

BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
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Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

18th April 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance, Resources and General Purposes (FR&GP) Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 24th April 2017 at 7pm for the purpose of transacting the business as set out below.

AGENDA

Interests to be Declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests, they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website (www.boveytracey.gov.uk) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

Prior to the commencement of the meeting Mr Simon Lee (Dartmoor National Park Ranger) will be present to update Members on current Dartmoor National Park Authority issues.

FR&GP.17/41 Apologies for absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

FR&GP.17/42 Consideration of minutes of previous FR&GP Committee meeting held on 6.3.17:

FR&GP.17/43 Accounts & Financial Statement:

To receive and approve the Accounts & Financial Statement dated 21.4.17 (*copies to be circulated at the meeting).

FR&GP.17/44 Cemetery - Gravedigging Fees for 2017/18:

To consider a request from the Town Council's appointed gravedigger (Mr N Brock) to agree revised charges for the preparation and backfilling of graves as follows:

	<u>Current</u>	<u>Proposed</u>
Single:	£317.00	£325.00
Double:	£365.00	£374.00
Re-opener:	£317.00	£325.00

FR&GP.17/45 Environmental Site Assessment - Old Thatched Inn Site:

To consider the following quotations for an Environmental Site Assessment:

Quotation A: £279.00 plus VAT
Quotation B: Requested but not received
Quotation C: Requested but not received

FR&GP.17/46 Ecological Survey - Old Thatched Inn Site:

To consider the following quotations for a preliminary Ecological Survey:

Quotation A: £295.00 plus VAT
Quotation B: £660.00 plus VAT
Quotation C: £319.00 plus VAT

FR&GP.17/47 DALC Training:

To note the following training courses provided by DALC:

16.5.17 - New Councillors Short Course - 6.30pm-9pm - Ivybridge
13.6.17 - Chairmanship - 6.30pm-8.30pm - Exeter
27.6.17 - Chairmanship - 6.30pm-8.30pm - South Molton

FR&GP.17/48 NHS - Acute Services Review:

Following item FR&GP.17/36, Members are requested to note the response received from the Head of Communications and Strategic Engagement on behalf of South Devon & Torbay CCG (*copy enclosed - attachments available on request from the office).

FR&GP.17/49 Grounds Maintenance Operative:

To note that satisfactory references have now been received and the Personnel Committee has issued an unconditional offer of employment. Mr Peter Stanyon will formally commence employment on Tuesday 2nd May 2017.

FR&GP.17/50 Driving & Vehicle Policy & Vehicles & Safe Driving Handbook:

To consider adopting the above-mentioned documents (*copies enclosed).

FR&GP.17/51 Health & Safety Policy - Review 2017:

To consider the adoption of a revised Health & Safety Policy (*copy enclosed).

FR&GP.17/52 Honorary Representative of the Lord of the Manor 2017/18:

To consider a nomination received (*copy enclosed) for the role of Honorary Representative of the Lord of the Manor for 2017/18.

FR&GP.17/53 Public Toilets - Recreation Ground:

Following item FR&GP.17/27, Members are requested to consider the following quotations for the cleaning and provision of consumables for the public toilets at the Recreation Ground from May 2017.

Quotation A: £10.00 per day+VAT (£3,640.00+VAT p.a.)
Quotation B: £ 7.75 per day+VAT (£2,821.00+VAT p.a.)
Quotation C: £24.23 per day+VAT (£8,819.72+VAT p.a.)

FR&GP.17/54 Rural Aid Fund - 2017:

To consider an appropriate scheme relevant for an application for Rural Aid. Following item RP&P.17/26, the Town Clerk will provide an update on the suggestions put forward for consideration.

FR&GP.17/55 Proposed Reduction in Police Community Support Officers (PCSOs):

Following item FR&GP.17/27, a response has been received from the Police & Crime Commissioner (*copy enclosed). Members are requested to consider any follow-up action as appropriate.

FR&GP.17/56 Annual Return 2016/17:

To consider the Annual Governance Statement for the year ending 31st March 2017 (*copy enclosed) and to recommend to Full Council responses for each of the nine statements of Corporate Governance.

FR&GP.17/57 Green Man Spring Festival:

Item brought forward by the Town Mayor to seek assistance at the event on Saturday 29th April.

FR&GP.17/58 Matters brought forward by Councillors: (for information only).

**Copies of correspondence circulated to Councillors with this agenda, which will be considered at the meeting.*

SIGNED
M WELLS
TOWN CLERK

DATE.....

18/04/17.

Paper(s) follow for:

Item FR&GP. 17/48

27 MAR 2017



NHS
South Devon and Torbay
Clinical Commissioning Group

Pomona House
Oak View Close
Torquay
Devon
TQ2 7FF

23 March 2017

Mark Wells
Town Clerk
Bovey Town Council
Town Hall
Bovey Tracey
TQ13 9EG

01803 652 594
ray.chalmers@nhs.net
southdevonandtorbayccg.nhs.uk

Dear Mark

Acute Services Review

Thank you for your letter of 9 March.

I think there are some misunderstandings as to what is currently taking place so perhaps I can set out what is happening and assure your council that should there be proposals to significantly change services, there will need to be appropriate consultation supported by relevant information.

To recap. The Acute Services Review (ASR) was announced in November 2016 with the publication of the "Services not Structures" document (enclosed for ease of reference). The review is underway and was summarised in the February Acute Services Review Stakeholder Briefing (issue 1) which I also enclose. A second update was issued this week which you should also have received and which I enclose.

The clinically led ASR workshops looking at the three priority areas (Stroke; Maternity and paediatrics; Urgent and emergency care) have been taking place over recent weeks and have had patient input. The pre consultation events are designed to update people on the STP and to provide an opportunity for people to inform the criteria against which any future proposals will be judged. Views can also be provided on line or by completing the paper feedback form. I enclose a copy of the presentation being used at these events.

There is currently no ASR consultation as there are as yet no proposals. The review is not yet complete. By the summer, we expect proposals to have been identified for how best to ensure Devon's acute hospital stroke, maternity and urgent care services are fit for the future and can provide the best possible care for our patients. If implementation of these proposals would result in significant change, there will be consultation in line with our statutory obligations before final decisions are made, supported by relevant information.

As indicated throughout last year's community consultation, the changes currently being implemented align with the STP which is aimed at ensuring services in Devon are fit for the

Chief Clinical Officer: Dr Nick Roberts
Clinical Chair: Dr Derek Greatorex



future and can meet the increasing demand for services in a way which embraces best clinical practice, is affordable and sustainable.

I shall ensure that you receive all information published in future relating to the STP and the Acute Services Review and if you would like such material sent directly to councillors please let me know. Should your council wish us to report to it at an appropriate stage on progress we would be happy to do so.

I should add that the documents I have enclosed are accessible via the CCG's website and also from www.devonstp.org.uk I also enclose a copy of a "Shaping Future Care" brochure which outlines the main elements of the Devon Sustainability and Transformation Plan.

If there is anything else I can clarify please do not hesitate to contact me.

Yours sincerely

Ray Chalmers
Head of Communications and Strategic Engagement
07810 866162

Paper(s) follow for:

Item FR&GP. 17/50

Bovey Tracey Town Council



Driver and Vehicle Policy

Bovey Tracey Town Council (BTTC) has 1 vehicle and approximately 4 staff.

BTTC, recognise that its staff have a significant chance of being involved in a road traffic collision resulting in serious or even fatal outcome. BTTC is aware of its responsibilities to ensure that any journey carried out on behalf of the Town Council is done to its best ability. For the purpose of safe driving for life we have prepared a framework Road Risk Policy.

Management

1. The Town Council (here after referred to as "we") has responsibility for implementing initiatives to improve the safety of journeys carried out for BTTC. The Town Council will regularly consult with staff about safety issues when driving Council vehicles. This will be done by the Town Clerk or at staff meetings.
2. We will keep up to date with current good practice on road risk management and update our initiatives accordingly.
3. We will carry out yearly assessments of our Road Risk Policy. We will record, analyse and assess the causes of any near misses, bumps and injuries involving Council staff.
4. Where reasonably practicable, we expect staff members to leave plenty of time for all journeys, including time for regular breaks on long journeys, whilst obeying all traffic and speed regulations.
5. Each driver is responsible for his or her own driving, ensuring that all road and traffic regulations are obeyed. They must at all times be aware that they must not exceed speed limits, must not proceed through red traffic lights, and must not proceed down the wrong side of a keep left bollard.
6. We will ensure that no driver will be asked to drive when it is unsafe to do so.
7. All Council drivers will, on an annual basis, have their drivers licence checked to ensure compliance with the law.
8. We will remind staff that whilst responding on behalf of the Council they must at all time be fit to drive and they do not drive whilst under the influence of alcohol and or drugs.

9. All drivers will be made aware of the law in relationship to the use of mobile phones when driving, and they must not use a mobile phone or smoke whilst driving Council vehicles.
10. We will provide regular advice to drivers about road safety and make available Roadcraft books.
11. We will ensure all our vehicles are mechanically safe to be driven. All vehicles will have current MOT certificate, in date road fund licence and insurance cover.
12. We will ensure that all Council staff are aware on how to report vehicle defects and that these defects are rectified as soon as is practicable. All defects must be reported to the Town Clerk.
13. We will ensure all staff members are shown how to carry out basic vehicle safety checks e.g. tyre pressure & depths, oil levels, water levels.

Bovey Tracey Town Council

Vehicles and Safe Driving Handbook



Welcome to our Vehicles and Safe Driving Handbook. We hope it will provide you with answers to most of the important safety and legal questions you need to know about driving on Council business. Driving is one of the greatest risks faced by our staff / members and this handbook covers the use of all vehicles both on and off the road.

Bovey Tracey Town Council is committed to keeping people safe and the prevention of loss of life and damage to property from driving incidents both on and off duty through strict adherence to the Council Vehicles and Safe Driving Handbook. By being safety conscious at all times you will be doing your share towards helping to build a safety record of which we can be proud.

Bovey Tracey Town Council will ensure that members can at all time work within the law, and will expect that its members also meet this obligation. Our drivers and vehicles are a mobile advertisement for our Council. Please be mindful of this at all time in both your personal actions and the way you drive the vehicle, show courtesy and respect for other road users and the public at large.

This handbook provides you with guidance on driving the council vehicles. It is designed to protect the safety of staff / members and other road users and all staff are expected to abide by its contents.

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INTRODUCTION

Average drivers cover about 15 000 miles a year and have a one in seven chance of a collision during that time. National statistics for private vehicle users show that 1 in 5 drivers make an insurance claim each year, while for those at work it is as high as one in two. More than 95% of traffic collisions involve an element of human error. We all have a responsibility to ensure that we drive safely, maintain our vehicles in a roadworthy condition and make every effort to promote our safety and that of others. For that reason we have produced this handbook as a guide for Council staff to help keep them safe when driving on Council business.

This handbook should be kept in a safe and readily accessible place. Please read the contents thoroughly and refer to it as when you feel necessary. A copy of the 'Road Risk Policy' that this handbook supports can be obtained from the Town Clerk. Should you need any help or guidance on this Handbook or other specific issues relating to the use of a Council Vehicle, please speak to the Town Clerk. If you are required to drive on Council business you should remember to:

- Drive safely
- Report all incidents promptly no matter how trivial
- Ensure that all damage is reported and repaired.
- Ensure all maintenance is carried out within the required service intervals
- Check engine oil level at regular intervals
- Keep the vehicle in a clean and serviceable condition as it portrays both you and our Council image.
- Staff are reminded of their responsibility to notify the Town Clerk of any changes in their circumstances (health, driving licence), which may affect their or their nominated driver's ability to drive. The Town Clerk should take action as appropriate.

DRIVING RESPONSIBILITIES & LICENCES

Driving Licences

In order to drive a Council vehicle, drivers must be in possession of a full, valid UK licence for the category of vehicle being driven (or in possession of a relevant foreign or international licence that would permit you to drive in the UK).

Persons Authorised to Drive

The Town Clerk will advise eligible staff members of their entitlement to drive Council vehicles. The Council reserves the right at any time to amend this policy.

Permitted Use

The Town Council vehicles may only be used for the business of the Town Council. It must not be used for racing, competitions, rallies or trials. It must not be used for the carriage of passengers for hire or reward, or for any other trade. It must not be used for the carriage of hitchhikers.

Driving Licence Checks

All staff that drive on Council business must undergo an annual licence audit check. The Town Clerk, will request to see the driving license, photocopies are not acceptable. The Town Council reserves the right to undertake a driving licence check with the DVLA on an individual basis where there is cause to do so. In addition, the Council reserves the right to undertake a driving licence check with the DVLA as part of an audit on a collective basis. Failure to produce the licence when requested may result in the Town Council removing permission to drive Council vehicles. You are required to hold the correct licence for the type of vehicle you drive and to notify the Town Clerk immediately if circumstances change.

Convictions

Drivers must notify the Town Clerk of any convictions that result in an endorsement to their licence e.g. speeding etc as they occur and not wait for them to be picked up at the licence check. A decision on the course of action will be decided by the Town Council.

Excluded Drivers

The following people are specifically excluded from driving Council vehicles:

- Anyone not in possession of a full valid UK driving licence for the category of vehicle being driven (or in possession of a relevant foreign or international licence that would permit them to drive in the UK)
- Anyone under the age of 25 and without the experience required, for the category of vehicle being driven
- Anyone who has a history of dangerous or reckless driving
- Anyone who has been convicted of or who has pending any prosecution for a motoring offence in the following categories:
 - o Dangerous driving, causing death by dangerous driving or manslaughter
 - o Driving under the influence of drink or drugs
 - o Failing to stop after an accident
- Anyone who has been refused motor insurance (or renewal) or had a policy cancelled
- Anyone who suffers from a medical condition that would disqualify them from holding or obtaining a relevant current driving licence

Road Traffic Offences

Parking fines, speeding fines, safety inspection violations, summons and other offences under The Road Traffic Act, including any associated administrative costs, are the individual vehicle driver's responsibilities. These fines are not reimbursable by the Town Council.

The Town Council holds no responsibility whatsoever for non- or late payment of these fines. Any disputes are to be handled by the staff member him/herself.

Failures or refusal to comply with this rule may result in the Town Council withdrawing the use of Council vehicles to that individual. In circumstances where parking fines remain unpaid, the Town Council will investigate the reason for late or non-payment and may, if appropriate, take action. All Council vehicle drivers are reminded that if a conviction for speeding results in a period of disqualification, the Town Council has the right to review the continuing employment, which may result in dismissal.

Vehicle Drivers

Only BTTC staff members with a valid driving licence may be allowed to drive a Council vehicle.

Only Council staff may drive the council vehicle on business holding a full current driving licence, with the correct categories, held a full UK licence for a minimum of 12 months and aged 25 or over

DRIVING STANDARDS

BTTC expects its drivers to show respect and courtesy to other road users at all times.

Anyone driving on Council business is an advertisement for the Council.

You must show courtesy to other road users, even when provoked and display good manners at all times. As a Town Council, we pride ourselves in the care we show the public at large. Always drive within the prescribed speed limit. Never be forced to speed up by other road users. Tailgating is very dangerous; always leave an adequate gap between yourself and the vehicle in front

Care of Vehicles

At all times it remains the responsibility of the driver of a council vehicle to ensure that the vehicle is in a roadworthy condition.

The driver should always carry out checks on the vehicle they are going to drive. Checks should include:

- Check your oil levels
- Check your water levels
- Check your wiper blades
- Top up your screen wash
- Check the tyre pressures in accordance with the Manufacturer's guidance. Ensure there are no bulges or tears.
- Check your tyre tread depth—the minimum tread depth is 1.6mm. You should never assume that anyone else has checked the vehicle.

Vehicle Cleanliness.

It is the driver's responsibility to keep the vehicle washed and cleaned in a manner that enhances the professional image of the Council and driver.

Detection Devices

Do not fit or use within the Council vehicle any radar detector, laser detector or similar.

MAINTENANCE & LEGAL COMPLIANCE

You are required to ensure that the vehicle you drive on Council business is road worthy at all times (see Appendix B – Pre-drive checklist).

The Town Clerk will ensure that the vehicle is serviced regularly (in line with manufacturer's recommendations) this will help avoid breakdowns and accidents caused by vehicle faults. It's important that you familiarise yourself with the vehicle, so ask yourself a few simple questions:

1. Do you know how to check your oil and water?
2. Do you know how to top up your screen-washer fluid?
3. Do you know what your tyre pressure should be?
4. Do you know where the spare wheel is?
5. Can you change the spare wheel?

Maintenance and Servicing

For vehicle servicing or general maintenance advice, please speak to the Town Clerk. The specific maintenance requirements that apply to each vehicle are detailed in the handbook supplied with the vehicle. The Town Clerk is responsible for adhering to the scheduled maintenance intervals indicated in the vehicle handbook. Please refer any questions to the Town Clerk.

In order to ensure that the vehicle is kept in the best possible condition and is properly cared for at all times, the Town Council reserves the right to charge the driver for the cost of repairs necessitated by negligence or misuse.

Breakdown / Recovery

In the event of a breakdown please contact the Town Clerk who will dispatch the most appropriate resource to attend to the vehicle. The priority will be to repair the vehicle at the roadside so you can continue with your journey with the minimum disruption.

Coolant Level / Anti-Freeze

It is the driver's responsibility to check the vehicles coolant level, ensuring that the anti-freeze solution is the correct strength for the winter months.

Tyres

Tyres must be replaced when they reach the minimum legal requirement (currently 1.6mm minimum tread depth). When a tyre has worn down to 1.6mm tread depth it will be replaced by the appropriate tyre company. It is the drivers responsibility to check the tyre tread on a regular basis. If on inspection the driver feels the tyre depth is at, or below the legal requirement, the driver must notify the Town Clerk soonest.

Windscreen Breakage

In the event of damage or breakage to your windscreen, please contact the Town Clerk who will arrange for a repairer to be sent. Please note: not all windscreens will

be replaced, in many cases repairs to the original will be carried out.

MOT Testing

It is an offence to operate our vehicles without an MOT certificate, irrespective of the age of the vehicle. It's the Town Clerk's responsibility to arrange the MOT.

Seatbelts

Where vehicles are fitted with seatbelts, it is mandatory for them to be worn by the driver and any passengers. Fines can be imposed on the driver and the passenger where regulations are not complied with. It is the responsibility of each individual to meet this regulation.

Mobile Phones

Using a mobile phone whilst driving, even with a hands free device, can distract your attention from the road and is therefore dangerous. The law states that you must have proper control of your vehicle at all times and failure to do so could lead to prosecution.

- Do not use a hand held or hands free mobile phone or other device such as a palm pilot whilst driving a Council vehicle.
- Wherever possible, let a passenger make or answer a call.
- Find a safe place to park to make a call or to receive your voice messages
- Never park on the hard shoulder of the motorway to make calls unless you have broken down.
- Switch off your phone at a petrol station.

SAFE DRIVING

The Town Council recognises that there are risks to the health, safety and welfare of all Council members who are required to drive on team business.

Health and Medical Conditions

If you have a medical condition which has become worse since your licence was issued or have developed a new medical condition you must inform the Town Clerk and the Drivers Medical Unit, DVLA Swansea.

You must also inform the DVLA if you have had any of the following:

- An epileptic event (seizure or fit)
- Sudden attacks of disabling giddiness, fainting or blackouts
- Severe mental handicap
- A pacemaker, defibrillator or anti-ventricular tachycardia device fitted
- Diabetes controlled by insulin or tablets
- Angina (heart pain) while driving
- Parkinson's disease
- Any other chronic neurological condition
- A serious problem with memory
- A major or minor stroke
- Any type of brain surgery, brain tumour
- Severe head injury involving in-patient treatment at hospital
- Any severe psychiatric illness or mental disorder

- Continuing/permanent difficulty in the use of arms or legs, which affect your ability to control a vehicle
- Dependency on or the misuse of alcohol, illicit drugs or chemical substances in the past three years (do not include drink/driving offences)
- Any heart condition or heart operation

Eyesight Standard

It is a criminal offence to drive any motor vehicle if you cannot read a standard number plate in good daylight from 20.5m (67 feet) using glasses if necessary. If you need glasses or contact lenses to do this, you must wear them every time you drive.

You must also inform the DVLA of any eye defects such as:

- Loss of sight in either eye
- Any visual problems affecting either eye
- Any visual disability that affects both eyes (do not include short / long sight or colour blindness)

Alcohol and Drug Abuse

Driving a Council vehicle while under the influence of alcohol or any illicit drugs or narcotics is strictly prohibited. Be aware of the morning after effect.

Smoking in Motor Vehicles

Any motor vehicle used in the course of paid or voluntary work by more than one person (even if those persons use the vehicle at different times, or only intermittently) needs to be smoke free and display a no smoking sign.

The following rules apply to Council vehicles:

- Drivers and passengers will not be allowed to smoke in a Council vehicle under any circumstances. The responsibility for ensuring a vehicle is smoke free rests with the driver and any person with management responsibilities for the vehicles.
- Failure to comply with the act is a criminal offence. Smoking in a smoke free vehicle may result in £50 fine for the individual concerned.

Reversing

Great care must be taken when reversing a vehicle. Before reversing drivers MUST ensure that reversing manoeuvres can be made safely. This applies even if reverse alarms are fitted since they do not absolve drivers of their responsibilities. If a third party is directing, you must ensure that you fully understand their signs. Ultimately, it is the driver's responsibility to ensure that any manoeuvre, especially reversing, can be carried out safely and without injuring people or damaging property

Safe and Defensive Driving

Concentrate - Observe - Anticipate

You must maintain constant concentration to observe any illegal behaviour and driving errors by other drivers. You must be ready to adjust your own driving in good time to prevent yourself being involved in any incident resulting from illegal acts or errors by other road users.

Defensive driving means you must adjust your driving to the special hazards presented by abnormal or changing weather conditions, visibility, traffic conditions, the mechanical state of your vehicle, the road surface, and your physical fitness or state of mind. Plan your journey ahead, before you leave. Remember to read the road as far ahead as possible. Plenty of forward planning and observation in your driving will avoid you getting into difficult situations.

Driving in Poor Weather

In poor weather conditions, particularly in the winter, take extra care when driving. Spend a few more minutes checking your vehicle over, especially the lights, tyres and windscreen.

- Watch your speed—rain snow and ice increase stopping distances
- Keep to gritted main roads where possible
- Avoid flooded roads, drive round rather than attempt to drive through
- Use your headlights in fog
- Be aware of the effects of high winds, especially how your vehicle can affect other road users around you
- Use your visor or sunglasses to avoid glare from low winter sun
- In rain, snow, icy conditions always maintain a four second gap between you and the vehicle in front

Road Rage

Avoid being caught up in a road rage incident—be SMART:

- Stay out of the way (give aggressive drivers plenty of room)
- Make time good instead of making good time (don't try and race other drivers)
- Avoid responding to aggressive drivers (don't make offensive hand gestures)
- Realise other drivers will make mistakes (drive defensively)
- Take the high road (be courteous, even when others are not)

Looking After Yourself

- Make sure you get adequate sleep
- Eat at regular times throughout the day
- Drink fluids regularly (not alcohol) - water is the best option
- Ensure you take your breaks
- When driving try to avoid sitting in the same position for a long period
- If driving for long periods get out of the vehicle and stretch your legs
- If you feel drowsy stop for a break - do not drive whilst tired.

Tiredness

More than 300 people a year are killed and many more injured as a result of drivers falling asleep at the wheel. The Council does not want you to be tired when you drive, with the risk to yourself and other road users. Ensure you:

- Do not drive when excessively tired
- Always drive carefully and calmly
- Stay alert on monotonous roads

Vehicle Security

Security of the vehicle in your care or which you use is vital. You must ensure you take all possible precautions to avoid the vehicle and / or its load being stolen or tampered with.

- When possible park the vehicle where it can be clearly seen
- Never leave valuables or possessions on show in the vehicle
- Mobiles - do not leave them in the vehicle unattended
- Alarms – if fitted, use it, even if the vehicle is only left for a few minutes

Accident Reporting & Insurance Reporting

All accidents must be reported to the Town Clerk as soon as possible, but no later than the end of the working day when the accident occurred. It is the drivers' responsibility to ensure that this is done without fail.

At the time of an incident:

- If possible organise traffic to avoid further incidents or damage (use of cones etc)
- Call emergency services if there are any injuries or in other dangerous circumstances
- Ensure you do not put yourself or any other party in any danger

Legal requirements, you must:

- Stop
- Give your name, address and the address of the Town Council to anyone having reasonable grounds for requiring it
- Exchange registration numbers, this is not a legal obligation but is good practice
- Exchange Insurance Company details
- The Police must be called if there are any personal injuries sustained. It is advisable to call them if the accident is serious or you suspect any driver of being under the influence of drink or drugs

Do Not

- Admit responsibility or liability
- Sign any documents
- Make payments, or any offer of payment

In the event of an incident, drivers must obtain the following information (see also Appendix A):

- Time of incident
- Third party drivers name and address
- Third party's insurers and policy number
- Names and addresses of all witnesses
- Road name / number
- A brief sketch of the scene of the accident, showing positions of the vehicles before and after impact and any relevant signs etc, if possible take a photo of scene
- Details of any injured parties

CERTIFICATE OF INSURANCE-

The Town Council insurers are:

- **ERS Insurance Group Ltd.**
- **Policy Number 4034844**

The Town Clerk must be notified no later than the end of the working day when the accident occurred. Serious accidents, e.g. serious injury to persons or deaths must be notified immediately. Please complete an accident report form as soon possible and return it to the Town Clerk fully completed as a matter of urgency.

All claims, whether involving a Third Party or not, should be notified to the Town Clerk immediately. Whilst the insurance policy covers legal liability to you and your passengers in an incident where you are at fault, you, as the driver cannot claim for your own injuries. Therefore, you are strongly recommended to make provision for this within your own personal insurance arrangements. Copies of the Certificate of Insurance are available on request from the Town Clerk.

Vehicle Repairs

If the vehicle is un-driveable the Town Clerk will arrange for the vehicle to be recovered. For driveable vehicles the Town Clerk with consultation of the insurers will select a suitable repairer to provide a repair estimate.

Theft Losses

As a matter of course, all thefts must be reported to the Police and Town Clerk. All personal property within the vehicle is at your own risk and is not covered by the Town Council. There is no cover for personal items that are stolen out of or with the vehicle. Drivers are advised to maintain their own cover under their household insurance policies.

Driver Liability

In the case of incidents where the Town Council is able to affect a full recovery of costs from a Third Party, or in the case of the accidental breakage of windscreens, these incidents will not be counted against the staff member. These guidelines with regard to driver liability may also apply in the case of vandalism and theft if this is directly related to inadequate security of the vehicle by the staff member. If Council expensed items (e.g. radios), are stolen out of or with the vehicle, the Council has the right to charge the costs to the driver if he/she did not properly secure the vehicle. Valuable or confidential Council information should never be left in a vehicle. Expenses incurred by the Council as a result of driver negligence or non-compliance with this policy (e.g. failure to report accidents etc.) may be charged to the driver, through invoicing.

Fuel Economical

With continued increases in the price of fuel, it is important that we all drive in an efficient and economical manner. The Council expects its drivers to drive economically. The following tips are provided to remind you of some of the key ways we can keep our fuel costs down:

- Do not waste fuel by overfilling the fuel tank
- Report any fuel leaks
- Report badly running engines

- Report vehicles suspected of high fuel consumption
- Do not drive in a low gear longer than necessary
- Do not over rev the engine
- Avoid rapid acceleration, excessive speed and harsh braking
- Switch off the engine when applicable
- Avoid unnecessary mileage

Fuel Cards

Each vehicle is issued with a fuel card, which can be used at any participating fuel station.

Mileage Readings

When obtaining fuel the mileage reading **MUST** be given to the fuelling station counter staff, you must ensure that the reading is input at point of sale.

Being Environmentally Friendly

The Council is aware of the impact of its vehicle fleet and is committed to environmental protection throughout its operations. The Council seeks to comply with all relevant environmental legislation, regulations and seeks to prevent pollution through effective control of emissions.

Emissions

As a driver you will be aware of the emissions that the vehicle you are driving produces. These include carbon dioxide, carbon monoxide, nitrogen oxides, hydrocarbons and particulate matter. Taking the steps outlined in this document to drive legally, safely and economically will all help to reduce the emissions from your vehicle and the damage to our environment.

Driver's responsibilities

The Council tries to reduce our emissions and other environmental impacts. You can make a real difference by ensuring every day the actions outlined above are professionally applied.

ADDITIONAL INFORMATION

Return of Council Vehicles

Drivers are required to return the Town Council vehicles in a good and clean operating condition after every use:

- Vehicles are to be refueled if needed
- Vehicles are to be cleaned if required
- Vehicles are to be shut down in accordance with current policy
- Vehicle log is to be completed for ALL journeys
- Any faults are to be reported to the town clerk immediately

Bovey Tracey Town Council

Driver Accident Checklist



- Stop immediately in a safe location
- Ensure that you and anyone else in the area are safe and you comply with the road traffic law
- Notify the Police of the incident
- Call for any other emergency service assistance, as required
- Only give your Name, Address, Vehicle Registration and Owner, Insurance details as required by law
- Do not accept any fault / liability
- Notify relevant persons (Town Clerk, any Town Councillor) whether it involves injury or damage to any party or not, or where it may lead to insurance claim being made or not
- DO NOT give a statement to the Police until you have legal representation (even if they arrest you for not doing so) You are too upset to give a statement
- Take details of any witnesses
- Take photos, make notes, sketches, records of conversations
- Show this checklist to any Police Officer who may question your actions
- Cease driving the vehicle where feasible to do so and allow another driver to take charge of the vehicle.

Vehicle 1

Reg No.....

Vehicle 2

Reg No.....

Town Clerk Tel No. 01626 834217



Pre - Drive Vehicle Checklist

Vehicle Registration:

All drivers of vehicles are required to complete checks detailed below before the vehicle is driven

All checks must be completed (Tick)	
	Visual check for any evidence of fuel, oil, or hydraulic oil leaks
	Visual check of tyre conditions, tread, inflation & wheel fixings, wheel nut fixings - if fitted
	Visual check of all lights & reflectors working and effective-regardless of daylight
	Visual check of number plates-clean & visible
	Visual check of vehicle load-internal & roof-secure and vehicle not overloaded
	Visual check of vehicle body is safe, clean, undamaged and no jagged metal
	Visual check of mirrors & glass- clean.
	Visual check of dashboard warning lights are clear - no indicated vehicle problems
	Handbrake operate correctly and rolling brake check
	Steering (no excessive free play)
	Cab is clear of debris & safety hazards
	Horn working correctly
	Seat belts in good condition and used
	Windscreen wipers & washers- working and effective

Check completed by:.....(Print).....(Sign)

Date

Any defect must be noted on reverse of this checklist and given to the Town Clerk, stating the date and nature of defect.

Paper(s) follow for:

Item FR&GP. 17/51

**Bovey Tracey
Town Council**

Health and Safety Policy

2017



Take the risk out of insurance

Bovey Tracey Town Council

It is our policy to provide, so far as is reasonably practicable :-

- A workplace and work activities that will be safe for our employees, visitors and others who may be affected by what we do.
- Safe plant, equipment and systems of work.
- Safe use, handling and storage of articles and substances.
- Instruction and training for and consultation with our employees.
- A safe working environment.
- Adequate facilities and welfare arrangements.
- Sufficient resources to implement the policy and the assignment of responsibilities.

Employees are reminded that they have a duty to take reasonable steps for their health and safety and other people who may be affected and to co-operate with arrangements in all matters relating to health and safety.

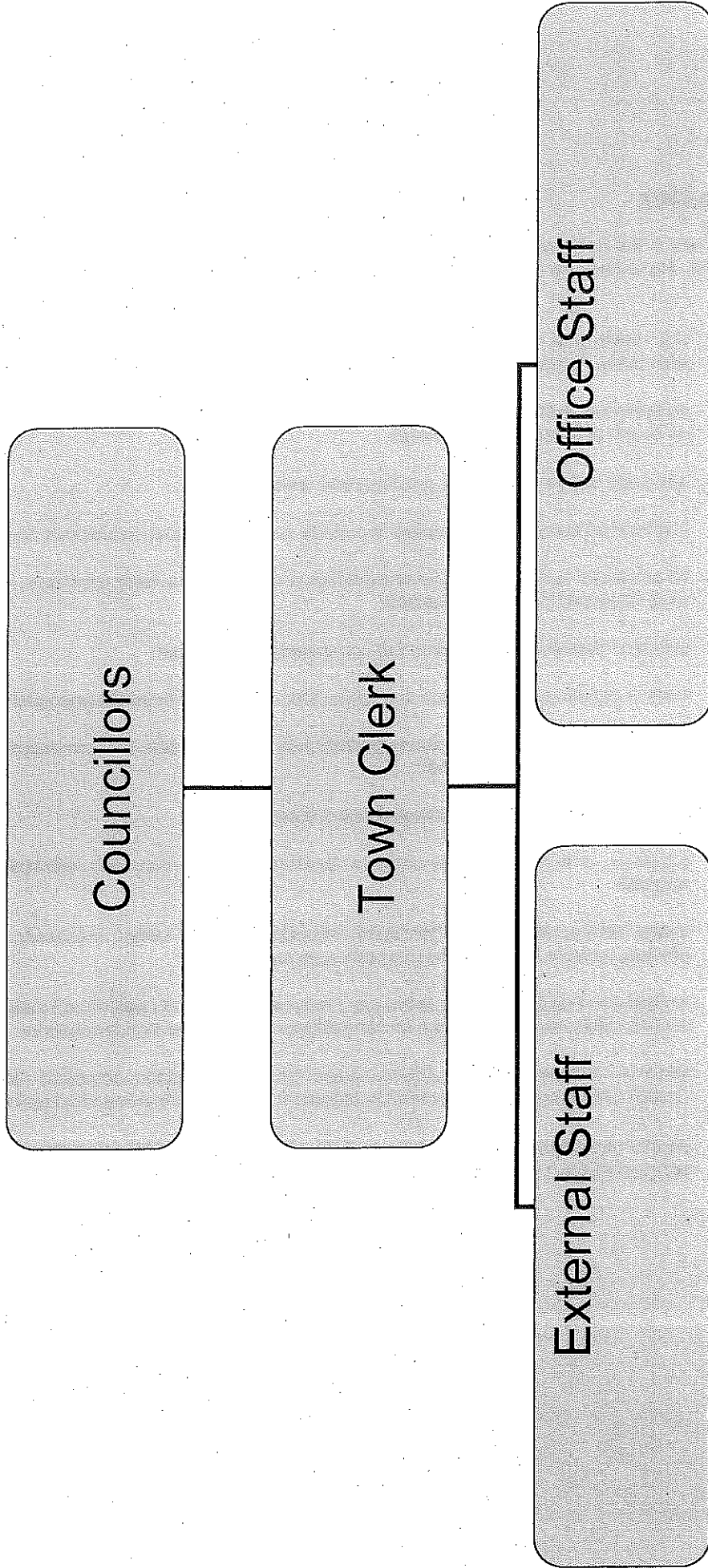
This policy will be kept up-to-date and reviewed annually.

Signed

Position

Date

Health And Safety Organisational Chart



RESPONSIBILITIES

Town Clerk

The Clerk is the designated person with overall responsibility for health and safety within the Council. He will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report.

Town Councillors

The Councillors have the ultimate responsibility for the health and safety of Bovey Tracey Town Council but discharges this responsibility through the Clerk down to individual managers, supervisors and employees.

The Council has nominated the Clerk to have special responsibility for health and safety.

The Council will ensure that :-

- they provide a lead in developing a positive health and safety culture throughout the organisation.
- all its decisions reflect its health and safety intentions.
- adequate resources are made available for the implementation of health and safety.
- they will promote the active participation of workers in improving health and safety performance.
- they will review the health and safety performance of the Council on an annual basis.

Employees

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

Arrangements

Accident Investigation and Reporting

An accident is an unplanned event that causes injury to persons, damage to property or a combination of both

A near miss is an unplanned event that does not cause injury or damage but had the potential to do so.

It is our policy to investigate.

- All accidents resulting in any reportable injury or losses of any assets.
- Accidents, however minor.
- All near-misses.

A documented investigation will take place for selected incidents with witness statements and photographs taken where appropriate.

Certain accidents causing injury, diseases and dangerous occurrences are reportable to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. A list of reportable incidents can be found on www.hse.gov.uk/riddor

Reporting of such an incident is done on line via the www.hse.gov.uk/riddor/report portal

Alcohol and Drug Abuse

No alcohol can be consumed on the premises at any time unless under the permission of the Town Clerk

Anyone found taking alcohol or drugs on the premises without permission is guilty of gross misconduct, and will be disciplined accordingly.

The Council reserves the right to require employees to undertake a medical test if it considers there to be a safety implication.

Asbestos

The Policy of Bovey Tracey Town Council is to :-

- Produce and maintain an Asbestos Register that is available to all staff, contractors and property users.
- Promote awareness of the hazards associated with asbestos.
- Produce a Management Policy and Procedures Plan.
- Periodically review the plan to ensure that any areas of asbestos requiring it, are sealed, encapsulated, inspected, monitored, labelled or removed.

Consultation and Training

The Company is committed to providing employees with adequate information, instruction and training. Staff meetings will be held regularly with feedback and suggestions welcomed from all staff members.

A mixture of both internal and external training will be provided and;

- We will ensure that all newly appointed or promoted staff receive an efficient induction into their jobs.
- We will provide training to increase the productivity and performance of existing staff, ensuring that they are updated in line with new legislative requirements, techniques and technology.
- Training needs will be reviewed at least once a year.
- Records of training will be kept for all employees.

Contractors

All contractors working on our premises and land are required to comply with appropriate rules and regulations governing their work activities.

All contractors to be used for Council work are required to prove their competence by completing a questionnaire and providing evidence.

Before any work is undertaken a risk assessment and method statement are requested.

COSHH

We recognise that some substances have the potential to cause ill health and we will introduce measures to identify any such substances our employees use or are exposed to in the course of their work.

Where practical alternatives exist, we will not use harmful substances.

Substances that we must use will be assessed and control measures introduced to prevent risk.

Employees will be advised of the risks, provided with the appropriate protective equipment and trained accordingly

Display Screen Equipment

All reasonable steps will be taken by the Council to secure the health and safety of employees who work with display screen equipment.

To achieve this objective the Council will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavor to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, free of charge, of any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

Driving At Work

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- require drivers agree to allow the company to check licences online

Where providing Council vehicles:

- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery

Implementation

The Council asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

Driving is an integral part to some roles within the Council and has inherent risks associated with it which drivers should be made aware of.

The Council is committed to reducing the risks its staff face or create when driving at work and therefore will :-

- Not put unreasonable time constraints on travel.
- Ensure those driving for business are competent (and where required, authorised) and fit.
- Require drivers to annually submit copies of their current driving licence and confirm they are physically fit to drive.
- Maintain the vehicles to the required legal standard and ensure suitable for their purpose.

Drivers

Drivers will remain responsible for their safety and others must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Town Clerk.

- Anything that could affect their driving, e.g. health conditions or injuries, use of prescribed medication.
- Changes to licence such as; limitations, offences recorded, period bans.
- Vehicle defects that affect ability/safety to drive.
- Any accidents/incidents that occurred whilst driving on behalf of the Council.
- Be physically fit and have a level of alcohol below the maximum level allowed, ideally zero and not under influence of any drugs that may affect the ability to drive.
- Have had an eye test in the last two years and be using any corrective appliance.
- Adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety.

Whilst driving, drivers must :-

- Drive in accordance with the applicable law and with consideration for the safety of passengers and other road users.
- Remain in control of the vehicle at all times.
- Not smoke in a Council vehicle.
- Only use electronic devices, e.g. mobile phones, satellite navigation, mp3 player, when set up to do so, i.e. using a hands-free device.

Office based staff should :-

- Not expect staff to answer calls when they are driving. Leave a short message and await the return call.

Electricity At Work

All electrical systems on our premises will be inspected to ensure there is no danger.

All portable appliances will be given a thorough electrical test by a competent person at fixed intervals, which reflect the potential risks associated with the class of appliance.

The fixed wiring installation supplying electrical sockets, lighting or other wired in equipment will be inspected by a competent electrician at least every five years.

Any hirer of the premises will be required to produce evidence that electrical equipment being brought on to the premises is PAT tested

Fire Safety

We will put in place arrangements for the assessment of risks from fire and appropriate control measures to minimise the risks identified. These measures will include the following arrangements, procedures and controls.

- Regular inspection of the premises for fire safety.
- Adequate means of detecting and warning of a fire
- Fire extinguishers will be placed at clearly signed fire points.
- Emergency exit routes will be kept clear at all times.
- We will train in the use of extinguishers, procedures for fire drills and evacuation.
- Records of training and drills will be kept.
- Undertake an annual fire risk assessment
- Regular inspection of the premises for fire safety.

First Aid

We recognise our legal duty to make sufficient provision for first aid to employees.

We will make appropriate arrangements to ensure that there are an adequate number of trained first aiders.

Lone workers will also have their needs considered in respect of first aid.

In the event of anything other than minor injuries, medical assistance must be sought.

Lone Working

Bovey Tracey Town Council will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Bovey Tracey Town Council will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, machinery, goods, substances, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health

Information and Training

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area a member of the Council is aware of your location and expected time frame necessary to complete the task
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person or simply prohibited from being a lone working activity
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- If there is no mobile phone connectivity then ensure you arrange for an alternative method of checking in i.e. visiting the office, walkie talkie, other
- do not put yourself at risk; if you do not feel safe discuss the situation with the Town Clerk

Certain tasks will not be carried out whilst working alone and these include working at height i.e. from ladders, heavy lifting activities. Further arrangements will be put in place for these activities.

Manual Handling

Manual handling risks are present in most aspects of work.

We will undertake risk assessments in respect of all manual handling operations identified as having a significant risk and will strive to reduce these risks as far as possible.

Training in lifting techniques will be provided for staff involved in all operations identified as having a significant risk.

Personal Protective Equipment (PPE)

PPE will be provided where our risk assessments show that a risk cannot otherwise be avoided.

It will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk.

PPE will be maintained and replaced as necessary to ensure its effectiveness. Employees must report loss or obvious defects in PPE as soon as practicable.

Pregnant Females

We recognise that all work involving pregnant women and nursing mothers will need to take into account their physical and psychological capacity.

Employees are reminded that they have a duty to advise their employer as soon as they know they are pregnant.

Risk Assessment

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities.

Safety Inspections

Safety inspections will be arranged at appropriate intervals. All safety equipment such as interlocking guards, emergency stops and pressure mats will be regularly tested to ensure effectiveness.

Smoking At Work

Smoking is not permitted anywhere within the buildings used or occupied by Council staff.

Any vehicle provided for work purposes is classed a place of work and therefore, becomes a smoke free environment.

Stress Management

We recognise that stress is an increasing factor in our daily lives. The Employee Handbook details the Council's Stress Policy

The definition of stress is "the adverse reaction people have to excessive pressure or other demands placed upon them" This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The Council will attempt to identify the stressors within the workplace and control them wherever possible, It will consult with staff on issues and train individual Line Managers in good management practices

The Council will provide confidential counselling for staff affected by stress caused by work related issues

It is every employee's responsibility to raise concerns to either your Line Manager, HR Manager or Town Clerk and accept counselling when recommended.

The Indoor Environment

It is our policy to provide a working environment that is safe and comfortable.

The Outdoor Environment

Trees

The Council are responsible for numerous trees situated around the town and acknowledge its responsibility to ensure they are well maintained.

Trees are of great benefit to the Town and the overall risk to human safety is extremely low, however the Council does have a duty of care and will undertake a balanced and proportionate approach to tree safety.

- Independent Inspection – The Council on a regular basis will arrange for all trees under their control to be assessed by a suitably qualified person with expertise in tree management. The Council will react accordingly to the recommendations with regards to tree maintenance.
- Visual Inspection – Depending on the recommendations of the expert report the Council will undertake regular visual inspections at appropriate intervals. The interval will be dependent on condition, location and size of the tree.

All inspections will be documented.

Play Areas and Skate Parks

The Council recognises the need to keep the play areas and equipment safe for the users and as such will continue to do the following :-

- Daily inspection by amenities staff
- Quarterly inspection by District Council.
- Annual Independent Inspection.

Visitors

Our policy regarding the control of visitors on our premises is that :-

- We must be aware that the visitor is on the premises.
- Visitors are the responsibility of the Council whilst on the premises.

All visitors must comply with any instructions given to them.

Work Equipment

We will, so far as is reasonably practicable, ensure that all work equipment is safe and without risk.

To minimise the risk of injury from work equipment we will :-

- Carry out risk assessments of all equipment in use and all new or second hand equipment purchased.
- Carry out inspections to ensure all safety critical features remain fully effective.
- Ensure that all maintenance procedures are kept up-to-date.
- Provide suitable training.

Young Persons

We will pay special regard to the needs of any young persons by risk assessing the tasks we are asking them to do and take into account their inexperience and immaturity.

APPENDIX

Arrangements

- Overall and final responsibility for health and safety is that of the Councillors of Bovey Tracey
- Day to day responsibility for ensuring the policy is put into practice is delegated to the Town Clerk
- Our nominated Competent Person is WPS Insurance Brokers
- The following employees are responsible for health and safety in their areas :-

Name	Area
Roger Rance	External Areas

- Employees should report any health and safety concerns to the Town Clerk
- The Town Clerk will be responsible for ensuring any risk assessments as required by Regulations are undertaken.
- Action required to reduce or control the risks will be approved by the Town Clerk
- The Town Clerk will be responsible for ensuring that employees are made aware of the findings of the risk assessments and any control measures identified.
- Any defects in plant, equipment, buildings or systems should be reported to the Town Clerk
- The Health and Safety Law Poster is displayed in the main office

Arrangements

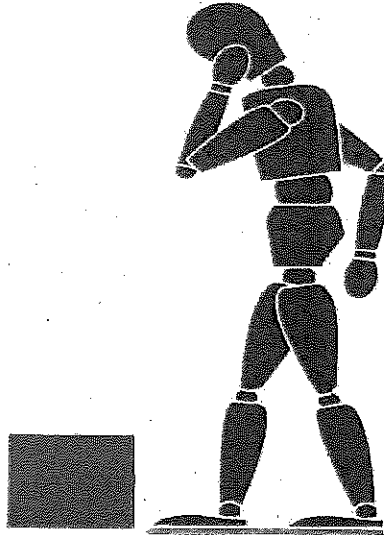
- Induction training for new employees is the responsibility of the Town Clerk
- Job training will be co-ordinated by the Town Clerk
- The training plan will be reviewed at least annually
- Training records are kept in the Town Clerk's office
- The first aid box is kept in the kitchen area
- The Accident Book is kept with the Town Clerk
- All accidents should be reported to the Town Clerk
- the Town Clerk and Chairman will conduct the accident investigation
- Emergency escape routes are checked weekly by the Town Clerk
- Fire safety checks are carried out weekly by the Grounds Maintenance Operatives
- Fire extinguishers are maintained by Firewatch Ltd
- The fire alarm is tested weekly by the Grounds Maintenance Operatives

Manual Handling

PRINCIPLES OF GOOD HANDLING TECHNIQUE

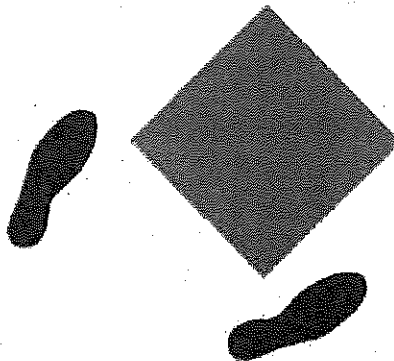
1 Planning

Plan the lift, consider where the load is to be placed, the distances involved, are there any obstructions such as closed doors? is assistance required?, can handling aids or equipment be used?



2 Feet

The feet should be positioned apart (shoulder width), one foot ahead of the other in the direction of the intended movement



3 Knees

Adopt a good posture for handling with the knees bent (not squat – don't kneel), in order to gain the most effective power from the thigh muscles

4 Back

The back should be straight - not necessarily vertical (15 - 20°) from vertical is alright, keeping the natural curve of the spine. It may help to tuck in the chin. If necessary, lean forward a little over the load to get a good grip and to keep the centre of gravity over the load.

5 Arms

The arms should be close to the body (nearer the centre of gravity) with the shoulders level and facing the same direction as the hips.



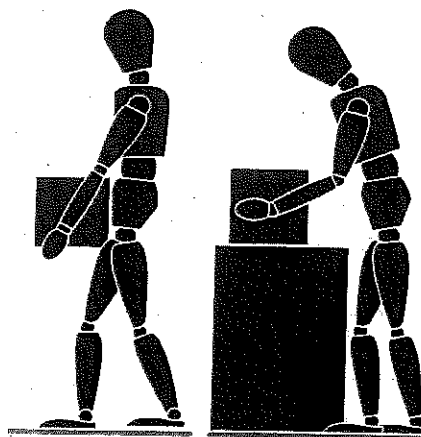
6 Hands

Ensure a firm grip on the load using the roots of the fingers and the palm of the hand. Holding the load this way is also less tiring than keeping the fingers straight.

7 Head

Raise the chin out and up as the lift begins, otherwise this results in round shoulders and a curved spine.

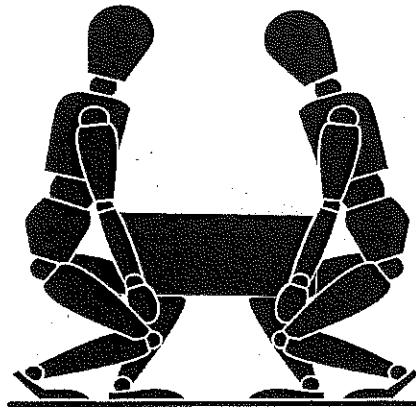
8 Moving the load



- Keep the load as close to the trunk for as long as possible, and where relevant, keep the heaviest side of the load close to the body. Slide the load towards you if required.
- Lift smoothly
- Move the feet not the trunk when turning to the side, i.e., don't twist.
- Put the load down and then slide the load into the required position if necessary.

9 Team Handling

Handling by two or more people may make possible an operation that is beyond the capability of one person, or reduce the risk of injury to a solo handler.



Additional difficulties may arise if team members impede each other's vision or movement, or if the load offers insufficient good handholds. This can occur particularly with compact loads which force the handlers to work close together or where the space available for movement is limited.

When lifting loads at or near floor level is unavoidable, handling techniques which allow the use of relatively strong leg muscles rather than those of the back are preferable, provided the load is small enough to be held close to the trunk. In addition, if the task includes lifting to shoulder height, allow the handlers to change hand grip. Bear in mind, however, that such techniques impose heavy forces on the knees and hip joints which must carry both the weight of the load and the weight of the rest of the body.

The closeness of the load to the body can also be influenced by foot placement. The elimination of obstacles which need to be reached over or into will permit the handler's feet to be placed beneath or adjacent to the load before beginning the manual handling operation.

Display Screen Equipment (DSE)/Visual Display Unit (VDU)

Some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare, or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- In setting up software, choose options giving text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are easy on the eye (avoid red text on a blue background, or vice-versa).

- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching to reach things you need (if this happens a lot, rearrange your workstation)
- Most jobs provide opportunities to take a break from the screen, e.g. to do filing or photocopying. Make use of them. If there are no such natural breaks in your job, your employer should plan for you to have rest breaks. Frequent short breaks are better than fewer long ones.

Ladders and Stepladders

This guidance is to help you:

- know when to use a ladder;
- decide how to go about selecting the right sort of ladder for the particular job;
- understand how to use it;
- know how to look after it; and
- take sensible safety precautions.

When is a ladder the most suitable access equipment?

As a guide, **only** use a ladder or stepladder:

- in one position for a maximum of 30 minutes;
- for 'light work' - they are not suitable for strenuous or heavy work. If a task involves you carrying more than 10 kg (a bucket of something) up the ladder or steps it will need to be justified by a detailed manual handling assessment;
- where a handhold is available on the ladder or stepladder;
- where you can maintain three points of contact (hands and feet) at the working position;

On a **ladder** where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On **stepladders** where a handhold is not practicable you will need to consider whether it is safe to work or not.

Is it a safe place to use a ladder or stepladder?

As a guide, **only** use a ladder or stepladder:

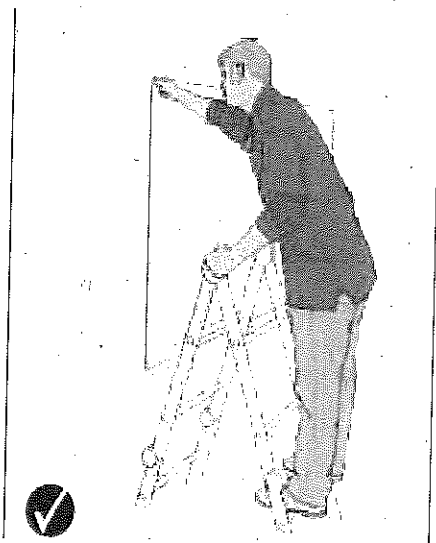
- on firm ground or spread the load (e.g. use a board);
- on clean, solid surfaces (paving slabs, floors etc). These need to be clean (no oil, moss or leaf litter) and free of loose material (sand, packaging materials etc) so the feet can grip. Shiny floor surfaces can be slippery even without contamination;

Never stand ladders or stepladders on moveable objects, such as pallets, bricks, lift trucks, tower scaffolds, vans, stacks of paper or boxes etc. If the ladder or stepladder won't reach, you need to use a more suitable type of access equipment.

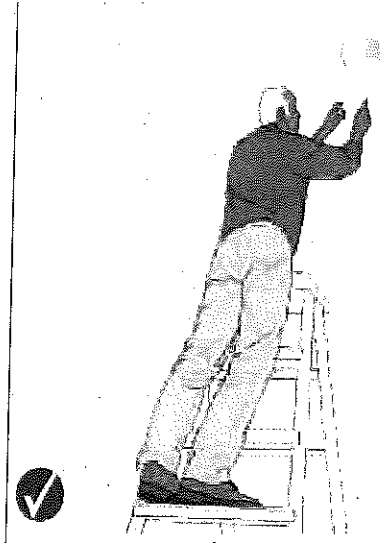
Safety in use – stepladders

On a stepladder do not:

- overload it – you and anything you are carrying should not exceed the highest load stated on the stepladder;
- use it in locations where the restraint devices cannot be fully opened. Any locking devices must also be engaged;
- use the top two steps of a stepladder, unless a suitable handrail is available on the stepladder;
- don't use the top three steps of swing-back or double-sided stepladders, where a step forms the very top of the stepladder.

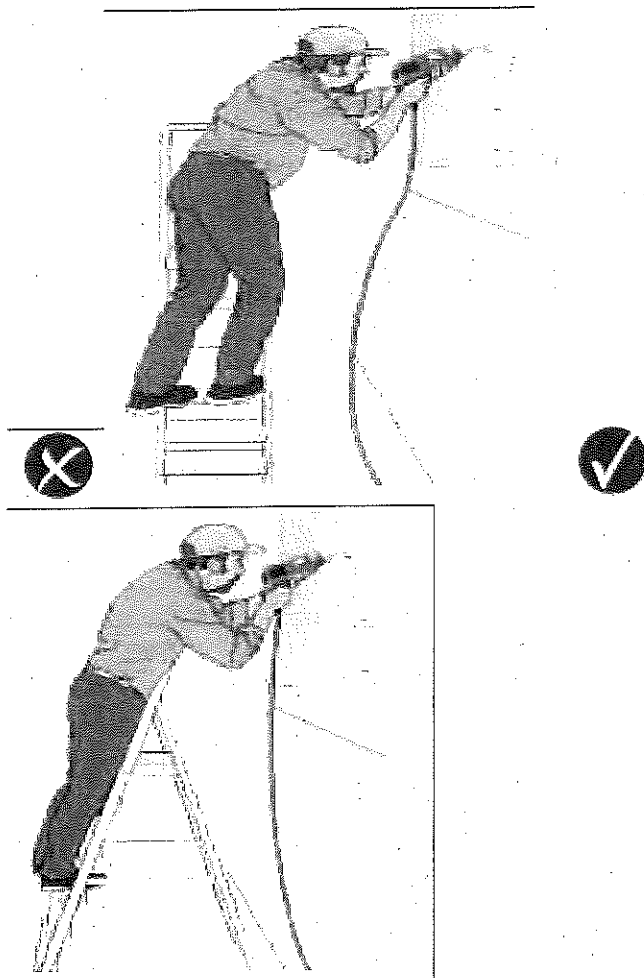


Correct – two clear rungs. Don't work any higher up this type of stepladder.



Correct – 3 clear rungs, do not work any higher on this type of stepladder

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.



Incorrect – steps side on to work activity

Correct – steps facing work activity

Where you cannot maintain a handhold (e.g. putting a box on a shelf), the use of a stepladder will have to be justified by taking into account:

- the height of the task;
- a safe handhold still being available on the stepladder;
- whether it is light work ;
- whether it avoids side loading;
- whether it avoids overreaching
- whether your feet are fully supported; and
- whether you can tie the stepladder.

Consider tying a **stepladder** where possible and helpful to the task (e.g. side-on working or where two free hands are needed). Stepladders should not be used for access to another level unless they have been designed for this.

Is the ladder or stepladder safe to be used?

You must check that the ladder or stepladder is in a safe condition before using it (a daily pre-use check). As a guide, **only** use ladders or stepladders that:

- have no visible defects.
- have a current detailed visual inspection (look for an inspection label).

- are suitable for work use. Use Class 1 or EN 131 ladders or stepladders at work because domestic (Class 3) ones are not normally suitable for use at work;
- have been maintained and stored in accordance with the manufacturer's instructions.

Also, you must always use a non-conductive ladder or steps for any necessary live electrical work.

Pre-use checks

Look for obvious visual defects before using a ladder or stepladder. Check that:

- all the ladder feet are fitted;
- the feet are in good repair (not loose, missing, splitting, excessively worn, secure etc);
- the feet are clean - the feet should be in contact with the ground. Ladder feet should also be checked when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to ensure the foot material and not the dirt (e.g. soil, embedded stones or swarf) is making contact with the ground;
- all the screws, bolts and hinges are secure;
- on a stepladder, that the "spreaders" on the ladder can be locked into place.
- There are no other obvious signs of damage such as cracks.

If you find a problem, DO NOT USE the ladder. It should be repaired (if practicable) or destroyed.

Storage

When storing ladders and stepladders, store them in a well ventilated area to prevent sagging and warping. Store straight ladders in flat racks or on wall brackets, don't hand them from the rungs. Store step ladders in the closed, vertical position.

The information in this Guidance is based on the HSE leaflet 'Safe use of ladders and step ladders'

Paper(s) follow for:

Item FR&GP. 17/55



PCC

Office of the Police
and Crime Commissioner
Devon and Cornwall

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Exeter EX2 7RP

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✉ opcc@devonandcornwall.pnn.police.uk

🌐 www.devonandcornwall-pcc.gov.uk

Mr M Wells
Town Clerk
Bovey Tracey Town Council
Town Hall
Bovey Tracey
Newton Abbot
Devon
TQ13 9EG

Our Ref: PCC_2662_WELLS

21st March 2017

By E-mail: info@boveytracey.gov.uk

Dear Mr Wells

Thank you for your letter of 9th March concerning PCSO plans in Devon and Cornwall.

First let me start by saying that I am tremendously proud of our Police Community Support Officers. I regularly receive feedback from the public and councillors about local PCSOs. All Devon and Cornwall Police employees serve our communities well be they PCSOs, police officers or police staff.

Since taking office last year I have been listening to the views of the public across Devon and Cornwall. What is overwhelmingly clear is that whilst the vast majority of the public support their police, they feel at times too distant from the police and call for greater connectivity. This was the case even in areas where they voiced strong support for their existing PCSOs. I have sought to address this desire for greater connectivity in my new Police and Crime Plan.

My new Police and Crime Plan provides a direction to help communities become safer, more resilient and better connected and makes a Local Policing Promise to ensure that policing is accessible, responsive, informative and supportive. To support this I have been able to unlock additional funding, including releasing a significant sum from our reserves.

However, decisions regarding the shape and make up of the workforce are made by the Chief Constable. He has now set out his outline plans and I have supported this on the condition that the enhanced structure fully delivers my police and crime plan which has

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📺 youtube.com/devonandcornwallpcc

VAT No: 176318003

connectivity at its heart. Through the investment that I have provided the Chief Constable has proposed to increase police officer numbers by 94 to over 3000, appoint 50 new criminal investigators and employ a team of 30 police staff who will directly support front line policing, for example by taking witness statements over the telephone. We expect that this investment in statement takers alone will free up 60,000 police officer hours – which is the equivalent of another 30 police officers on our streets.

The Chief Constable also proposed to make a significant reduction, over time, in the number of PCSOs working within our communities. No decisions have yet been made about where PCSOs will be deployed in the future and I have made it clear to the Chief Constable that I expect him to engage with communities, as well as the workforce, to inform him as he moves forward.

The Chief Constable is preparing a connectivity plan that will set out publicly how he intends to fulfil the requirements set out in my plan and I shall be 'signing off' a set of service standards that the police will be required to meet. Connectivity for me is about building and keeping a strong link between the community and the police. At the moment that link for many people comes primarily from your PCSO – but we need to ensure that our links with the community are wider and stronger than just one person.

Over the coming years the shape of policing in Devon and Cornwall needs to alter – to reflect the changing nature of crime but also to help us respond quickly to emergency calls across our rural and our urban areas. We also need to improve the connection between the public and the police. It is for the Chief Constable to decide the composition of his workforce and to make decisions on how those resources are deployed.

While PCSO numbers will be reducing over time, it is the intention that existing PCSOs will move into these new roles, as police officers or other staff roles. I have the Chief Constable's assurances that there will be no redundancies over the next twelve months and that redeployments will only take place following engagement with those localities that will be affected. As your representative, I will be resolute in holding the Chief Constable to account on behalf of the public particularly for the increased connectivity that the people of Devon and Cornwall have said is important to them.

I fully appreciate that you will continue to have concerns as to what local policing will look like in your area in the coming years and the role that PCSOs will play. I would encourage you to write to the Chief Constable to ensure that you also make him aware of your concerns. He will also be the person to address your question about whether a rural weighting will be applied to the new workforce model.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Alison Hernandez', written in a cursive style.

Alison Hernandez
Police and Crime Commissioner

Paper(s) follow for:

Item FR&GP. 17/56

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		Yes means that this smaller authority	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel/Fax: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon. Wed. & Fri.

18th April 2017

Dear Councillor,

You are hereby summoned to attend a meeting of the Planning Committee which will be held in the Council Chamber, Town Hall, Bovey Tracey on Monday 24th April 2017 at 8pm approx. (following FR&GP Committee meeting) for the purpose of transacting the business as set out on the agenda below.

AGENDA

Interests to be declared: In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.

Previous Minutes:

Approved minutes of the previous meeting are available on the Town Council's website (www.boveytracey.gov.uk) for inspection. If a paper copy is required, these can be collected, on request, from the Town Council's offices during office hours, prior to the meeting.

PL.17/22 Apologies for absence:

**Public Participation:

The Committee, at the Chairman's discretion, sets aside a short period of time at the commencement of the meeting when the public can ask questions or make statements regarding agenda items.

PL.17/23 Consideration of Planning Applications:

DNPA Applications listed to 24.3.17: None

TDC Applications listed to 31.3.17: None

DNPA Applications listed to 31.3.17: None

TDC Applications listed to 7.4.17:

- a) 17/00802/FUL Two storey side extension and single storey extension to front of property at 23 Kiln Close for Mr S Young.
- b) 17/00824/FUL Extension to garage at The Pynes, 5A Ashburton Road for Mr D Bowden.
- c) 17/00865/LBC Amend glass entrance structure at Town Hall, Town Hall Place for Mr Simon Crow.

Withdrawn Application. (To note)

- d) 17/00252/FUL Erection of single storey front extension at 2 Brow Hill, Heathfield for Mr P Flory.

DNPA Applications listed to 7.4.17: None

TDC Applications listed to 13.4.17: None

PL.17/24

Planning Decisions:

Approvals:

a)

TDC:

- i) Fell one oak at 38 Musket Road, Heathfield. (Referred)
- ii) Retrospective approval for installation of new shop-front, auto-doors and a new ATM: Re-grading of the external ramp and bollard relocation at Unit A, Riverside. (N/ O)
- iii) Crown lift to main forks one oak (941 on submitted plan and crown reduce by 3-4m one oak (942 on submitted plan) at Units 1-3 Blue Water House, Pottery Road. (Referred)
- iv) Crown lift four beech trees to give 2m vertical clearance from roof and fell two Scots pine. (Referred)
- v) Re-render of front elevation re-placing existing Portland cement render with breathable Lime mortar and breathable silicate paint at 44 East Street. (N/O)

b)

DNPA:

- i) Variation of condition 4 of 0271/14 to allow the use of plain tiles at Linghaven. (N/O)

Refusals:

c)

TDC:

- i) Single storey side extension to existing veterinary practice at Mill House, Station Road. (N/O)

The Town Council's submitted observations: No objections - N/O. Objection - 0.

PL.17/25

Devon County Council - (School Lane, Heathfield)
(Prohibition of HGVs over 7.5t) Order:

To receive details of a draft order (**copy enclosed*) and consider any response.

PL.17/26

Neighbourhood Plan Steering Group:

To receive a verbal update at the meeting

PL.17/27

General Planning Matters brought forward by Councillors:
(For information only).

SIGNED
M WELLS
TOWN CLERK



DATE 18/04/17

Paper(s) follow for:

Item PL. 17/25

**Devon County Council (School Lane, Heathfield, Bovey Tracey)
(Prohibition of HGVs over 7.5t) Order**

Devon County Council propose to make this order under the Road Traffic Regulation Act 1984 with an exemption for permit holders to enable HGVs to proceed in the specified road (School Lane) to access Little Bovey Farm if displaying a valid permit

The draft order, plan & statement of reasons may be seen during usual office hours at the address below in main reception & Tuesday 10am-6pm, Thursday 10am-5pm, Friday 10am-1pm, Saturday 10am-1pm at Bovey Tracey Library, Abbey Road, Bovey Tracey TQ13 9HZ.

Draft order, & statement of reasons at www.devon.gov.uk/traffic-orders from 7th April until 28th April 2017.

Objections & other comments specifying the proposal & the grounds on which they are made must be in writing to the address below or via www.devon.gov.uk/traffic-orders to arrive by **28th April 2017**. Receipt of submissions may not be acknowledged but those received will be considered. A reply will be sent to objectors if the proposal goes ahead. If you make a submission this will form part of a public record which may be made publicly available.

7th April 2017

Reference CMT/B12633

County Solicitor, County Hall, Topsham Road, Exeter EX2 4QD

Statement of Reasons

In October 2016 a Traffic Regulation Order was introduced on School Lane to reduce the number of HGVs using the road known as 'Road past South West Water' which is part of the Granite and Gears Bovey Tracey to Newton Abbot (Stover Way) multi-use trail. This was to make it safer for pedestrians, cyclists and equestrians using the multi-use trail.

However, deliveries to and from Little Bovey Farm are being affected by the prohibition on School Lane and therefore it is proposed to modify the existing prohibition by introducing an exemption for permit holders. HGV delivery vehicles accessing Little Bovey Farm will be able to use School Lane only if they are displaying a valid permit.

Specifically the order will avoid danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road and preserving the character of road in a case where it is specially suitable for use by persons on horseback or on foot.

**Devon County Council (School Lane, Heathfield, Bovey Tracey)
(Prohibition of HGVs over 7.5t) Order**

Devon County Council make the following order in exercise of powers under sections 1, 2, part IV of schedule 9 of the Road traffic Regulation Act 1984 ("Act") & of all other enabling powers

1. This order comes into force.....and maybe cited as 'Devon County Council (School Lane, Heathfield, Bovey Tracey) (Prohibition of HGVs over 7.5t) Order '
2. In this order
Heavy Goods Vehicle has the same meaning as 'heavy commercial vehicle' in section 128 of the Act

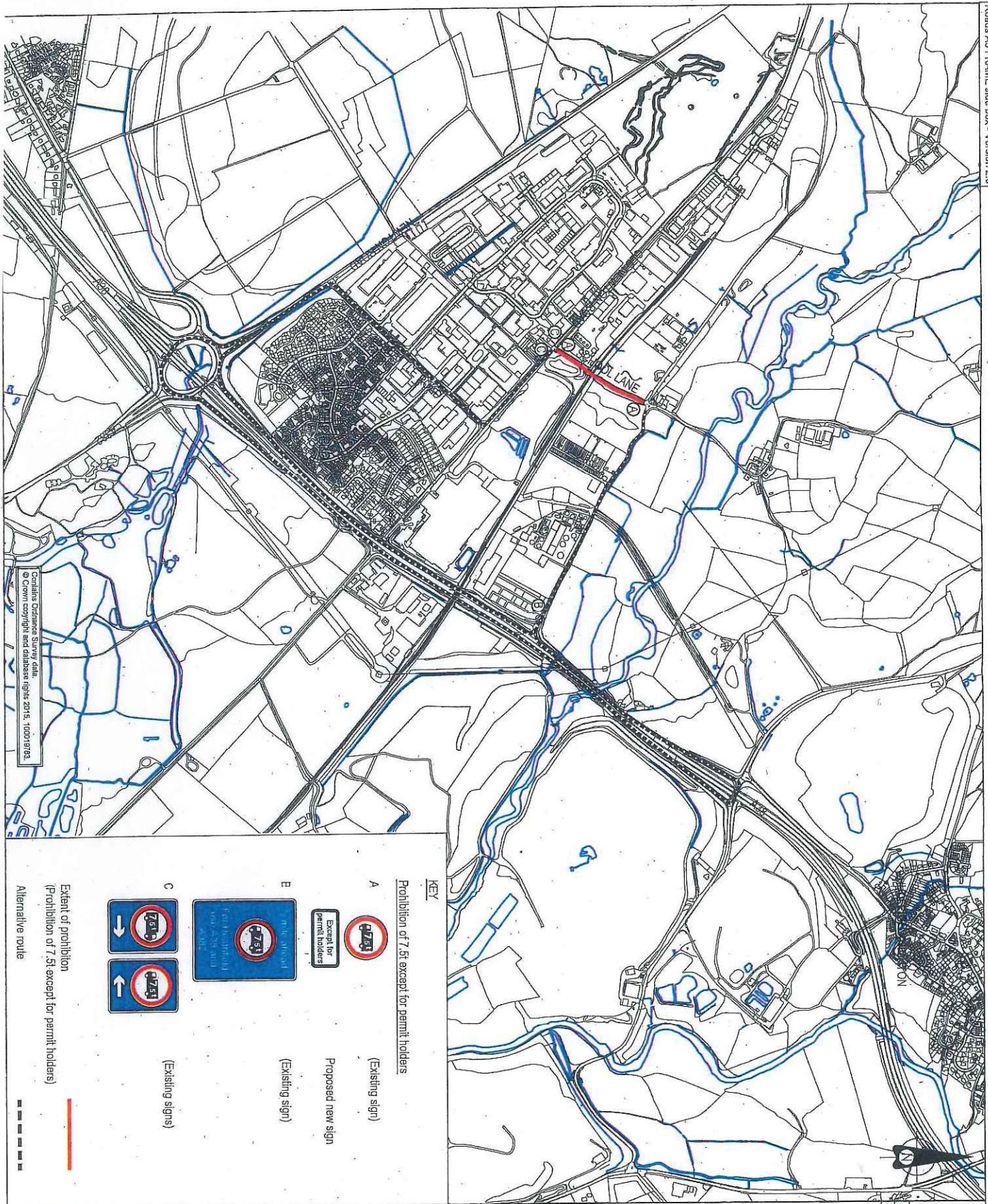
Issuing Authority means the Council or an agent acting on behalf of the Council

Permit means a permit issued by the Issuing Authority which refers to one vehicle only. At all times that the vehicle is within the restricted area the permit must be displayed in either of the two following locations –

- (a) in the case of a vehicle fitted with a front windscreen, the nearside of and immediately behind the windscreen
- (b) in the case of a vehicle not fitted with a front windscreen, the permit is to be exhibited in a conspicuous position on the front or nearside of the vehicle

Permit Holder means a person who has been issued with a permit under the provisions of article 4

3. Save as provided in article 4 no person shall cause a Heavy Goods Vehicle over 7.5 tonnes to proceed in the length of road specified in the schedule
4. Nothing in article 3 prevents any person from causing a vehicle to proceed in the specified road if authorised to do so by a police constable in uniform or if the vehicle is being used
 - a) for fire, police or ambulance purposes
 - b) in the service of a local authority or water authority in pursuance of statutory powers or duties
 - c) in connection with any building operation or demolition in or adjacent to the road; the removal of an obstruction to traffic in the road; maintenance, improvement or reconstruction of the road; the laying, erection, alteration or repair in or adjacent to the road of any sewer, main, pipe or apparatus for the supply of gas, water or electricity or of telecommunications apparatus as defined in schedule 2 of the Telecommunications Act 1984
 - d) to access Little Bovey Farm and is displaying a valid permit issued by the issuing authority to allow the vehicle to use the area specified in the schedule
5. The Devon County Council (School Lane, Heathfield, Bovey Tracey) (Prohibition of HGVs over 7.5t) Order 2016 is revoked in its entirety



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KEY

A (Existing sign)
Prohibition of 7.5t except for permit holders

B (Existing sign)
Proposed new sign
Except for permit holders

C (Existing signs)
Extent of prohibition
(Prohibition of 7.5t except for permit holders)

Alternative route

Do not scale from this drawing in either hard or electronic format. No responsibility is accepted where this drawing is used in circumstances other than that for which it was originally prepared and issued.

NOTES

1 Indicative sign designs shown for reference only. Final sign design to be to TSKGD

Rev	Date	Drawn	Revisions	Chk
A	07/16	PB	Proposed signs only shown Road Names added	
B	03/17	PB	Except for permit holders	



Engineering Design Group

Market Offices
County Hall
Topslam Road
Exeter
EX2 4QD

Tel. 0843 155 1004
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enquiries@devon.gov.uk
www.devon.gov.uk

JOB
GRANITE AND GEARS
BOVEY TRACEY TO
NEWTON ABBOT PATH

DRAWING TITLE
SCHOOL LANE
TRO

Dwg No. B12001 / 104	Revision B
Scale 1 : 10,000	Sheet A3