

**Berkswell Parish Council
Asset Inspection checklist**

Inspection undertaken by		Dinah Edwards & Richard Drake				
Date of Inspection		26 th March 2018 (late morning, fine weather).				
Signature		DE/RD				
	Asset	Condition acceptable?			Comments	Proposed action
		Y	N	n/a		
1	Pound Coventry Road	Y			Gate lock now removed (but chain lying loose). Bag of leaves inside and a lot of loose leaves. Gate can shut but still in contact with earth.	Gate could be removed to avoid significant repair/renewal expense. Chain removed. Leaves need clearing
2	Seating bench 1 Coventry Road	Y			Minor crack in seat slat. No action required at this time.	We seem to own this one. It has our name on it. Keep under review.
3	Village Pump (outside Bear Inn)	Y			Base deteriorating. No action required at this time.	Keep under review.
4	Telephone box Spencer's Lane	Y			One door strap broken. One small Perspex pane broken. Needs painting. Surrounded by rubbish.	Organise a cleaning & painting. Ideally "adopted" locally. SMBC contacted to clear rubbish.
5	Bus Shelter (North) By Reading Room	Y			Southside needs painting. Small crack to glass. WM Travel disclaim ownership.	
6	Bus Shelter (South) Lavender hall/Meriden Rd junction	Y			Slat missing on south side, no action required. WM Travel disclaim ownership.	
7	Bench Lavender Hall/Meriden Rd	Y			Solid but mossy. Needs cleaning.	Do we own this? Not a PC issue.
8	Spinney	Y			Some litter present. Plastic ties on gate.	Cut away plastic ties.
9	Car park surface Lavender Hall Lane	Y			Some litter present.	Consider making extra car parking spaces once Scout Hut work complete in central roundabout.
9a	Car Park Fences	Y			Fence against Lavender Hall in disrepair. Some other loose fencing near school.	No action required. No safety risk. Fencing to be removed rather than replaced.
9c	Car Park Trees	Y				

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10	Village Green	Y				
11	Round Bench Village Green			n/a	Removed for repair (A Dymond)	Check when it will be replaced.
12	Seating bench 3 Village Green	Y			The one nearest Lavender Hall Lane is a bit wobbly.	Do we own this? Keep under review.
13	Seating bench 4 Village green	Y				Do we own this?
14	Stocks Village Green	Y				
15	Electrical Socket Village Green	Y				
16	War Memorial Church Lane	Y				
17	Well area Church Lane		N		Temporary tape around Severn Trent activity. Well is full and not draining.	Keep Severn Trent activity under review. Well needs clearing of leaves.
18	Seating Bench Well area	Y				Do we own this?
19	Posts Church lane/Well area	Y			These show signs of weathering	Arrange for them all to be painted/treated?
20	Posts End of Well area by Well House	Y			Posts on "triangle" on Lavender Hall Lane are loose.	Who owns these?
21	Notice Board including dropped drawing pins Church lane		N		Large loose stone on edge of plinth. Wooden post very loose & rotten at bottom.	Contractor to Repair/secure stone. Consider options for replacing notice board. Still outstanding
22	Cannon Allotments	Y				
23	Notice Board Station Road by Legion	Y				
24	Notice Board	Y				

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	Station Road by Masala Club					
25	Bus shelter Kelsey Lane	Y				

GENERAL OBSERVATION.

There is no evidence we own most of the benches. We suggest that we continue to monitor them for H&S reasons BUT we do not repair or replace. If considered a hazard we arrange removal.

Completion guidelines

1. Check for physical damage
2. Try to rock fixed items to check no damage to structure trough rot etc
3. Check for trip hazards/debris etc
4. Check for glass/sharps or other cutting things
5. Branches or trees that look unstable