

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. An online version of this form can be found here: <https://forms.cloud.microsoft/e/wcQ7jTm3qY>
2. Only report issues that are **SUBSTANTIAL** and 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.
3. **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.
4. You will have been allocated a group of roads to inspect. Please inspect them all. Even if there is nothing to report please let the Clerk know the 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.
Example Road	By Drs	Large root pulling up pavement causing trip hazard.

5. This checklist will help your inspection:

- Potholes / trip hazards on footpaths and roads*
- Road markings – are they missing / incorrect*
- 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.)
- Street furniture (Bins and benches. Are they in disrepair? Are they safe to use?)
- Graffiti (Unacceptable wherever it is!)
- Vandalism of any kind.
- If there is a gritting container bin on your road, check it is full and the bin undamaged.

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.

** Although these issues are not the responsibility of the Parish Council for the sake of expediency, please report. Reports can then be made to the relevant authority by the office and a record kept for follow up purposes.*

If you are unable to complete the inspections please let us know and we will reallocate roads.