

**Berkswell Parish Council
Asset Inspection checklist**

Inspection undertaken by		Andrew Burrow & Richard Drake				
Date of Inspection		11th September 2017 (late morning, fine weather)				
Signature		AB/RD				
	Asset	Condition acceptable?			Comments	Proposed action
		Y	N	n/a		
1	Pound Coventry Road	Y			Gate lock loose. Gate not fully closing.	It should be screwed tight and earth cut away to allow gate to swing and not cause rotting by earth contact. Gate could be removed to avoid any Significant repair/renewal expense.
2	Seating bench 1 Coventry Road	Y				We seem to own this one. It has our name on it
3	Village Pump (outside Bear Inn)	Y				
4	Telephone box Spencer's Lane	Y			One door strap broken. One small Perspex pane broken. Needs painting. Overhanging vegetation.	Organise a cleaning, painting & vegetation cutback. Particularly overhanging vegetation. Berkswell Estate?
5	Bus Shelter (North) By Reading Room		N		Electric connection box at rear is not secure. Southside needs painting. Small crack to glass. (NB is this WM Travel owned – 811201)	Contact WM Travel to check ownership
6	Bus Shelter (South) Lavender hall/Meriden Rd junction		N		Roof needs clearing/cleaning. Overhanging trees. (NB is this WM Travel owned – 811202)	Contact WM Travel to check ownership Trees in Spinney need trimming back. Roof cleaning to be arranged.
7	Bench Lavender Hall/Meriden Rd	Y				Do we own this?
8	Spinney	Y			Some litter present. Loose combustible material left over from tree cutting.	Clear tree cutting with volunteers or get contractor to do it.

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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	No action required. No safety risk
9c	Car Park Trees	Y				
10	Village Green		N		Slightly damaged oak post by alms houses with resulting splinter risk. Low hanging branches need cutting back. Dead tree (001900).	Plane post (AB to do it). Check ability to trim tree and arrange. Remove/replace dead tree.
11	Round Bench Village Green			n/a	Removed for repair (A Dymond)	
12	Seating bench 3 Village Green	Y				Do we own this?
13	Seating bench 4 Village green	Y				Do we own this?
14	Stocks Village Green	Y				
15	Electrical Socket Village Green		N		Cover not properly closing.	Grass needs trimming back by hand and earth removing to allow box to close. Get contractor to do it.
16	War Memorial Church Lane	Y			Small wasps nest inside. Contractor advises that roof sealant needs redoing to stop water ingress into block work. One can of black jack and an hour's work	Contractor to remove nest and black jack roof
17	Well area Church Lane	Y			Severn Trent sign illegible.	Remove. AB to do it
18	Seating Bench Well area	Y				Do we own this?
19	Posts Church lane/Well area	Y				
20	Posts End of Well area by Well House	Y				

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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.
22	Cannon Allotments		N		Missing brick from plinth and other bricks possibly loose.	Organise repair using contractor.
23	Notice Board Station Road by Legion	Y				
24	Notice Board Station Road by Masala Club	Y				
25	Bus shelter Kelsey Lane		N		Sharp nails and staples.	Nails staples to be removed. Volunteers to do this when repainting. Add a notice board.

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 remove.

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