

THORNHAM PARISH COUNCIL

QUARTERLY ASSET INSPECTION SCHEDULE

ITEM	RISK				Action Required	By whom and by when	Sign off as completed (initials and date)
	O K	LOW	MED	HIGH			
<b><u>BENCHES</u></b>							
1. MILLENIUM SHELTER					Sheila Bradbeer		
2. COASTAL PATH MARSH VIEW							
3. SEA DEFENCE PATH SLUICE							
4. SEA DEFENCE PATH-DROVE FARM							
5. STAITHE LANE ON JUNCTION					Oswald Waterfield		
6. SEA DEFENCE OP COAL BARN					Mary Brown		
7. CHURCH STREET - GREEN					Herbert (Sunny) Middleton		
8. CHURCH STREET – OLDFIELD'S					Harold Oldfield		
9. HIGH STREET AT TOP GREEN LANE BUS STOP							
10. STOCKS HILL HIGH ST					Pleasance Bett		
11. HARBOUR CAR PARK					Diamond Jubilee 2012		
<b><u>LITTER BINS</u></b>							
MILLENIUM SHELTER							
HARBOUR (DOUBLE BIN)							
CHURCH STREET GREEN							
<b><u>ROAD SIGNS</u></b>							
TIDAL FLOODING – STAITHE LANE							
TIDAL FLOODING – SHORE ROAD							
NO CAMPING – GREEN							

ITEM	RISK				COMMENT	Action Required	By whom and by when	Sign off as completed (initials and date)
	O K	LOW	MED	HIGH				
<b><u>DOG BINS</u></b>								
BUS SHELTER – GREEN LANE								
CHURCH STREET – GREEN								
HARBOUR								
STAITHE LANE								
SHORE ROAD								
DELI – PERMISSIVE PATH								
CORNER OF CHURCH STREET/GREEN LANE								
JAMIESON								
TOP OF CHURCH STREET								
<b><u>BUS SHELTERS</u></b>								
BUS SHELTER – GREEN LANE								
BUS SHELTER – MILLENIUM SHELTER								
<b><u>TELEPHONE KIOSKS</u></b>								
TELEPHONE KIOSK – EAST END OF VILLAGE								
TELEPHONE KIOSK – CHURCH ST								
<b><u>VILLAGE SIGNS</u></b>								
2 THORNHAM SIGNS EAST END OF VILLAGE								
2 THORNHAM SIGNS WEST END OF VILLAGE								
VILLAGE SIGN STOCKS HILL (Painted)								

<b><u>NOTICE BOARDS</u></b>								
NOTICEBOARD – NEAR MILLENNIUM SHELTER								
NOTICEBOARD – ON BUS SHELTER GREEN LANE								
<b><u>GRIT BIN</u></b>								
<b><u>VARIOUS</u></b>								
FLOWER PLANTERS X2 TOP OF CHURCH STREET								
LARGE MAP BOARD MILLENNIUM SHELTER								
POSTS AROUND GREEN AT TOP OF CHURCH STREET								
<b>Additional Comments</b>								

**PLEASE RETURN COMPLETED FORM TO THE CLERK.**

**Procedure for Village Asset Inspection**

The inspection of the village Assets should be carried out each quarter.

**The last quarters inspection schedule should be made available prior to inspection to allow inspector to have full information of any ongoing reported risks or actions and those that have been completed.**

The inspector, normally a member of the Parish Council should insert a tick in the box “OK” to show that the Asset at the time of inspection was found in a satisfactory condition.

If at the time of inspection, the Asset is found to have damage or signs of wear and tear the inspector should assess the risk (L,M,H) and a brief detail in the comments box. If in their opinion action is required, record that action needed and complete box by whom and by when.

The inspector is to notify the Clerk within **24 hours** of any **high/medium risks** that need immediate/urgent action. They will log the request, make contact with the relevant contactor and get an estimated date of works and cost following the PC's protocol for authorised expenditure.

The completed inspection schedule is to be given to the Clerk no more than 3 days after completion of the inspection. Where there are recommendations classed as **low risk** these are to be reported to full Council at the next meeting for discussion.

If the Clerk is notified of any risks between the quarterly inspections by the general public or other members, they are to add to the last inspection report in the additional comments box and arrange an additional inspection.

Once work has been completed the Clerk shall record the date and add their initials to the last column of the relevant inspection schedule that the action was identified on.

**Name of Inspector:**

**Signed:**

**Date of Inspection:**

**2020**