SITE survey. APP

SITE SURVEY REPORT

Culvert and Trash Screen Inspection

Prepared for	Westvale Council parks team
Date	2 Oct 2026
Site	Millbrook Country Park
Prepared by	K. Lindqvist

FORM

Culvert and Trash Screen Inspection

1. Site

Project	Millbrook Country Park: Mill Lane culvert inspection (completed example)
Client	Westvale Council parks team
Site	Millbrook Country Park
Site address	Mill Lane, Hexham
Inspection date	2 Oct 2026
Inspector	K. Lindqvist
Watercourse and culvert reference	Mill Beck, culvert CU-02 under Mill Lane
Structure	Culvert with trash screen
Inlet position (GPS)	CU-02 inlet screen, from the east bank · 54.971400, -2.101550 (NY 93597 64091, ±5 m)
Reason for the inspection	Before forecast heavy rain

> Inspect from the bank or a safe platform and do not enter the water. GOV.UK (Environment Agency): do not go inside a culvert, you could get trapped or poisoned by gases. If it needs clearing or repairing, contact your risk management authority for advice.

> GOV.UK (England): you normally own the stretch of watercourse on or under your land, including a culvert, or up to its centre if it is on your boundary. Owners must let water flow naturally and should keep any trash screen, weir or other structure clear.

2. Inspection

Water level	Normal
Flow through the culvert	Slowed
Height of the culvert opening (m)	1.50
Gap from the water to the top of the opening (m)	1.19

Gap from the water to the top of the opening (m): measuring photo



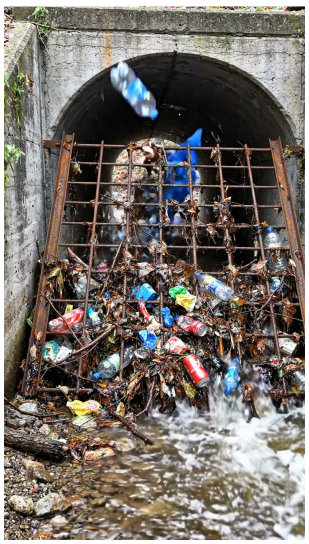
Opening above the water (%)	79
Channel upstream clear of fallen trees and large debris	OK
Trash screen clear of debris	Defect
What is wrong?	Branches, leaves and plastic caught across the lower third of the screen.
Share of the screen blocked (%)	35
Clear when blocked by more than (%)	25
Against the clearance trigger	Over the trigger
Screen bars and fixings intact	OK
Headwall and wing walls: no cracks or missing blocks	Defect
What is wrong?	Vertical crack in the concrete headwall, left of the screen.
Banks: no erosion or collapse	Defect
What is wrong?	Bank eroded beside the left wing wall.
Outlet clear and flowing	OK
Safe access, handrails and platform	OK
Checks OK	4
Defects	3
Not applicable	0
Debris found	Branches, Leaves and vegetation, Litter and plastics

Was debris cleared during this visit?	Yes
How it was cleared, and where the debris went	Raked from the screen platform by two staff under the parks safe system of work, bagged and taken to the depot.
Debris removed (bags)	6

> A blocked culvert or screen can cause flooding. Report blockages that could cause flooding: GOV.UK says the risk management authority is the Environment Agency for a main river, or the lead local flood authority or internal drainage board for any other watercourse.

Photos (from the bank)







3. Actions and sign-off

Reported to (owner or risk management authority) and reference	Westvale Council drainage team (lead local flood authority, unitary council), ref WDC-FL-3317

> GOV.UK: find out which permissions you need before you maintain, repair, build or remove anything in or around a watercourse, including a culvert.

Are further actions needed?	Yes

Further actions 1: Structural check of the headwall crack and the eroded bank.

What needs doing?	Structural check of the headwall crack and the eroded bank.
Who will do it?	Westvale drainage engineer
Due date	16 Oct 2026
Status	Open

Further actions 2: Re-inspect the screen after the forecast heavy rain.

What needs doing?	Re-inspect the screen after the forecast heavy rain.
Who will do it?	K. Lindqvist
Due date	5 Oct 2026
Status	Open
Actions open or in progress	2
Inspector name	K. Lindqvist
Position or company	Parks officer, Westvale Council
Inspector signature	

Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.