

Melbourn Parish Council

General Maintenance – Inspection report form

Cllr. Name:

Date of inspection:

Road Name

Location of finding – e.g.
house number/street/
what3words

Findings / recommendations

Signature

Date:

Notes to Cllrs carrying out Area Road Inspections:

1. Only report issues that are **substantial** and definitely require **EITHER** action and/or resource from the Parish Council, **AND/OR** can be properly justified to a resident or the local authority as being required.
2. **Inspection report forms and photographs MUST be submitted to the parish office electronically.** A photograph is very helpful when identifying the extent or location of a problem.
3. You will have been allocated a group of roads to inspect at least twice a year. Please inspect them all. You need only report on substantial findings. It will be assumed all roads allocated to you will have been inspected, even if there is nothing to report on particular roads. However, please let the Clerk know if there is nothing at all to report at the end of a reporting period so that a check exists that all inspections have been completed. See below for examples of the information required.

Road Name	Location	Findings/Recommendations
Example Road	No. 2	Hedge overhanging pavement and obstructing/reducing width. Advise resident to cut hedge. Image supplied.

4. This checklist will help your inspection:

- Potholes / trip hazards on footpaths and roads*.
- Hedges. Look if these are overhanging public footpaths and roads or covering signs. Are they on private or public property? Do you have to step into the road or duck down to avoid overhanging branches?
- Trees. As above, and note dead, potentially dangerous branches.
- Graffiti. Unacceptable wherever it is.
- Vandalism of any kind.
- If you have a gritting container bin on your round, check it is full and the bin undamaged.

Please carry out inspections at least twice a year, or whenever a significant issue arises, for example recent storms and high winds. Return your findings to the parish office for consideration and action.

*** Issues that fall under the categories below are not the responsibility of the Parish Council but for the sake of expediency, please report issues to the parish office. Reports can then be made to the relevant authority by the office and a record kept for follow up purposes. Photographs are particularly useful when reporting any of the following:**

- Gullies. Blocked, broken or missing. Water leaks in unusual places.
- Lighting. Working or not, dirty, broken or opaque lens. Access covers broken/missing. Lights operating at the wrong time or constantly. **Add faulty light index number (on lighting column) to the report form.**
- Signage (public). Missing, defaced, broken, bent or dirty. Are signs clearly visible? Include road signs.
- Pavements. Dangerous trip hazards, encroaching grass reducing pavement width.
- Street furniture. Seats, state of repair/cleanliness, waste bins etc. damaged or missing.
- Potholes in highways and footpaths (40mm deep is the action level for roads, but less is reportable on footpaths).
- Missing or faint road markings. E.g. Double yellow lines, markings on speed bumps.
- Fly tipping.