptance of office and deliver it to the Clerk.
- 4.10 The Register of Interests must be provided within 28 days.

Version	Details of Changes	Date	Approver
V1.0	Adopted Policy	07/09/2021	TPC
	<b>NEXT REVIEW – SEPTEMBER 2023</b>		

**From:** Locality Fund <locality.fund@essex.gov.uk>  
**To:** tollesburypc@btinternet.com <tollesburypc@btinternet.com>, tollesburypc@btinternet.com <tollesburypc@btinternet.com>  
**CC:** Paul Turner - Director Legal & Assurance <Paul.Turner@essex.gov.uk>, Joanna Boaler - Head of Democracy & Transparency <Joanna.Boaler@essex.gov.uk>, Cllr Mark Durham - Member CC <Cllr.Mark.Durham@essex.gov.uk>  
**Date:** Aug 26, 2021 11:48:42 AM  
**Subject:** **LF65 - Funding is approved for Tollesbury Parish Council**  
**Attachments:** Locality Fund Terms and Conditions 2021-22.doc, Locality Fund Claim Form Claim Form 2021-22.doc

Dear Michelle Curtis

Thank you for signing the completed locality fund information form where your organisation signed up to the terms of the Locality Fund.

I am writing to give you the great news that locality fund nomination has been approved and you can now go ahead to incur expenditure.

Tollesbury Parish Council is legally responsible for ensuring that the money is spent in accordance with the Locality Fund rules.

The maximum amount payable is: £1000

We will notify you separately if advance payment is approved:

**Please remember that**

1. Money will only be paid in response to a valid claim form which includes receipts showing that the recipient has spent the money on the approved purpose.
2. Money must be claimed within six months of today's date or by 31 March 2022, whichever is the sooner.
3. You cannot do any work in the highway or on anyone else's land without the necessary permissions.
4. All expenditure must comply with the rules of the scheme.
5. You cannot claim VAT from ECC if your organisation can recover VAT.
6. You can only spend the money on the **approved purpose** which is:

**The parish are looking to renew the signage at their saltwater swimming pool as the existing signs are in poor condition.**

Important: Please check the purpose and if you disagree with this purpose please let us know urgently as this is how we have recorded the purpose of the scheme.

**The terms of conditions of funding are attached.**

We wish you every success with your scheme. If you have any problems with delivering the scheme then please let us know as early as possible - that way we may be able to help.

If you decide that you can't deliver your scheme then please let us know. We do understand that sometimes things happen that you weren't expecting. All we ask is that you let us know as soon as possible so that the Councillor concerned can reallocate funding elsewhere so we can maximise the benefit of the fund to local residents.

I also attach a claim form - when you are ready to claim money, please send the form and the receipts to the email below. Please remember the deadline for claims.

Thank you and good luck.

ECC Locality Fund Team  
locality.fund@essex.gov.uk  
Approved by

**From:** Communications Officer <communicationsofficer@ealc.gov.uk>  
**To:** Communications Officer <communicationsofficer@ealc.gov.uk>  
**Date:** Aug 18, 2021 2:41:20 PM  
**Subject:** Highways Devolution Scheme  
**Attachments:** Special County Update - Highways Devolution.pdf, Highways Devolution to Parishes.pdf

## **...Invitation to Essex parishes to join highways devolution scheme...**

**Essex**  
Highways

**SAFER / GREENER / HEALTHIER**

Dear Chairman, Councillors, Clerks & Partners,

Further to the notice I placed in last week's e-bulletin, I am today writing to you in more depth about the Highways Devolution Scheme. Back in June 2019, Essex County Council and the Essex Association of Local Councils joined early adopter West Bergholt Parish Council to formally launch an innovative highways scheme devolving some decision-making down to our local communities. This has evolved into the Highways Devolution programme. We are currently inviting new Parishes in Essex to take part.

The scheme helps participating Parish and Town Councils across Essex County Council's jurisdiction, to improve their area based on the local community's knowledge and needs. Focused on the local delivery of smaller-scale works such as verge and vegetation work, traffic sign maintenance and minor footway repairs, the scheme allows local councils who choose to participate to improve their street scene quicker than the county council can in many cases. This in turn will enable the ECC to focus on delivery of the larger, more complex highway works such as road resurfacing and other capital projects, which have a wider impact and need more specialist skills, resources and equipment.

Please see attached, the EALC special county update no. 174, which provides details about how Parish & Town Councils can utilise this programme for the benefit of Essex's local and rural communities. Please also find the attached briefing paper which gives an overview of how the initiative links to the relevant legislation and outlines how parishes can engage with the project.

To find out more about the scheme from the Highways team themselves, to watch videos and to download information packs, please visit their webpage [here](#).

If you have any further questions or would like to join the scheme, please email [highways.devolution@essex.gov.uk](mailto:highways.devolution@essex.gov.uk).

Kind regards,

*Eli Haines*

Mr Eli Haines, CertHE, DipABRSM  
Communications Officer  
Essex Association of Local Councils

## COUNTY UPDATE

Special Edition No 174

## Essex Highways Devolution Pilot

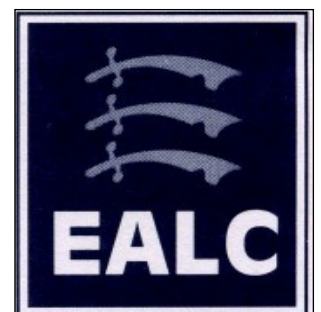
**Devolution and Public Realm/Highway Services**

Councillor Kevin Bentley, Essex County Council Cabinet Member for Highways, is keen to explore how joint working between Essex County Council (ECC) and Parish/Town Councils could deliver better outcomes for our residents and businesses.

You will be aware of the financial pressures facing ECC and therefore Cllr Bentley welcomes an opportunity to jointly review how certain Highways services might be delivered via Parish/Town Councils, and in the process of doing so significantly reduce cost. The services could include such matters as grass cutting and special verge maintenance, weed control, tree and hedge cutting, minor repairs to footways, installing and maintaining signs, winter salt bags scheme, maintaining bus stop flags and shelters, and maintenance of Public Rights of Way.

The offer being made is for Parish & Town Councils to be involved in a pilot scheme over the next 6-12 months, delivering the above-mentioned services in collaboration with ECC.

**An additional £1 million** has been made available for the Essex Highways Devolution Pilot. (This is for additional work identified by the Council, not for the current work that Highways do as routine.)



# HIGHWAYS

## Timeline of Events:

- ⇒ **PHASE 1** Commencing March 2019 for 12 months  
(To carry out a 'devolution' pilot with willing Parish/Town Councils across the wider Essex highways network. with a 6 month review for pilot Councils)
- ⇒ **PHASE 2** Commencing March 2020 for 12 months  
(To extend the 'devolution' pilot to ALL Parish/ Town Councils across the wider Essex highways network.)  
(more briefings to be held throughout the year for newly elected Council Members or Clerks)
- ⇒ **PHASE 3** Commencing March 2021  
(To DEVOLVE the delivery of Highways Services to ALL Parish/Town Councils)

## Key Points:

- Essex is the first county to pilot such a scheme.
- The grant will be pro-rata per head of population in the village/town
- Training/instruction will be arranged
- Initial communications will be via the EALC
- Parishes can take on as much or as little of the works as they wish or can accommodate.



## Review:

Review to be carried out after the first 6 months, considering

- Views of Parish/Town Council
- Lessons learned/to be shared
- Work done – volume, cost, quality
- How pilot has been received locally
- Added value works funded by Parish/Town Council
- Future opportunities for consideration

## Reporting:

Each Parish/Town Council to complete a list of works they do.

Parishes/Towns to email to ECC a report on a quarterly basis to [highways.localcouncilspilot@essex.gov.uk](mailto:highways.localcouncilspilot@essex.gov.uk).

A draft record of works completed template will be sent out by EALC.

Exciting news that 18 Parish/Town Councils are participating in a pilot over the next 12 months, taking on the responsibility of delivering certain routine Highways services in their area.



### **Scope of Works:**

- **Grass Cutting**
- **Weed Control**

The Council will be able to arrange for undertaking weed control to prevent the spread of non-noxious weeds on highways. The main focus of weed control efforts should be on kerb lines and footways.

- **Tree & Hedge Maintenance**

The Council will be able to arrange for undertaking tree and hedge maintenance in their area. Trees and hedges along priority 1 routes will continue to be managed by ECC.

- **Public Rights of Way Maintenance**

The Council may arrange for the cutting of vegetation, or replacement of PROW signage/equipment in their area. They may cut vegetation as frequently as they wish in order to enhance the amenity of their area.

- **Winter Maintenance (Salt Bins & Bags)**

The Council will be able to arrange, where possible, to clear and salt the footways and paths, specifically in times of bad winter weather. The salt will be provided by ECC and will be used at locations the Parish/Town Council considers important in their local community, such as footways outside doctors' surgeries, local shops and services, and access routes to main bus stops. They will not be required to salt roads, and in particular priority 1 routes, which will continue to be undertaken by ECC.

- **Minor Footway and Cycleway Repairs**

The Council may arrange for volunteers/qualified contractors, to undertake minor repairs to footways and off-road cycle-ways. This will include the removal of loose material and filling holes.

- **Road Signs & Street Furniture**

The Council will be able to arrange for the cleaning of, and minor repairs to, road signs. No work will be undertaken on signs that are lit as there is danger associated with the electrical supply.

- **Passenger Transport Infrastructure (Bus Stop Flags & Shelters)**

The Council will be able to arrange for the cleaning of, and minor repairs to, bus stop flags and shelters.

- **Highways Verge Cutting including special roadside verges**

The Council will be able to arrange for the cutting of highway verges in their area. They may cut verges as frequently as they wish in order to enhance the amenity of their area. This will not include verge cutting along priority 1 routes, which will continue to be undertaken by ECC.

## **FAQ:**

### **The EALC will issue frequently asked questions when possible.**

- Once the pilot scheme has finished will the Councils all have to be involved. In other words will they have the option or will it be forced on them from 2021? ?

*ECC is not wishing to force any TC/PC to be involved, but would very much encourage all TC/PCs to be part of this new, ground-breaking initiative that allows people to decide priorities in their local area.*

- Our Council currently receives a grant from ECC to cut the grass on urban verges. Will this sum still come to us or will it be expected to form part of the devolution sum?

*ECC confirms this sum will continue during the pilot.*

- If we go ahead with the pilot, does this imply in any way that we are automatically signed up to the second year full devolvement? Can we drop out after the first year if it's too costly?

*I confirm that ECC is not looking to force any parishes into a position they are not happy with. Each Agreement will be for a 12 month period.*

- Can ECC instruct the Parish council to do certain works if it is deemed urgent?

*If something was brought to ECC's attention and was deemed dangerous, ECC would action that and not look to pass to the parish. It will be up to Parishes/Town Councils to determine how they spend their budget and prioritise what work they undertake.*

- The figure of 0.68p was derived from somewhere and I would like to understand please how this figure was calculated.

*The 68p person is derived using the £1m additional fund that ECC made available for devolution divided by the total Essex Population of just over 1.4m.*



The Essex Association wish to formally thank Essex County Council both Officers and Staff, for the support provided to the EALC, Parish and Town Councils, Village and Community across Essex.





# Devolution

## Highway Services - things to think about

4 February 2019

David Ardley



# Introduction

- **Working safely, enabling everyone to be safe during, on and near works, and the prevention of injury, damage or disruption is critical.**
  - **This briefing is to provide you with a broad understanding of your responsibilities as we devolve services to you.**
  - **This briefing is in no way comprehensive and you will need to appraise yourselves of your responsibilities to meet current health and safety legislation.**
  - **Please ensure you understand all the points raised; feel free to ask any questions.**
- 
- **Please ensure that you sign the attendance sheet during or at the end of this session.**

# Contents

- 1. Overall objective**
- 2. Publicity**
- 3. Scope of works**
- 4. Main legislation**
- 5. Other legislation**
- 6. Works activities**
- 7. High risks**
- 8. Other considerations**
- 9. Insurance**
- 10. Summary**

# Overall objective

**To provide an basic understanding of current health, safety & environmental legislation responsibilities whilst you arrange work to be carried out on the Essex CC network.**

**To help you consider how you will minimise risks to health and wellbeing of your workers, local people and the travelling public**

# Public information & reputation

**Think about public information and reputation management**

- **How might you alert people in advance to the works if they may cause temporary inconvenience?**
- **How you would wish the public to be aware of who is carrying out the work as it is under way?**
- **How might you deal with queries/enquiries or even complaints?**
- **How could your town, parish, EALC and Essex County Council work together to gain positive coverage for this trial and your ongoing work?**

# Scope of works

1. **Winter Maintenance: Salt Bags Scheme (Snow clearance and Salting of Footways and Paths).**
2. **Minor Repairs to Footways and Off-Road Cycle ways.**
3. **Highway Verge Cutting including Special Roadside Verges.**
4. **Weed Control**
5. **Tree and Hedge Maintenance**
6. **Public Rights of Way (PRoW) Maintenance**
7. **Passenger Transport Infrastructure Maintenance (Bus Stop Flags and Shelters)**
8. **Repair and Maintenance of **unlit** Road Signs.**

# Main legislation



# Work process and priority

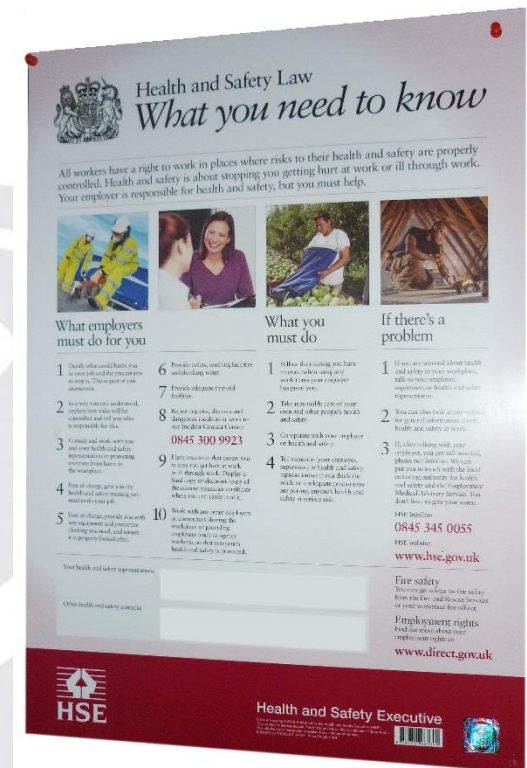




# Health and Safety at Work Act 1974

This act is the primary document under which all Health & Safety regulations are made and details the responsibilities of employers in respect to:

- Providing a safe place of work
- Documented safety policy
- Training of employees
- Provide a safe work environment
- Provide Personal Protective Equipment



# Health and Safety at Work Act 1974

Responsibilities of employees are:

## *Section 7*

- To take reasonable care of themselves and others who may be affected by their work activities
- Carry out no act that may injure themselves or others
- Work to the safety systems set out by their employer

Section 8 - They must not interfere with anything provided for their safety and health such as:

- Removing safety guards from tools and equipment
- Over-riding equipment safety devices
- Alter the calibration dates on your safety equipment

# Health and Safety at Work Act 1974

Responsibilities of employees and employers:

## *Section 3*

- To safeguard third parties, such as visitors and the general public, who may be affected by your work activities.

# Management of Health and Safety at Work

The **Management of Health and Safety at Work Regulations 1999** requires that a range of aspects must be addressed so far as reasonably practicable.

These include but are not limited to:

- Risk assessments
- Competent persons for safety advice
- Health surveillance
- Emergency procedures

# Incidents and Injuries

- Consideration needs to be given as to how incidents will be recorded and reported
- ECC will need to be informed at the earliest opportunity of all significant incidents
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR)** sets out the legal framework as to how certain categories of incidents, diseases and dangerous occurrences should be managed and notified to the HSE

# Emergency Preparedness

The **Management of Health and Safety at Work Regulations 1999** requires that emergency procedures are in place.

Consider what emergencies are likely to occur and what needs to be in place, for example:

- Provisions in case of fire
- Provision and availability of First Aid kits
- Training of personnel
- Damaged services
- Extreme weather
- Environmental incident

# First Aid

The **Health and Safety (First Aid) Regulations 1981 (2013 amended)** determines first aid requirements such as:

- Provision and availability of First Aid kits in operational vehicles and at identified locations
- Displayed notices listing the trained First Aiders



# Construction (Design and Management) Regulations 2015

These regulations clearly outline the requirements of how construction projects should be managed, incorporating safety into the whole process from identification of a project through to completion.

The regulations detail Duty Holders who all have specific duties:

- Client (Town / Parish Council)
- Principal Designer and Designer (Town / Parish Council or Third party)
- Principal Contractor and Contractor (Town / Parish Council or employed contractor)

These are explained in more detail on the following pages.



# Construction (Design and Management) Regulations 2015

**The Client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.

The Client sets standards and ensures work is carried out without risking the long-term health and safety of those on site.

The Client is supported by the Principal Designer and Principal Contractor in different phases of the project.

For successful delivery of the project, good working relationships between the duty holders are essential from the start.

# Construction (Design and Management) Regulations 2015

**The Principal Designer** manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through their duties to liaise with the principal contractor and ongoing design work.

This role will usually be an organisation, or on smaller projects, an individual with:

- Relevant technical knowledge
- An understanding of the skills to manage and coordinate the pre-construction phase including any design work after the construction begins.

# Construction (Design and Management) Regulations 2015

**The Principal Contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project.

The term project in these regulations is used to describe any construction, building, infrastructure repair or maintenance work.

The principal contractors must be capable of carrying out the role and have the right skills, knowledge and experience, dependent upon the nature of the work and the range of health and safety risks.

# Construction (Design and Management) Regulations 2015

**The Contractor** may be an individual, a sole trader, a self-employed worker or a business who carries out, manages and controls construction work in connection with a business.

The duties on contractors apply whether their workers are employees, self-employed or agency workers.

The main duty of a contractor is to plan and manage the work under their control in a way that controls risk to health and safety.

If there is only one contractor for work, they have responsibilities to prepare a construction phase plan. Where contractors are involved in design work, including temporary works, they will carry out those duties as designers.

# Personal Protective Equipment

**Personal Protective Equipment Regulations 2002** requires employers to supply PPE that has been identified through risk assessments and method statements and is suitable for the individual, compatible with the task and other PPE.

The regulations also require that employees take care of and correctly use the PPE that has been provided.



# Personal Protective Equipment

These are the minimum standards of PPE that will be required when carrying out work:

- A Class 3 hi–visibility long sleeved top and hi-visibility trousers must be worn at all times. Short sleeved hi-visibility workwear is not permitted. Hi-visibility clothing must be fastened at all times.
- Flame retardant clothing should be worn where specified in risk assessments and method statements as recommended by HSE for excavation works.
- Appropriate eye protection must be worn at all times and as detailed in risk assessment or method statements.

# Personal Protective Equipment (cont'd)

- Appropriate ear protection must be worn that is both specific for the task in hand and as required by the **Control of Noise Regulations 2005**
- Head protection (worn with approved liner, if required) should be worn all at times unless specified in the risk assessment and method statement
- Safety toe caps and safety mid-sole boots must be worn on all sites
- Gloves appropriate for the tasks undertaken must be worn at all times
- Suitable respiratory protection must be worn where hazards are assessed to be present such as dust, fumes, and particles

# Control of Substances Hazardous to Health Regulations 2002 (as amended 2003 & 2004) (COSHH)

The regulations require that employers either prevent or reduce their workers exposure to substances that are hazardous to their health.

- COSHH Assessments should be carried out for all substances used and that staff are briefed on their use, handling and hazards
- All substances should be properly stored and disposed of in a safe and environmentally friendly manner
- COSHH assessments are to be available for all users and those who may come into contact

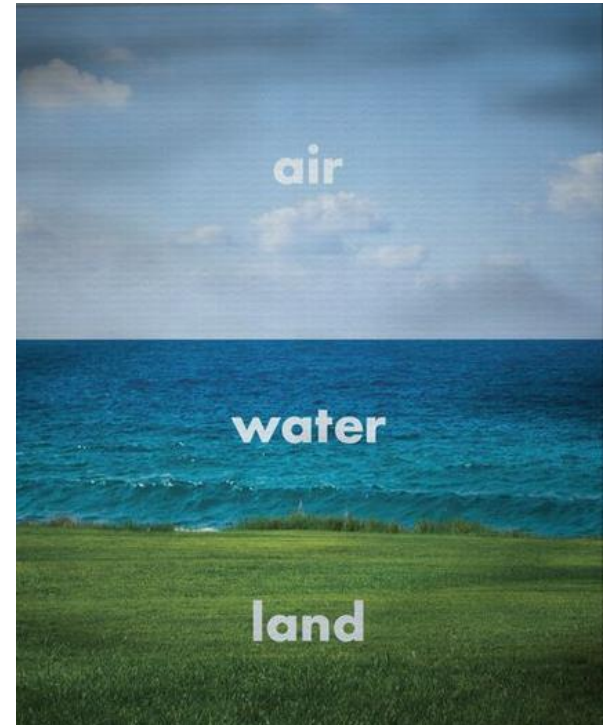




# Environmental Legal Compliance

Environmental legislation such as the **Environmental Protection Act 1990** places legal responsibilities on both Employers and Employees to manage their work processes to prevent or minimise any emissions / pollutants entering the AIR, WATER or LAND.

This Act also places controls on how waste is managed, stored, transported, disposed and the records to be maintained.



# Environmental Legal Compliance

Comply with the Law:

- If you are unsure of any Environmental issue seek advice.

Prevent Pollution:

- Use good practice and common sense
- Refer to the '***Pollution Prevention for businesses***' document issued by the Environment Agency and DEFRA

All to maintain and enhance your reputation and that of Essex County Council in working area.

# Other Legislation



# Underground Services

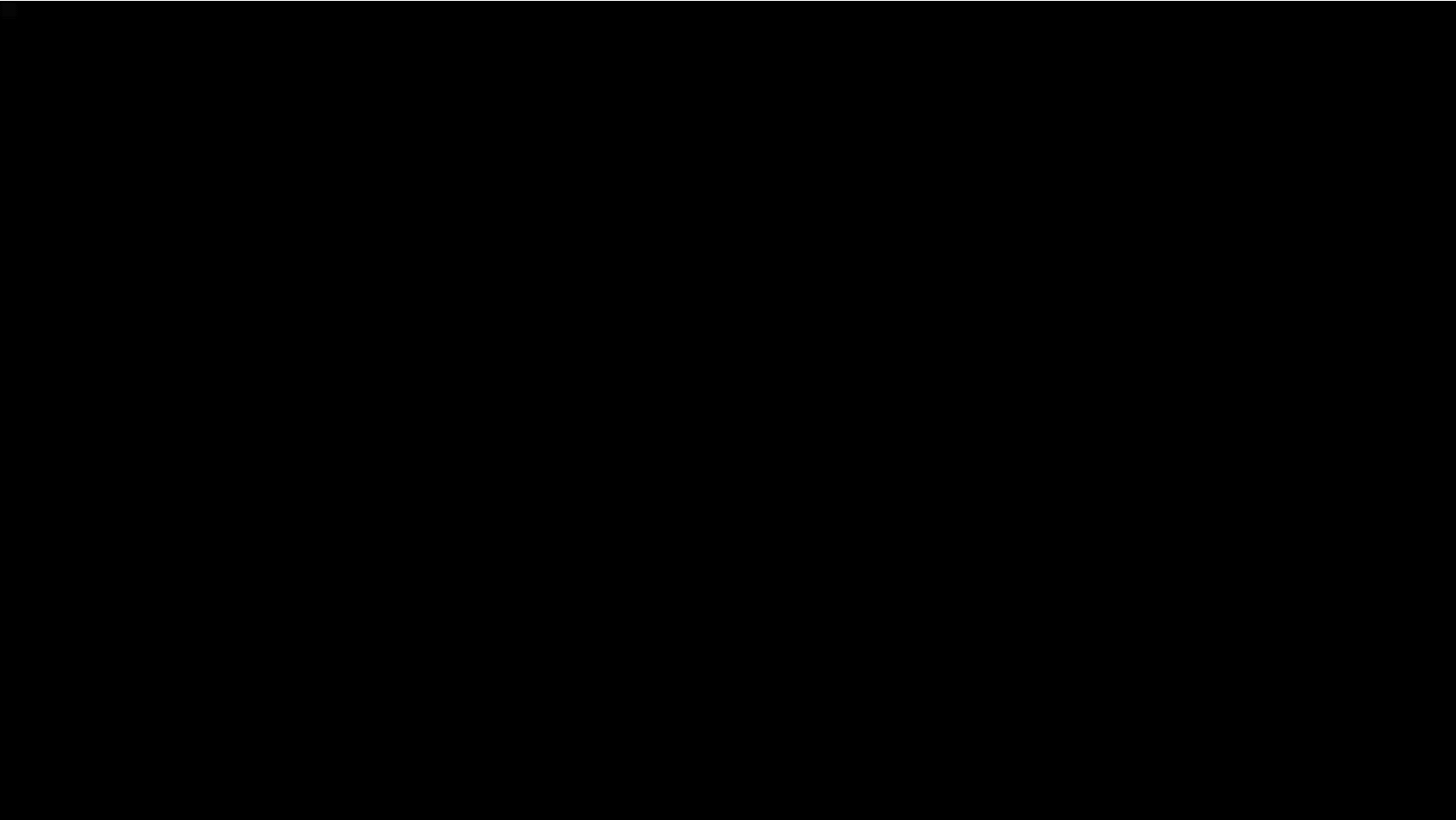
The CDM Regulations require compliance with **HSG 47 - Avoiding Danger from Underground Services** as a minimum requirement. Recommendations include:

- Adoption of safe digging techniques at all
- Identification of underground services.
- Use of CAT, Genny, trial holes and drawings to identify and mark services is fundamental to safe working practices.
- Consideration should be given to the use of sub-surface or ground penetrating radar surveys.



# **Video – The hazards of underground services**





# Overground Services

**The Electricity at Works Regulations 1989** provide requirements for work activities near electrical systems. A requirement is to comply with HSE Guidance Note GS6 - 'Avoiding danger from overhead power line'.

Examples of GS6 are the:

- Erection of exclusion zones near to equipment.
- Restricting plant access.







# Manual Handling

The **Manual Handling Operations Regulations 1992** require the assessment of significant risks and the reduce the need to manual handle so far as reasonably practicable and examples are shown below.

- DO NOT attempt to carry or lift anything that is too big or too heavy – ask for assistance.
- Before lifting think:
  - Is the route clear of debris?
  - Do you need assistance?
  - Can object be reduced in size?
  - Can the load be made lighter?
  - Is the lighting good?



# Hand Arm Vibration Syndrome (HAVS)



# Hand Arm Vibration Syndrome (HAVS)

The **Control of Vibration at Work Regulations 2005** introduced requirements to control the risk from hand-arm vibration.

- Risk Assessments must be undertaken to determine work activities associated with vibration and to implement suitable control measures.
- HAV's or Vibration White Finger as it is commonly known can affect any one who operates machinery with a high vibration magnitude.
- Vibration Magnitude is often shown on a tag on the equipment which is measured in  $M/S^2$  (Metres per second squared) or can be obtained from the supplier prior to use.
- By always wearing gloves you keep hands warm and ensure good circulation.
- Regularly rotate the works to reduce the trigger time on the machine.
- Let the machine do the work, do not force the machine as it will increase the risk of HAVS.

# Dust

The control of dust is regulated in the **Management of Health and Safety at Work Regulations 1999**.

Silica is a natural substance found in varying amounts in most rocks, sand and clay. For example, sandstone contains more than 70% silica, whereas granite might contain 15-30%. Silica is also a major constituent of construction materials such as bricks, tiles, concrete and mortar.



Dust is generated from these materials during many common construction tasks. These include cutting, drilling, grinding and polishing. Some of this dust is fine enough to get deep into lungs. The fine dust is known as respirable crystalline silica (RCS) and is too fine to see with normal lighting. It is commonly called silica or silica dust.

# Dust

The regulations require that:

Dust emissions are restricted by:

- Using water suppression
- Carrying out any activity likely to produce dust in a controlled contained environment
- Checking wind direction

Dust can cause:

- Wildlife disturbance and pollution to their habitats, particularly in water courses which affect micro organisms, the base of the food chain
- Complaints from the public who may be vulnerable to respiratory problems, etc.
- Lung damage (Respirable Crystalline Silica Dust)
- Prosecution by the HSE

# PUWER

## **Provision and Use of Work Equipment Regulations 1998 (PUWER)**

places requirements to ensure the provision of safe work equipment irrespective of the age or origin of the equipment which includes;

- Suitability of equipment for each task.
- The equipment is adequately maintained.
- Training is provided to users in the correct and safe operation of each item.
- Ensure operating manuals are available.
- Defective work equipment must not be used, must be labelled and stored in a safe manner or removed from site.

# LOLER

## Lifting Operations Lifting Equipment Regulations 1998 (LOLER)

These regulations legislate the control of lifting operations and associated lifting equipment, for example;

- Lifting equipment is fit for purpose
- All slings, chains and shackles are regularly examined
- Lifting equipment should only be used for purposes for which it was designed
- What is being lifted
- Use of trained and competent slinger/signalers during lifting operations



# New Roads and Street Works Act 1991



- Essex County Council has duty to coordinate works of all kinds on the highway and has been granted a Permit Scheme with which to achieve this.
- The principle of the Permit Scheme is to improve the planning, scheduling and management of all activities so as not to cause unnecessary disruption to any road user.
- The works which are categorised as 'registerable works' will require a permit.
- Permit applications will have to be submitted for all registerable work in accordance with the conditions of the Permit Scheme. These can be submitted either electronically using the EToN system or by email or post.



# New Roads and Street Works Act 1991

Works which are categorised as 'registerable activities' within the regulations are;

- Works which involve the breaking up or resurfacing of any street.
- Works which involve the opening of the carriageway or cycleway of a traffic sensitive street at traffic sensitive times.
- Works which use any form of traffic control.
- Works which reduce the number of available lanes of a carriageway with 3 or more lanes.
- Works which require a Temporary Traffic Regulation Order or notice, or the suspension of a pedestrian crossing facility.
- Works which require the reduction in width of the carriageway of a traffic sensitive street at traffic sensitive times.

A copy of the Permit Scheme can be found on the ECC website.

# Works Activities



# Your Works

Before any site work is started it is recommended that you should:

- Have briefed the operatives on: Site Assessments, Site Details/Information, Method Statements, Statutory Undertakers Equipment, Traffic Management Information and Site Hazards/Considerations, Description of Works & Significant Hazards.
- All briefings should be recorded.
- Assessed that the operatives are competent and have the required tools and equipment to carry out the task.
- Complete a Site Specific Risk Assessment: Job Information, Site Details, Traffic Management, Permits and Environmental Issues (To be completed on-site by operatives) this document assess the current site risks and how they are controlled.

# Delivery of Works

- Essex CC have a responsibility to know what maintenance works are and have been carried out on the network.
- Under this devolved arrangement, a record of all works carried out will be required and this will include:
  - Location.
  - Details of work completed and by whom.
  - Start and finish dates.
  - Before and after photographs.
  - Dimensions of any defect repaired.
  - Further maintenance requirements if needed.

# Delivery of Works

- The following tables provide a brief summary of the work and hazards involved with key activities in which an interest has been shown.
- The skills and training provide an indication of that required over and above the basic level for working on the highway.
- The following is a list of the key basic training:
  - CSCS (Construction Skills Certification Scheme)
  - NRSWA (New Roads and Street Works Act)
  - Manual Handling
  - Abrasive wheels
  - First aid

# Service Delivery

Salt Bins & Bags	
Description	Provide, supply and refill salt bags for parishes, town councils, etc. including roadside bins.
Special skills	None
Specialist equipment	None
Materials	Road de-icing salt
Particular hazards	Manual handling
Specialist training	None

# Service Delivery

Footway and cycleway repairs	
Description	Repairing of surface defects
Special skills	Yes
Specialist equipment	Excavation and compaction
Materials	Various construction and surfacing materials
Hazards	Hazardous products, HAVS Manual handling
Training	Plant operator training Avoidance of underground service knowledge Abrasive wheel

# Service Delivery

Road Marking	
Description	Defect driven road marking replacements
Special skills	Yes
Specialist equipment	Road marking equipment and boilers.
Materials	Thermoplastic
Hazards	Hot working Vehicular traffic Manual handling
Training	Thermoplastic road marking Working with gas appliances



# Service Delivery

Highway verge cutting including Special Roadside verges	
Description	Cutting of road side verges
Special skills	No
Specialist equipment	Grass cutting machinery
Materials	Fuel
Hazards	Cutting equipment Flying debris HAVS
Training	Equipment operation

# Service Delivery

Weed spraying	
Description	The application of pesticide to control weed growth to kerbs and rear of footway
Special skills	Yes – Pesticide certification required
Specialist equipment	Secure controlled storage and application equipment
Materials	Pesticides
Hazards	Hazardous chemicals
Training	Specific Pesticides

# Service Delivery

Tree and hedge maintenance	
Description	Planned maintenance of trees and hedges with safety issues.
Special skills	Yes
Specialist equipment	Cutting and height access equipment
Materials	Fuels
Hazards	Cutting equipment, falling arisings, working at height, Tree Preservation Orders, ownership.
Training	Cutting equipment, working at height Category of chain saw/s and how they are being used.

# Service Delivery

## Public Rights of Way - maintenance

Description	Repair and maintenance of surface defects, finger posts, way marker posts, bridges, boardwalks, etc.
Special skills	Yes
Specialist equipment	Excavation and compaction equipment
Materials	Various construction and PRow materials
Hazards	Excavation, working at height and near / over water.
Training	Plant operator, working at height, working near / over water. Category of chain saw/s and how they are being used.

# Service Delivery

Public Rights of Way – vegetation clearance and grass cutting	
Description	Cutting of grass and encroaching shrubs on rights of way.
Special skills	No
Specialist equipment	Grass and vegetation cutting machinery
Materials	Fuel
Hazards	Cutting equipment, Flying debris, HAVS, Invasive species
Training	Equipment operation

# Service Delivery

## Passenger Transport Infrastructure maintenance

Description	Install, repair and maintenance of shelters, kerbs, poles, flag signs and timetable signs.
Special skills	Yes
Specialist equipment	Excavation, compaction and lifting
Materials	Bus shelters, kerbs, poles and flag signs, timetable frames.
Hazards	Working at height, Hazardous products, Manual handling, pedestrians and vehicles
Training	Plant operator, working at height. Avoidance of underground services Abrasive wheels
Ownership	Check with ECC whether the structure falls under existing maintenance arrangement subject to third party agreement

# Service Delivery

Highway Enforcement	
Description	Enforcement of illegal activities and issues causing a nuisance to users of the highway
Special skills	Yes
Specialist equipment	None
Materials	None
Hazards	Lone working and dealing the public
Training	Interpersonal and negotiation skills

# Delivery of Works

## Road signs and street furniture including tourism signs

Description	Repair and maintenance of non-illuminated road signs and street furniture. For the installation of new signs – check with ECC for approval beforehand.
Special skills	Yes
Specialist equipment	Excavation
Materials	Various construction materials, signs and street furniture
Hazards	Excavation, Working at height, Manual Handling
Training	Avoidance of underground services Abrasive wheels
Ownership	Check with ECC whether the structure falls under existing maintenance arrangement subject to third party agreement



# Delivery of Works

## Road signs and street furniture including tourism signs

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Training	Avoidance of underground services Abrasive wheels
Ownership	Check with ECC whether the structure falls under existing maintenance arrangement subject to third party agreement

# Housekeeping

- Clean up spillages immediately using an appropriate procedure. **Do not leave it for someone else to clean up!**
- Ensure all materials and spoil are stored or placed in a designated area that does not restrict safe access or egress around sites
- Do not leave spent or surplus materials and packaging on site.
- Store tools and equipment correctly and safely.
- Be considerate when using all tools and/or hoses, taking care not to inadvertently create any tripping hazards
- Any instances of poor housekeeping on site must be acted upon.

**Remember - a clean and tidy site is a safe site**

# High Risks



# Traffic Management

- TM should only to be carried out by trained and qualified Traffic Management resources.
- All roadworks guarding must be erected in accordance with the guidance contained within the 'Safety at Street Works and Road Works. A Code of Practice' (Red Book) October 2013.
- Particular care and attention must always be given to the safety of the public and others working nearby.
- If the work site has to be left open overnight, always ensure that it is effectively guarded prior to leaving the site.



# Underground Services

The CDM Regulations require compliance with **HSG 47 - Avoiding Danger from Underground Services** as a minimum requirement. Recommendations include:

- Adoption of safe digging techniques at all times.
- Identification of underground services.
- Use of CAT, Genny, trial holes and drawings to identify and mark services is fundamental to safe working practices.
- Consideration should be given to the use of sub-surface or ground penetrating radar surveys.



# Manual Handling

The **Manual Handling Operations Regulations 1992** require the assessment of significant risks and the reduce the need to manual handle so far as reasonably practicable and examples are shown below.

- DO NOT attempt to carry or lift anything that is too big or too heavy – ask for assistance.
- Before lifting think:
  - Is the route clear of debris?
  - Do you need assistance?
  - Can object be reduced in size?
  - Can the load be made lighter?
  - Is the lighting good?



# Lone Working

- Lone working is an acceptable way to work provided appropriate precautions are taken
- You need to know when an employee intends or is asked to carry out any lone working tasks
- It is advisable that some tasks should **NOT** to be carried out under lone working in any circumstance. These include:
  - Work in confined spaces
  - Work near deep (greater than 0.5 m deep) water
  - Work near fast flowing water
  - Work in derelict buildings or structures
  - In areas where there is no mobile phone signal

# Slips, trips and falls

- Slips, trips and falls can lead to serious injuries.
- The Health and Safety Executive (HSE) summary of statistics for Great Britain in 2017 showed that slips, trips and falls are the highest cause of injury in the workplace
- The HSE reports 609,000 estimated non-fatal injuries to workers according to self-reports from their Labour Force Survey and of these;
  - 175,000 were injuries with over 7 days' absence
  - 434,000 were injuries with up to 7 days' absence
- The main accident type reported was slip, trips and falls at 29%, occurred on the same level. This was followed by lifting and handling at 22%.



# Slips, trips and falls

What does the law say?

- The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of all employees. This included taking steps to control slip and trip risks. Employees have the duty to not put themselves or others in danger and must use safety equipment provided.
- The Management of Health and Safety at Work Regulations 1999 requires employers to assess the risks (including slip and trip risks) and, where necessary, take action to address them.

## **What can we all do to avoid these hazards?**

Reducing the risks is usually easy, costs little or no money such as good housekeeping, placing warning signs and barriers, be vigilant and footwear is suitable for the task and has adequate tread.



# Other Considerations



# Vehicles, Plant and Equipment

- Only trained and authorised personnel should operate plant such as excavators, rollers and dumpers.
- The wearing of seat belts is compulsory in all vehicles and plant that have them fitted.
- Daily vehicle checks
- Defect reporting
- Drivers Hours
- Safe Loading
- Daily Plant checks

# Equipment Calibration

- It is the responsibility of each employee to ensure that all equipment being used has been serviced, inspected or calibrated
- All calibrated equipment will be identified with a label indicating its status when the next calibration is due

**Equipment whose calibration is out of date should not be used**



# Waste Management

- Store and handle all waste correctly.
- Re-use of waste should be the preferred option where applicable.
- If re-use is not viable ensure waste goes for reclaiming or recycling whenever possible.
- Segregate waste into the correct recycling bins / signed areas.
- Keep the waste storage areas tidy and free from spillages.



**The last resort should always be transferring waste to landfill**

# Spillages

- Ensure all fuel tanks and bulk liquid storage, are properly bunded and sited in low risk areas.
- Use drip trays below static plant e.g. pumps, generators and when dispensing any bulk liquids.
- Be careful when refuelling, select an area of low risk, if within 10 metres from drains/watercourses use a funnel and drip tray to minimise risk.
- Have spill kits to hand at areas of high risk for spillages.
- Fuel and oils must be stored in suitable containers that are correctly labelled, stored and bunded.
- Always dispose of the soaked up spillage in the appropriate waste skips.

**STOP, CONTAIN, DIVERT, REPORT**  
**Never flush spillages into drains / watercourses**

# Noise

Restrict noisy activities by:

- Turning off vehicles and plant when not in use
- Selecting quiet or low noise equipment through our supply chain
- If you feel that an item of equipment / plant is more noisy than usual, report it to your line manager

Noise can cause the following:

- Wildlife disturbance & damage to their habitats
- Complaints from the public, particularly at night or weekends

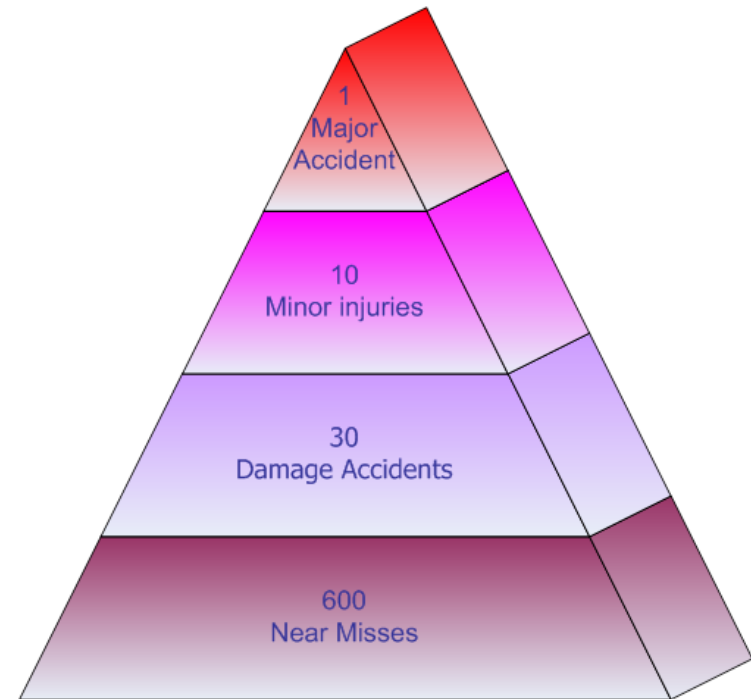


# Health, Safety and Environmental Reporting

It is recommended a system be in place to record the following categories of safety issues which in doing so will reduce the risk of personal injury, reputational damage and damage to third party property:

- Near miss
- Concern
- Suggestion

Alongside is an example of Heinrich's Triangle Theory which demonstrates how the reporting of near misses can reduce minor and major injuries.





# Definitions

## **Incident**

An occurrence that has resulted in injury or damage.

## **Near miss**

An occurrence (something has happened) that has not resulted in any injury or damage but has the potential to do so

## **Concern**

Concerns that could lead to a near miss or incident occurring

## **Suggestion**

Action that could be considered to help improve health and safety or environmental performance

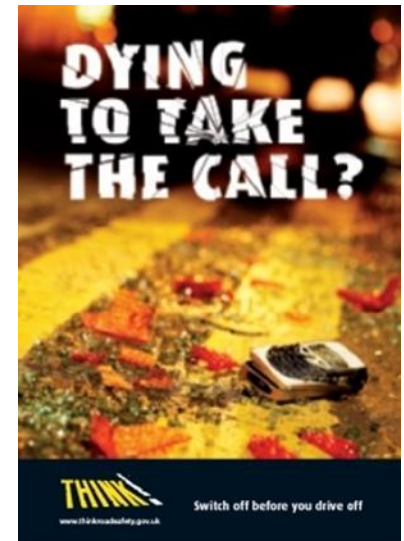
# Drugs and Alcohol

- Any person under the influence of drugs or alcohol is more likely to be involved in an incident.
- If any employee is on medication for any reason then they should inform you so that an assessment can be made as to their safety.
- There are 16 types of drugs (8 prescription and 8 illegal) that affect the ability to drive vehicles, operate equipment and work safely.



# Mobile Phones

- It is not only illegal but also dangerous to use a hand held mobile phone whilst driving.
- If caught, there is a mandatory 6 points on your licence and a financial fine.
- It is not advisable to use a mobile phone during operational activities.
- It is advisable to always find a safe place away from operational activities and traffic before using your mobile phone



# Biodiversity

- Be aware of any Sites of Special Scientific Interest, Local Wildlife Sites, or Special Road Verges in your area and the reasons for these designations
- Always aim to make enhancements for wildlife, and ensure that plants, animals and their habitats are not harmed
- Be considerate with the storage of materials and waste, taking all necessary precautions to prevent damage or pollution
- Be particularly aware when working near water, as wetland habitats are particularly vulnerable to harm

# Biodiversity

## Ecological Calendar

### Species

Species	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Badgers:</b> Badgers and their setts are protected under the Protection of Badgers Act 1992. A licence is required to work within a distance of 30m which can be extended for certain high impact works such as piledriving Etc. Badgers tend to inhabit areas of countryside with mixed land uses and a variety of agricultural uses.	Closed season for development, no work close to setts.											
	Best time for surveys						Best time for work, Badger licence season.					
	Artificial Sett construction works				Field surveys possible, but are not as effective							
<b>Bats:</b> Bats and their roosts are protected under the Wildlife & Countryside Act 1981. All 16 species of bat are protected. The roosts are protected whether bats are present or not. Bats roost in a variety of locations including buildings, trees, caves, cliffs, rock faces and in bridges or other highway infrastructure.	No working in hibernation roosts										No working in hibernation roosts	
						No working in breeding roosts						
	Best time for surveys				Best time for surveys						Best time for surveys	
<b>Birds:</b> All wild birds, their nests and eggs are protected under the Protection of Birds Act 1954 & the Wildlife and Countryside Act 1981. It is illegal to harm, disturb, damage or destroy Birds, their Eggs or their Nests.			No working in nesting habitats									
	Best time for surveys											
	Vegetation clearance can take place								Vegetation clearance can take place			
<b>Great Crested Newts:</b> These are protected under the Wildlife and Countryside Act 1981 & the Habitats Regulations 1994. They can be found in medium sized ponds, flooded pits & ditches. A licence is required for any survey or works within 500m radius of a breeding pond.	Hibernation period - NO working or surveys									Hibernation period - NO working or surveys		
			Best time for surveys									
			Best time for works									
<b>Otters:</b> Protected under the Wildlife and Countryside Act 1981 & the EC Habitats Directive. Otters can be found in rivers, ditches, ponds, lakes, canals and marshes as well as coastal areas. Measures may also need to be undertaken to prevent Otters straying into works areas, or onto completed highways.	Breeding throughout the year											
	Surveys can be undertaken throughout the year											
	Works can take place throughout the year but a licence is normally required											
<b>Water Voles:</b> Protected under the Wildlife and Countryside Act 1981. It is illegal to Kill, Damage or Destroy a Water Vole or it's Habitat. Water Voles can be found in freshwater habitats such as streams, ditches, rivers and canals that sustain a suitable bankside vegetation.	Avoid working in Water Vole Habitat area				Avoid working in Water Vole Habitat area					Avoid working in Water Vole Habitat area		
			Best time for surveys									
				Best time for works					Best time for works			

Review Due: 25/05/2020 Version No: 2.0

# Trees

- Be aware of any Tree Preservation Orders or Conservation Areas in your area, as consent may be needed for any tree management in these situations.
- All tree management should follow arboricultural best practice with the aim of managing health and safety risks, preventing obstruction, and prolonging tree Ground level must not be allowed to change under the canopy
- Tree planting should be in private land rather than in the public highway and should involve the right species in the right place, to maximise benefit and prevent future risks.
- Hedges should be managed to create tall, broad and continuous structures and should be allowed to flower and fruit.
- Trees and hedges should always be protected from damage, both above and below ground

# Insurance



# Insurance - mandatory

Policy	Cover	Liability
Employers Liability	Legal liability following death or bodily injury sustained by employees or volunteers during or arising out of and in the course of their employment or carrying out works.	£10 million
Public/Products Liability	Legal Liability to pay damages or compensation in respect of bodily injury or accidental damage to third party property including damages arising from products sold or supplied by the insured in connection with the business.	£10 million
Contract Works (Construction/Contractors All Risks	“All Risks” of physical loss or damage including owned and hired plant.	To suit individual requirements
Motor Fleet Insurance	All motor vehicles that are driven on the highway	To suit individual requirements



# Insurance - recommended

Policy	Cover	Liability
Computer Cover	To cover all computer (tablets, mobile phones, Confirm access) equipment provided by the Council.	To suit individual requirements
Environmental Liability	Legal liability for loss or damage resulting from claims as a result of bodily injury, damage to property, clean up and destruction of natural resources following sustained by employees or volunteers during or arising out of and in the course of their employment or carrying out works.	To suit individual requirements
Professional and Management indemnity	Claims arising from professional advice and against management	To suit individual requirements

# Summary



# **Key Responsibilities for Safety**

**YOU**

**are responsible for your  
own safety and the safety of  
others around you**

**Remember!**



**Finally**

**IF IT'S NOT SAFE  
DON'T DO IT**

# **Any questions?**





**TOLLESBURY**  
PARISH  
COUNCIL

**CEMETERY**  
**31/08/2021**

## **CEMETERY**

### Proposal from the Parish Clerk

I would like to propose that the Parish Council keep digital copies of Cemetery paper (Interment application forms, ERB forms etc).

Documents could be scanned and saved as PDF files which can be stored on Dropbox. The hardcopies will then be shredded.

We would retain hardcopies for a period of six years.

Julie Dunk BA (Hons) FICCM(Dip), Chief Executive - Institute of Cemetery and Crematorium Management, has advised:

“There is nothing in law about keeping original paperwork, other than the actual registers and plans of the cemetery that are required by the Local Authorities’ Cemeteries Order 1977, as amended by the Local Authorities’ Cemeteries (Amendment) Order 1986. You can therefore decide if you wish to retain the originals for any period of time after scanning them”.

**Clerk:** Michelle Curtis

**Address:** 4 Valkyrie Close, Tollesbury, Essex CM9 8SL

**Telephone:** 01621 869039. **Email:** tollesbuyrpc@btinternet.com



Mrs Michelle Curtis  
Clerk, Tollesbury Parish Council  
4 Valkyrie Close  
Tollesbury  
Essex  
CM9 8SL

47 Station Road  
Tollesbury  
Essex  
CM9 8RB

31st August 2021

Dear Michelle

**Tollesbury Climate Partnership – Application for Start-Up Funding Grant**

Following on from the Parish Council's initiative in April this year for a local group to tackle the climate crisis, we attach a request for a grant to provide start-up funding which Rex has kindly put together for us.

There are necessarily some estimates involved since we have not had detailed budgets from all the working groups as yet. This is to be expected of course at this early stage.

We would be very grateful if you could ask the Council to consider this application favourably at its next meeting. Should you or the Chairman feel it would be helpful for representatives of the TCP to attend the meeting, please let me know and we will find some volunteers.

Kind regards

Yours sincerely

Phil Manning

For & on behalf of Tollesbury Climate Partnership Limited

# **Tollesbury Climate Partnership - Application for Start-Up Funding Grant**

## **1. Introduction**

The Parish Council initiated a meeting of Parish residents in April this year to establish a local group to tackle the climate crisis. The meeting was well attended and identified much local enthusiasm to address the current and future problems the climate crisis presents locally

Over successive meetings during the summer, the interested group of residents agreed to establish a formal Community Benefit Society with the name of Tollesbury Climate Partnership (TCP)

The purpose of this paper is to seek start-up funding to enable the TCP to undertake a formal launch, establish appropriate communication methods, and provide some funding for administration and initial small projects.

## **2. Progress of TCP**

In summary, the TCP has to date:

- Submitted an application to the FCA to register as a Community Benefit Society
- Identified Founding Members and is in the process of appointing Directors and Treasurer
- Appointed a volunteer Secretary to the Board
- Established a Vision for the organisation “Our community will be working together to reduce the impact of climate change and protect the Tollesbury we love for future generations”
- Established an agreed TCP logo with the help of the local Primary School children and volunteer professional developers
- Established the following work groups:
  - Home Energy
  - Marine Environment
  - Natural Environment
  - Transport and travel
  - Food production and Supply
  - Community Engagement

with each sub group engaged in Cross-cutting themes of

- Sustainability
- Resilience
- Infrastructure and the Built Environment
- Health and wellbeing
- Waste
- Equality and inclusion (low income)
- Developed an organisation structure to ensure coordination between the work of the sub groups

- Made a preliminary assessment of IT requirements e.g., email management, document storage, compliance with Data Protection Act
- Identified a number of initial project ideas and potential funding sources
- Established plans for a formal launch of the TCP in October 2021

### 3. Start-Up Funding Requirements

In order for the TCP to continue to become established and develop, initial funding requirements have been identified:

<b>Budget requirements</b>	<b>£</b>
<b>Anticipated Annual Running Costs</b>	
Third Party and "Trustee" Insurance	150
Domain name registration Web site hosting& email management	100
DropBox cloud storage	100
Banking costs	100
Administration costs	100
Meeting and coordination (use Parish Council Zoom and Parish Rooms when available)	0
Sub-Total	550
<b>Start-up costs</b>	
Launch event – Hall hire, Printing, presentation incidentals, materials	500
Funding Bid costs	100
Small start-up Projects to increase visibility	250
Sub-Total	850
<b>Total</b>	<b>£1,400</b>

TCP would be grateful if Tollesbury Parish Council could provide TCP free of charge access to their Zoom account and the Parish Rooms for meetings when not needed for Council business.

The costs identified represent initial budget estimates, but are believed at this juncture to be reasonably robust.

Once the TCP is fully established and operational, funding for future projects will be obtained from a variety of regional and national sources

**4. Request**

Tollesbury Parish Council are asked to consider making a start-up grant of £1,400 to the TCP

**Rex Davenport / Phil Manning on behalf of TCP**

**30th August 2021**

Parish / Town Council	Month	Total Number of Hours
Tollesbury	Jul-21	04:30
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
1	0	0
ASB Issues	VMO (Vehicle Moved On)	
0		2
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	Details of Patrol	COMMENTS ON PATROL
BC	06/07/21	Tollesbury	11:00	12:30	01:30	Whole village, checks on Recreation Ground, Station Road	Patrol village	
BC	11/07/21	Tollesbury	13:30	14:15	00:45	Woodrolfe Road, Station Road and Recreation Ground.	On st cp patrol, station road dog fouling check new sign put up. Patrol of village	
DR/AR	16/07/21	Tollesbury	14:55	16:25	01:30	School, Woodrolfe Rd, Recreation park	School patrol completed, some on street , 1 PCN issued, patrol of rec, no dog foul issues but some graffiti on equipment far end of field .	Report graffiti at the rec
DR	27/07/21	Tollesbury	11:00	11:45	00:45	The Recreation Ground and On Street patrols	2 x VMO	Graffiti still there
					4:30:00			