

Lower Acre, One Horton Heath
Inspection Manual
for Carriageways, Footways and Cycleways
November 2025

Introduction

Eastleigh Borough Council has a duty of care as the land owner to maintain their network that is accessible for public use, ensuring that the infrastructure is safe and that it can be used without significant obstruction. This includes the carriageway, footway, grass verge and footpaths upon which the public have access. A risk-based inspection regime is necessary to ensure that defects are systematically identified and consistently prioritised for repair according to the risk they present.

This manual (in accordance with the well-managed Highway Infrastructure: a Code of Practice) prescribes the frequency of inspections and the method of assessment, recording and raising of defects identified, and shall be reviewed every two years.

Maintenance

There are two types of inspections that shall be carried out by the Engineering Services team on the One Horton Heath highways. In addition, a condition assessment may be undertaken as described below:

- Routine safety inspections to identify hazardous defects (to any user of the highway including drivers, pedestrians, equestrians and cyclists) so that an effective repair can be carried out within a pre-determined response time.
- Ad-hoc site-specific inspections are also undertaken by the Engineering Services in response to particular circumstances, such as reports of defects from the general public, police, other agencies and utility companies.

Other Surveys and Inspections

Additional routine inspections may also be carried out; these include:

- Bridge Inspections
- Structural Condition Surveys and Detailed Inspections; Structural Condition Surveys consist of a combination of machine based including SCRIM, SCANNER and visual assessment.

Supplemental detailed inspections can also be carried out after a fatal collision has occurred. Remedial maintenance works will possibly be required as a result of these inspections.

Inspection Frequency and Tolerances

Benchmarking with neighbouring authorities, the NCoP and Tables 1-3 shown below, The Avenue (proposed C classification road) footways/cycleways will be inspected quarterly as part of a walked safety inspection during daylight hours. A day-time driven safety inspection will be carried out on the carriageways monthly. Any no through roads/cul de sacs will be inspected yearly.

Night-time inspections, to check the streetlights are illuminated and road markings are adequately reflective, will be carried out every 6 months.

Table 1 Carriageway Hierarchy

Code of Practice Category	Type of Road General Description	Detailed Description	EBC Comments	Inspection Frequency
Strategic Route	Trunk and some Principal A Roads between Primary Destinations	Routes for fast moving long-distance traffic with little frontage or pedestrian traffic. Speed limits are usually in excess of 40 mph and there are few junctions. Pedestrian crossings are either segregated or controlled and vehicle parking is generally prohibited	Not applicable No Principal A roads between primary destinations	Not applicable
Secondary Distributor	Classified Road (B&C class) and unclassified urban bus routes carrying local traffic with frontage access and frequent junctions	In rural areas these link larger villages and HGV generators to the Strategic and Main Distributor networks. In built-up areas there are generally 30mph speed limits, very high levels of pedestrian activity with some crossing facilities including zebra crossings. On-street parking generally unrestricted except for safety reasons	Remainder of B Class roads, and roads of any class such as the Advisory Lorry Routes as defined in the Local Transport Plan (LTP) that carry traffic volumes similar to those experienced on 'B' class road	Monthly
Local Access Road	Roads serving limited numbers of properties carrying only access traffic	In rural areas theses roads serve small settlements and provide access to individual properties and land. Often single lane width and unsuitable for Large Goods Vehicles (LGV). In urban areas they are often residential loop roads or cul-de-sacs	Unclassified roads forming important links and quiet C roads Other Roads - Access Roads	6 Monthly

Table 2 Footway Hierarchy

Code of Practice Category	Type of Footway General Description	Detailed Description	EBC Comments	Inspection Frequency
Secondary Walking Routes	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.	Access routes in urban areas, local shopping parades outside town centres (5 shops or more), defined parts of routes to schools and educational establishments (more than 1,000 pupils)	School Route Community Centre There will be a local centre with 5 or more shops The school will have approx. 650 students	3 monthly
Link Footways	Linking local access footways through urban areas and busy rural footways	Town / City Schools and schools with defined walking bus routes, busy rural footways, industrial estates or business parks	School Bus Route	6 monthly
Local Access Footways	Footways associated with low usage, short estate roads to the main routes, and cul-de-sacs	All footways not covered above	Little use	Annually

Table 3 Cycleway Hierarchy

Code of Practice Category	Type of Footway General Description	Detailed Description	EBC Comments	Inspection Frequency
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Cycle Lane	Cycle lane forming part of the carriageway, commonly 1.5 metre strip adjacent to the nearside kerb. Cycle gaps at road closure point (no entries allowing cycle access)	Cycle lanes defined by white edge lining on any class road Including painted or coloured surfaces	Please check	6 monthly
Cycle Track	Cycle track, a highway route for cyclists not contiguous with the public footway or carriageway. Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or un-segregated	Designated cycle paths which are either shared, partially segregated or fully segregated on any class of footway within the hierarchy		As per frequency of footway

Defects Recording Method

Inspectors, where appropriate, will mark up defects on site or will photograph the site to assist contractors in the location and identification of an area for repair works. Photographs will also be used for before and after comparisons following repair works. Defects must be recorded on the word document form [Inspection Record sheet BLANK.docx](#), and the inspector will send a copy of the report to Neighbourhoods & Green Spaces Engineer for distribution as necessary.

Mode of Routine Safety Inspections

Carriageway inspections will be carried out either on foot or from a slow-moving vehicle. Where a vehicle is used, it must be a 2 person team of driver and the inspector unless adequate justification for an exception to this rule is fully documented and agreed with the Neighbourhoods and Green Spaces Service Director.

Footway inspections are to be undertaken on foot, and cycleway inspections are carried out either on foot or from a bicycle; unless adequate justification for an exception to this rule is fully documented and agreed with the Neighbourhoods and Green Spaces Service Director.

All inspections will be undertaken in accordance with this policy and any other safety guidance issued to staff. All possible precautions must be taken to ensure the inspection is carried out safely (see dynamic risk assessment on inspection record sheet). If at the time of inspection, the Inspector considers it too hazardous to complete a route safely then they should consult with the Strategic Parking & Engineering Manager.

Driven Inspections

The Inspector is required to identify defects (where practicable) over the whole unadopted highway. The speed for driven inspection is generally 10mph however this is dependent on road and traffic conditions.

Walked Inspections

The Inspector is required to walk both footways and identify defects (where practicable) over the whole unadopted highway. Attention should be paid to pedestrian crossing points, shared footways/cycle ways and designated cycle ways.

Night-Time Inspections

This is to ensure that street furniture (street lamp columns and any illuminated signage), and road markings and road studs are illuminated/adequately reflective.

Ad-hoc Inspections

Any investigatory level defect identified outside of a planned inspection is recorded as an ad-hoc defect. Examples of site-specific inspections include reports of isolated defects from the police or general public. Emergency, 24-48 hour or 7 day defects identified should be recorded via a case on Salesforce for the attention of the Engineering Team. External defects, such as street lighting and utilities, can also be dealt with via a case recorded on Salesforce.

Items to be inspected

The NCoP recommends use of a checklist to ensure consistency, and includes the following highway elements:

- Carriageways, Footways, Cycleways

- Public Rights of Way (PRoWs)
- Drainage Systems
- Verges
- Fences
- Signs and Bollards
- Road Markings and Road Studs

Risk Assessment Criteria

The investigatory levels have been determined by evaluating the likely impact (should the risk occur) and the probability of it actually occurring. The resulting risk factor determines the category and timescale to rectify the defect.

The response category is represented by the coloured cells in the table below:

Probability Impact  	Very Low (1)	Low (2)	Medium (3)	High (4)	Very High (5)
Negligible (1)	1	2	3	4	5
Low (2)	2	4	6	8	10
Noticeable (3)	3	6	9	12	15
High (4)	4	8	12	16	20
Very High (5)	5	10	15	20	25

Category 2.1 Low Risk (Monitor) To be monitored	Category 2.0 Medium Risk (28 days) Repair within 28 calendar days	Category 1.1 High Risk (24-48 hours) Make safe or repair within 24-48 hours	Category 1.0 Very High Risk (Within 2 hours) Make safe or repair within 2 hours
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