

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
Time	09:30
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.

Weather capture

Example data	Fictional weather values for this demo, not a historical observation or a weather service response.
Weather at 09:15 BST	Overcast (illustrative example), 12°C, wind SW 8 mph, humidity 76%
Weather source	Illustrative data only. Live weather capture uses MET Norway forecast estimates; this example was not fetched from MET Norway.

2. Inspection

Water level	Normal
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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)



Illustrative stamp: 2 Oct 2026
09:15 BST · sample GPS 51.5074,
-0.1278. Original photo capture
date/location unverified.



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

K. Lindqvist

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.