STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Parish Council Lighting Column Inspection and Maintenance Policy (with Lighting column asset register)

DRAFT

1. Purpose

This policy sets out the approach of the Parish Council to the inspection, testing and maintenance of lighting columns and similar vertical structures owned by the Council, including street lighting, CCTV posts and lighting within recreational facilities.

The aim of the policy is to ensure that these assets are maintained in a safe condition and that risks to members of the public are minimised.

2. Scope

This policy applies to all Parish Council owned vertical lighting structures, including:

- Street lighting columns
- CCTV mounting posts
- Lighting columns located in parks, play areas or recreational facilities (including skate parks)
- Any similar columns or poles owned or maintained by the Council.

3. Legal Responsibilities

The Parish Council recognises its responsibilities under:

- The **Health and Safety at Work etc. Act 1974**
- The **Occupiers' Liability Acts 1957 and 1984**
- General duties of care as a public authority and asset owner

The Council will take reasonable and proportionate steps to ensure that lighting columns and similar structures are maintained in a safe condition.

Where new lighting columns are installed, they will be procured in accordance with relevant standards including **BS EN 40** where applicable.

4. Asset Register

The Parish Council will maintain a simple **Lighting Asset Register** which will record:

- Location of each column
- Type of column or post
- Inspection dates

- Structural testing dates
- Maintenance history

5.1 Routine Visual Inspections

Lighting columns will be visually inspected at least **once per year** contractor.

Visual inspections may be carried out by Parish Council staff or appointed contractor and should include checks for:

- Corrosion, particularly at the base of the column
- Damage from vehicle impact or vandalism
- Leaning or structural distortion
- Missing or insecure access doors
- Exposed wiring
- General condition of the column and fittings

Any defects identified must be reported to the Clerk and recorded.

5.2 Structural Testing

Where appropriate, the Council will arrange **periodic structural testing by a competent contractor**.

Structural testing will normally take place at **intervals not exceeding six years**, unless professional advice recommends a different frequency.

Testing methods may include non-destructive testing techniques such as:

- Ultrasonic wall thickness testing
- Base corrosion inspection
- Structural integrity testing

Testing reports will be retained by the Council.

6. Defect Management

Where inspections identify defects:

- **Low risk defects** will be monitored and scheduled for repair.
- **Moderate risk defects** will be repaired as soon as reasonably practicable.
- **High risk defects** (such as severe corrosion or structural instability) will result in the column being made safe immediately. This may include isolation, removal or temporary fencing.

The Clerk will arrange appropriate remedial action through a qualified contractor.

7. Record Keeping

The Parish Council will maintain records of:

- Inspections
- Structural testing
- Repairs and maintenance

DRAFT

- Replacement works

These records will form part of the Council's asset management documentation.

8. Review

This policy will be reviewed **every year**, or sooner if required due to changes in legislation, standards or Council assets.

Policy Review

Adopted: 10 March 2026 (agenda item PC059/26)
Next review date: May 2026
Responsible Officer, Parish Clerk.

Lighting Asset Register:

NUMBER:	LOCATION:	TYPE:	INSPECTION DATES:	STRUCTURAL TESTING DATES:	MAINTENANCE HISTORY:
PAV1	BARRIER	CCTV POST			
PAV 2	PRIVATE ROAD	LIGHT COLUMN			
PAV 3	PRIVATE ROAD	LIGHT COLUMN			
PAV 4	PLAY PARK	CCTV/LIGHT COLUMN			
PAV 5	SKATEPARK	LIGHT/CCTV COLUMN			
PAV 6	SKATEPARK	LIGHT COLUMN			
PAV 7	SKATEPARK	LIGHT COLUMN			
PAV 8	SKATEPARK	LIGHT COLUMN			

DRAFT