

ARTHURET PARISH COUNCIL

MINUTES of the **ARTHURET PARISH COUNCIL MEETING** held at the **COUNCIL OFFICES, 9 ESK STREET, LONGTOWN** on **MONDAY, 11th MAY 2026** at **7:20PM**

PRESENT

Councillors Sir J Graham (Chair), G Routledge (Vice Chair), C Johanssen, E Jeffrey, M Irving, M Gunson, C Adams and R Graham

ALSO PRESENT – Parish Clerk and RFO

APOLOGIES – Cumberland Councillor T Pickstone

Minute Number	
26/05/013	Apologies for Absence To receive apologies and approve reasons for absence RESOLVED that apologies were received from Cumberland Councillor T Pickstone
26/05/014	Declaration of Interest To receive declarations by elected and co-opted members of interests in respect of items on this agenda RESOLVED that a declaration was received from Cllr M Gunson regarding the allotments
26/05/015	Public Participation To receive representation from members of the public on issues relating to items on this agenda. <i>Members of the public are permitted to speak for up to 15 minutes and are not permitted to speak at any other time during the meeting unless invited to do so by the Chair</i> RESOLVED that no members of the public were present
26/05/016	Minutes To authorise the Chair to sign, as a correct record, the minutes of the meeting held on the 13th April 2026 RESOLVED to authorise the Chair to sign, as a correct record, the minutes of the meeting held on the 13th April 2026
26/05/017	Cumberland Councillor Report To receive a report from Cumberland Councillor T Pickstone (<i>copy herewith</i>) RESOLVED that the attached report was received and noted
26/05/018	SIDs – Cllr M Irving To receive a report from the Clerk

	RESOLVED that a SID for Swan Street is to be sited w/c 18th May 2026 RESOLVED that the remaining SID is to be sited on Netherby Road, leaving the town RESOLVED that Old Road and Church Road to be kept in mind for further potential funding and SID's RESOLVED that Cllr G Routledge would like it noted that he still has concerns regarding the Brampton Road and the Carlisle road regarding speeding
26/05/019	To receive a report from representatives on other bodies (if applicable) Longtown Community Centre Board of Trustees – Cllr Sir JFS Graham • The refurbishment should be completed by the end June • Bookings are being taken for birthday's, weddings and funeral teas • There is a Vintage day taking place soon • A Farmer's Market is also being held here Allotment Committee – Cllrs M Gunson and C Adams • The Allotment Committee have had a walk around and are in the process of sending out letters to those who are not working their plots • An email complaint regarding rubbish being stored on plots has been received • 3 new people have now taken over their plots • There has been 1 new application which we are dealing with • There is an Allotment Committee Meeting on Wednesday 13th May • Empty plots are in the process of being cleared ready for use Village Veg – Cllr E Jeffrey • A report for the Village Veg is attached Borderlands Project – Cllr M Gunson • A meeting was held in Egremont on 11 May • All the Town Teams were in attendance • Good discussions were had by all Borderlands Project – Community Representative Cllr C Johanssen • The Community Centre is first phase of this project • The A7 will be the second phase
26/05/020	Festive Lunch To consider dates for the Senior Citizens Festive Lunch at the Community Centre • Currently all Saturdays in December are available to book, and we can set up on the Friday before from 6:45pm onwards RESOLVED that the Festive Lunch to take place on the 5th December 2026
26/05/021	Borderlands To receive a request from Cllr C Johanssen to represent the Parish Council and cease being a Community Rep on this board RESOLVED that this was noted and accepted
26/05/022	Bobbin Mill To receive a report from the site meeting held on the 15th April, regarding the new benches (<i>copy herewith</i>)

	RESOLVED that Cllr C Johanssen read out the report to the rest of the Council RESOLVED that 1 bench is to be moved RESOLVED that the Clerk and RFO to look at an alternative site within Bobbin Mill to position the 2 benches To receive a request from Cllr E Jeffrey regarding the metal benches (<i>copy herewith</i>) RESOLVED that this motion was overlooked
26/05/023	Play Areas To receive a report from Cllr C Johanssen Cllr Johanssen wanted to know why the Clerk and RFO were not doing the jobs regarding new equipment and maintenance of the play areas when the weekly reports are being done. Cllr Johanssen was informed that maintenance has taken place, however, due to significant difficulty in trying to track down the S106 money and receive it in our account to pay the supplier for the new MUGA, skate park and exercise equipment we could not ask the supplier to do more work for the Parish Council as £96,000 was owed to them. They have now been paid, and new seats are on order.
26/05/024	Tour De France To receive a report from Cllr C Johanssen RESOLVED that Cllr C Johanssen would like to form a Working Group for a Tour De Longtown event RESOLVED that the Council agreed to this and the members are Cllrs C Johanssen, R Graham and M Gunson
26/05/025	Neighbourhood Policing Pledge Meeting To receive a report from Cllrs C Adams and C Johanssen RESOLVED that a mobile SID can be requested from the Police RESOLVED that the Clerk had been in contact with PC P Jopson, and that the problem of speeding within the Town was to be investigated with the presence of a mobile van at various locations RESOLVED that the Longtown officers were not trained in the use of a speed gun, however PC Jopson was to talk to the Brampton officers to see if they could monitor Longtown
26/05/026	Reports To receive a report from the Clerk detailing what has been worked on in April 2026 (<i>copy herewith</i>) RESOLVED that the report was received and noted
26/05/027	Planning (<i>circulated prior to meeting</i>) To consider the following planning applications App Ref: 26/0233 Proposal: Display Of Internally Illuminated Mini Fuel Pricing Totem

	Location: Spar Stores Bridge Street Service Station, 20 Bridge Street, Longtown, Carlisle, CA6 5UD NO OBSERVATIONS App Ref: 26/0238 Proposal: Installation, Operation & Decommissioning Of A Renewable Energy Generating Station, Comprising Ground-Mounted Photovoltaic Solar Arrays, A 132kv Substation, Underground Cable Route & Associated Equipment, Infrastructure, Access, Landscape & Biodiversity Enhancements Location: Land at Hornick Hill and Burnfoot Farm, Sandysike, Longtown THE PARISH COUNCIL WOULD LIKE IT NOTED THAT THERE HAS NOT BEEN ANY CONSULTATION WITH RESIDENTS WITHIN THE ARTHURET PARISH BOUNDARY THEY WOULD LIKE A CONSULTATION ARRANGED WITHIN LONGTOWN
26/05/028	Planning – Notification of Withdrawal of Planning App Ref: 25/0303 Proposal: Change Of Use Of Land For Car Parking Location: Cumbria Logistics, Shed 8 & 63, Site 7 RAF, Sandysike, Longtown, Carlisle, CA6 5SR THIS WAS NOTED BY THE PARISH COUNCIL

PART B

26/05/029	Application for Councillor To receive 3 applications and consider acceptance RESOLVED to accept 2 of the applications, the third application did not have any details regarding why they are applying therefore is being deferred
26/05/030	Caretaker Roles To agree on how the roles are to be undertaken RESOLVED that the Clerk provided a report as to the implications of the use of vehicles and a ROSPA document citing 'grey fleet vehicles' RESOLVED that the Council will allow the use of vehicles, however, these are not to be used on Parish Land

Report to Arthuret Parish Council – 11 May 2026

Councillor Tim Pickstone, Cumberland Councillor for Longtown Ward

Hespin Wood Landfill

The Council will be aware of the significant increase in use of the Hespin Wood landfill site. I have had meetings with Cumberland's planning and waste management teams, who have been in close dialogue with the Environment Agency – the primary regulatory body for landfill. Following discussions with both Cumberland as Planning Authority and the Environment Agency, the operator has imposed a voluntary stop notice, meaning no further landfill for now. A new area on the north-east side of the tip near the M6 is being prepared to take more waste, including material that has raised parts of the existing site above their permitted height. Work is also under way to reduce odour from the site, and discussions have taken place about litter enforcement given the increase in lorry movements.

Tour de France

Very exciting news that the Tour de France men's race will be coming through Longtown on 2 July 2027. This is the largest international sports event that Cumberland will ever have hosted, and it will be coming right through Longtown. I have met with the Assistant Director leading Cumberland's preparations, and a new Project Manager is in post. There is significant work ahead on road repairs, road closures – which will have a major impact on Longtown on the day – and wider logistics. This is an amazing opportunity to promote Longtown to a national and international audience. I will work with the Parish Council to ensure all local agencies – Parish Council, Cumberland, Community Centre, School and others – are working together effectively. This is the main agenda item at next week's Extended Services Meeting.

Borderlands and the Community Centre

As members will be aware, two consultation events have taken place on the Borderlands Growth projects in Longtown – the Community Centre and the A7. I am hopeful that the Community Centre project, which is about making the centre fit for the future in terms of modern space and energy efficiency, can progress quickly as there are no planning permission issues. The A7 work will take longer given the complexity of highways issues and the need to get community engagement right; further consultation is planned for later

this year. Good progress is also being made on opening the 'Community Hub' café area at the start of this summer.

Boundary Review

The Local Government Boundary Commission published its final report on new Cumberland council wards on 5 May 2026. The new boundaries – 55 councillors in 55 wards – will be used for the first time at the May 2027 local elections. No changes were proposed for Longtown Ward at the draft stage.

Traffic Speed

As previously reported, two parts of Longtown have been submitted for consideration in Cumberland Council's speed review for the rural Carlisle area – extending the 30mph limit further out on both the Netherby and Brampton Roads. I am also in discussions with Highways about speed surveys within the existing 30mph zones on Carlisle Road and Brampton Road.

Highways

Old Road is scheduled for closure this summer for much-needed road repairs. I am also working with Cumberland's planning department on the issue of uncompleted road surfaces on St Michael's Drive and Waverley Close.

Planning

I have been asked for early comments on the proposed new solar farm between Sandysyke and the River Lynn – views from the Parish Council are very welcome so I can best represent your views. Flooding issues from the Fawns Wood development onto the back of St Michael's Drive are also being discussed with the planning department.

Extended Services Group

Longtown's Extended Services Group, which brings together officers from the agencies working in Longtown, continues to work well. An early success has been securing agreement and funding from Cumberland Council to remove the 'bus' shelter outside the primary school – signed off by all the relevant agencies.

Please don't hesitate to contact me if there are issues I can help with.

Report for the agenda for Village Veggers.

Jackie and myself were at the Bobbin Mill on Monday 4th May planting the raised beds.

Jacky had already planted potatoes, carrots, and runner beans.

She has also thinned out the strawberry plants and replanted them in another raised bed.

We offered the unwanted strawberry plants to anyone who would collect them as there was too many. Someone stopped and picked up a box full and had a chat as to what we were planting. She was very complimentary as to what we were doing and what we had done. She went away but came back half hour later with two trays of onion plugs for us to plant in the beds. We planted the onions.

Some one else stopped and then went home to fetch back some courgettes, peas and tomato plants. We planted the courgettes and I am 'bringing on' the peas and tomatoes in my greenhouse.

We have had a lot of compliments from a lot of passers-by, too many to name.

This is definitely inspiring the community to 'get together' to sit and enjoy the area. The area is looking really nice and welcoming and has gone from an unloved area to something we can be proud of.

Request for Authorised objective assessment site visit report from Monday's meeting 11th may.

Report:

- If statements that the Carlisle District Local Plan 2015-2030 Policies are not relevant to street furniture, they are fundamentally misinterpreting how planning law and residential amenity work.
- While individual benches may not always require formal " planning permission" (often falling under Permitted Development) for Local authorities, The impact on residence Must Still Comply with Councils adopted Policies on PRIVACY AND AMENITY.
- DEFINITION OF DEVELOPMENT; The Local Plan applies to any " Development" or Change of use that effects the Character or Amenity of an area. Installing these benches in a Small Space Changes its Function from " Visual Amenity" to a " Public Gathering Point" which triggers Policy QD1 regarding adverse effects on amenity.
- AMENITY STANDARD: Policy QD1 and CM5 are not just for Buildings; They Protect The People in the district from " Visual Intrusion" Stating These don't apply to a permanent structure that facilitates looking into a habitable room is factually incorrect in a planning context.
- CUMBERLAND COUNCIL PRACTICE: Itself uses public consultation for its own street furniture projects to ensure they comply with local amenity needs.
- The Councils own policy QD1 is designed to protect residents from " Visual Intrusion" to claim it doesn't apply to a benches 6.452 metres from a habitable room window is a misinterpretation that exposes this council to a legal Nuisance claim.

OUR RECOMMENDATIONS;

- 1, Removal of cited bench (front of habitable room)
- 2, Removal of " proposed bench"

Regards

Cllr C Johanssen

Update brief on our objective site assessment visit Report to give our (Nikki) : if all in agreement with the following:

(Factual Handover Memo) - to Nikki.

FROM- The Authorised Objective Site Assessment Visit Team : Cllr's. Robert Graham, Margaret Gunson, Carol Adams and Christine Johanssen.

DATE- 15/04/2026

TIME- 1:30pm

PURPOSE:

To provide the data collected during the formally authorised objective assessment site visit for inclusion in the official report to Council.

KEY FACTUAL OBSERVATIONS:

- Physical Measurements: The distance from the proposed front edge of the bench to the nearest primary residential window (ground floor) was measured at 6.452 metres (under 7 metres)

- Site Character: There is a direct, unobstructed line of sight between the proposed public seating and the residential internal living area. No physical screening currently exists.

- Policy References: The following policies from the (Carlisle District Local Plan 2015-2030 were identified as relevant to these physical findings:
SP6 (criterion 5), HO3, and CH5, alongside the (Achieving Well- Designed Housing SPD.

SUMMARY TABLE:

- Feature Observed:

Proximity-

Privacy-

Security-

- Measured Fact:

< 7metres - (amenity protection)

Direct line of sight- (Privacy Standards)

Lack of buffer zone- (Designing Out Crime)

- Relevant Policy References-

Again, if anyone would like to add or take out please dont hesitate doing so for today if everyone could confirm. and if everyone is happy with the above we can forward to nikki

Many thanks everyone

Christine

Clerks Report – April 2026

Correspondence from Parishioners

Numerous emails have been dealt with

Dealing with contractors for quotes on the following

Pathway and bollards for Lochinvar Play area

Looking into employee vehicle use

Chasing the insurance company regarding using volunteers for removal of play equipment

The following documents have also been circulated: -

NALC - Chief executive's bulletin - 9 April 2026

Environment Agency - Invitation to the on-line Environment Agency 'Meet The Regulator' Cumbria nuclear stakeholder meeting taking place on Thursday 14 May 2026 **** RSVP by Thursday 7th May 2026

CALC - FW: Cumbria Police, Fire and Crime Commissioner - PFCC Community Fund 2026

CALC - FW: Upcoming Digital Skills Training from CloudyIT

CALC - CALC AGM - Save the date

NALC – NALC Events

CALC - REMINDER: Carlisle North and East Rural - Neighbourhood Policing Pledge meeting, Wednesday 29 April, 6pm via Teams

CALC - Save the Date - CALC and Cumberland Council Health and Wellbeing Conferences 2026

NALC - Chief executive's bulletin - 23 April 2026

Cumbria Police - Your Policing Update: Carlisle & rural

CALC - CALC/Cumberland Council Highways Event

CALC - FINAL REMINDER: Carlisle North and East Rural - Neighbourhood Policing Pledge meeting, Wednesday 29 April, 6pm via Teams

CALC - 2026 RPII One Day Routine Training Course

CALC - WorkNest Council HR Webinar

NALC - Chief executive's bulletin - 30 April 2026

Cumbria Community Foundation April newsletter

CALC - FW: CALC Partner Bulletin May 2026

CALC - FW: Chance to sign up to Security Industry Authority (SIA) webinars on Section 12 Martyn's Law Guidance consultation

Planning Notices – x 2

Withdrawn Planning Application – x1

Clerks Report – Caretaker use of Vehicles – May 2026

This should have been an easy exercise to implement. A feasible job description was compiled, a time and motion study was undertaken to work out the hours needed. The hours were changed as it was believed that they were not enough (it would have been for 1 role). The job description was then split into 2 roles and eventually accepted by the Council with no thought as to how the duties were going to be undertaken.

The carts and PPE have always been on the agenda right from the start of this process. The use of carts would allow the employees to walk the street to their proposed area and if any litter needs collecting on the way this could be done. I would also say that walking the streets gives the operative opportunity to find any defects within the Parish ie. potholes, loose kerb stones, fly-tipping etc. This comes under the 'Additional Support' section of the Job Description.

Carts are used all over the place - Cumberland Council operatives use them. As such, this would be a feasible option, and I do not consider this to be a waste of time. If they are not to be used, are the Council expecting the operatives to carry bags of rubbish from the bins and areas of litter picking back to their vehicles? Also, cleaning equipment - play areas are to be kept clean; how do the operatives take the cleaning equipment to the play areas and back? Sometimes they could be carrying a good few kilos of waste at a time. None of this has been properly thought through.

With the introduction of vehicles, the Council are encountering complicated territory, of which I have little knowledge. I feel that if this is to go ahead then a lot of work and time is needed before the new roles are implemented and afterwards with the checking of vehicles etc, in turn creating a lot more pressure on the Clerk and RFO who are stretched now. I would say that if vehicles were introduced that this would take up around 30-45 mins of the Clerk and RFO time first thing in the mornings to make sure the vehicle checks are implemented. Also, if the caretakers work on a Friday, Saturday or Sunday, who will make sure the checks are carried out?

This would also affect the Council's insurance cover, and the public liability would need to be increased. However, if this is the plan of the Council then solutions need to be found and not just issues.

Please see the below information from ROSPA driving for work.

Introduction

Driving is the most dangerous work activity that most people do, and it contributes to far more work-related accidental deaths and serious injuries than all other work activities.

Very few organisations can operate without using the road. Millions of vehicles - lorries, vans, taxis, buses, emergency service vehicles, company cars, motorcycles, bicycles - are used for work purposes, and many people work on foot on the road (maintenance workers, refuse collectors, postal workers, vehicle breakdown employees, the police and so on).

Many of the vehicles are owned, leased or hired by the organisations, but many vehicles used for work are owned, leased or hired by individual members of staff. These are often called "grey fleet" vehicles and drivers.

Unfortunately, all these workers face and create risks for themselves and everyone else on the road because they are doing their jobs. The HSE estimate that "more than a quarter of all road traffic incidents may involve somebody who is driving as part of their work at the time."

Police road accident data shows that every year over 500 people are killed (almost one third of all road deaths), 5,000 seriously injured and almost 40,000 slightly injured in collisions involving drivers or riders who are driving for work. This includes other road users, as well as at-work drivers and riders themselves. In fact, most of those killed on work-related journeys are passengers, pedestrians and riders rather than the at-work drivers and riders.



HSE'S [Driving at Work](#) Guidelines state that

"health and safety law applies to on-the-road work activities and the risks should be effectively managed within a health and safety system."

This means that you need to put in place policies, people and procedures to enable you to understand:

- How your organisation uses the road (the staff who do so, the vehicles they use and the journeys they make)
- The risks this creates to your staff and other people
- The potential consequences of those risks, and
- The measures needed to manage and reduce these risks and consequences.

This will make your organisation more efficient and successful by helping you to:

- Keep your employees and volunteers safe while at work
- Protect other road users
- Save money by reducing crashes and incidents
- Reduce business interruptions
- Avoid adverse publicity associated with crashes
- Promote smoother driving which improves fuel efficiency and reduces environmental impact.

Grey Fleet

Employers owe the same duty of care under health and safety law to staff who drive their own vehicles for work (often called 'grey fleet') as they do to employees who drive company owned, leased or hired vehicles.

Various Road Traffic Acts and regulations also require employers to ensure that vehicles used for work purposes are safe and legal to be on the road, and that drivers are properly licensed and insured. For example, it is an offence to **cause or permit** someone to:

- Use vehicle in dangerous condition
- Drive on the road without a valid driving licence or motor insurance
- Use a hand-held mobile phone while driving

The Organisation's Responsibilities

Employers need to have policies and procedures in place to ensure that all vehicles (irrespective of who owns them) used for work conform to road traffic law, are safe and properly maintained, and are fit for purpose. This is relatively simple for company owned or leased vehicles, but can be more complicated when staff use their own vehicles for work because the organisation needs to be able to check:

- The vehicle is properly taxed, MOT'd and serviced
- The driver has a valid driving licence and business use insurance cover
- Documentary proof of the above, on request (and at specified intervals)
- The driver conducts regular vehicle safety checks

Some employers carry out these checks annually (or more frequently); other's do random spot checks.

If considering a 'cash for cars', salary sacrifice or similar scheme, be sure that the advantages of the company not owning or leasing cars outweigh the greater difficulty of managing staff's own vehicles. Remember that adopting such a scheme does not absolve employers from their health and safety obligations when these vehicles are used for work.

Apply the same policies and procedures on safe driving for company vehicle drivers to grey fleet drivers.

Employees' Responsibilities

Employees must co-operate with their employer's health and safety procedures and follow their rules and policies when using their own vehicle for work. They must play their part, by ensuring that they are properly licensed and insured to drive for work, fit to drive, plan their journeys safely and comply with road traffic laws when driving. They need to understand, and follow, the organisation's driving for work policies and procedures.

They also need to accept that if they drive their own vehicle for work, their employer has the same legal duty to ensure it is safe and legal as they have for company vehicles. They must also make sure their motor insurance policy includes business use cover, and they have told their insurers that they use the vehicle for work, and how they do so.

This guide gives simple advice on how employers and line managers can develop and implement policies governing if, when and how staff may use their own vehicle for work. It can be used to inform the organisation's MORR risk assessment and ensure that suitable equipment is used.

What employers can do

Expect Safe Driving

Make sure that all your staff, including directors, senior managers and line managers, understand that they are expected to drive safely, responsibly and legally, irrespective of who owns the vehicle. If they have concerns about the organisation's driving policy or procedures, they should raise them with their line manager or staff representative.

Lead by Example

Senior Managers, from the head of the organisation down, should lead by personal example and follow the guidance in this leaflet, both in the way they drive themselves and in encouraging colleagues to drive safely.

Consult Staff

Consult staff and/or their safety representatives about the organisation's policies governing if, when and how staff may use their own vehicle for work, and review the policies periodically in joint health and safety committee meetings.

Raise Awareness

As part of recruitment, training and staff appraisal, remind drivers and line managers about the:

- law about staff using their own vehicle for work
- organisation's policy and procedures about staff using their own vehicle for work
- importance of staff following the policy and procedures.



Make Sure All Vehicles Used for Work are Safe and Legal

Your vehicle selection and management procedures should ensure that every vehicle used by the organisation is road legal, roadworthy and fit for purpose.

Include Grey Fleet Vehicles

Apply the same policy and procedures to staff who use their own vehicles for work as for staff who use company vehicles.

Consider a Permit to Drive

Many organisations operate a 'permit to drive' system in which only staff who have been authorised to do so are allowed to drive on company business; sometimes it is a condition of the company's insurance.

Liaise with Other Organisations

It is very useful to liaise with police forces, road safety bodies and other organisations such as trade associations to share knowledge and experience.

Set Minimum Standards for All Vehicles Used for Work

Company vehicles and grey fleet vehicles of staff who receive financial assistance for their own car should meet equivalent safety standards. However, it is not feasible to expect staff who do not receive such financial assistance, especially those on lower salaries, to be able to afford a car that meets the same standards as a modern company car. Despite this, all vehicles driven for work must be suitable for the type of work driving undertaken, and meet some minimum safety requirements.

Cars that score highly in [EuroNCAP](#) tests exceed the minimum legal safety standards that all cars must meet. [EuroNCAP](#) publishes star ratings of each car it tests at www.euroncap.com. A minimum 4 or 5 star Euro NCAP rating is recommended. As well as giving cars an overall star rating, EuroNCAP tests shows how well the car protects adult and child occupants in front and side impacts, how well it minimises injury risk to pedestrians, cyclists and other vulnerable road users and its use of safety technology, such as electronic stability control.

Minimum Safety Features

Seat belts and head restraints must be fitted in all seats, and there should at least be a driver's airbag. Newer vehicles are likely to be fitted with additional airbags, ABS and other safety features, but older vehicles may not be. Agree minimum requirements in consultation with staff and their representatives.

Additional safety features (such as Electronic Stability Control) are available in most modern cars, as standard or optional extras, and other features (such as Autonomous Emergency Braking) are becoming more common. However, they may not be fitted in older vehicles. See "[Driving for Work: Choosing Safer Vehicles](#)" for more information.

Advice for drivers with disabilities, or who may have disabled passengers, is available from [Motability](http://www.motability.co.uk/) (<http://www.motability.co.uk/>) and [DrivingMobility](http://www.drivingmobility.org.uk/) (<http://www.drivingmobility.org.uk/>).

Unacceptable Features

Features or accessories which might increase risk, such as unnecessary in-car distractions, should be avoided.

Conduct Safety Checks for Grey Fleet Vehicles

Ensure grey fleet vehicles are taxed, MoT'd where necessary and serviced according to the manufacturer's recommendations, and that drivers have 'business use' insurance when using their own vehicles for work.

Check vehicle documents, such as servicing, MOT (when applicable), motor insurance, tax and so on, either on a regular basis or in random spot checks.

Ensure that grey fleet drivers know how to conduct vehicle safety checks and do so regularly. Provide a checklist to encourage them to conduct weekly safety checks, and pre-drive checks, of their vehicle.

Require drivers to report defects on any vehicle used for work, and provide a defects form for them to do so. Consider conducting (or contracting an external agency to do so) periodic visual checks of vehicles, including private ones, used for work (e.g. when they are in the company's car park).



Check Driver Licences

Conduct regular driver licence checks, at least once a year, but more often for high mileage drivers or those with a poor driving record. An easy way of tracking endorsements is to check driving licences (at appointment and regularly afterwards); the most cost-effective way of doing this is usually via the DVLA's online checking facility (each driver must sign a mandate allowing you to do this).