**Community and Governance Meeting**

**20 February 2025**

**Appendix: CG154**

**“FixMyStreet” Inspection Report No.1 – Thursday 23rd January 2025**

Councillors Chapman, Manton, Groves, Glover and Love met at the Town Hall where we had an initial meeting to discuss the practicalities of how we were to achieve the inspection and to what extent we carried it out.

Since we only had 5 we decided we had to limit the inspection to the Town centre streets as determined for the Building inspection working party.

After discussion with the Town clerk we also agreed on the following technique for the recording of issues that we may find, within the “FixMy Street” App, in order to maintain a degree of uniformity. This was important because the inspection would be carried out as individuals due to the number of volunteers available. The Chairman had already prepared a list of streets assigned to volunteers.

* Councillors would use their own name and Councillor title as the creator of each report.
* When requested all Councillors would use the admin e:mail address as the contact details ie:- Admin@marketdrayton.gov.uk for each reported incident. The reason being that our Admin would approve each report, see each report and be capable of assembling all reports into a Council Spreadsheet as a definitive list.
* Councillors were to ignore the fact that an identified issue had been previously reported when “FixMyStreet” offers possible reports in the area selected.
* Reported issue were to be as accurate as possible in terms of description.
* For issues not connected to a road eg:-Car parks, footpaths etc the target was to be as close as possible to the nearest road.
* In terms of issues to be identified, these would be typically roads, footpaths, car parks street furniture, road markings, street signs, Lighting etc. **Broadly if in doubt record it.** SC may discount it later.

Once the inspection was under way “Admin” began to get contact via e:mail to approve issues raised it became apparent that in order to help Admin each report need to have in the description field the Street and approx. location as the thumbnail images were or can be difficult to identify. This amendment was conveyed to all councillors just after commencing.

Generally the inspections were completed with a 2 hour period.

**Issues to be discussed/ agreed at future working party meetings.**

* Due to past publicity there is an expectation within the public arena that this initiative would cover the whole Town. We need to agree the scope, and how this could be achieved.
* That inspection would be repeated on a 6 monthly basis.
* All councillors have the opportunity to adopt the procedure above at any time, thereby all issues could be recorded by “Admin” thereby being a constant monitoring of Town issues instead of, or to compliment the 6 monthly inspection.
* How do we liase with Shropshire Council on these issues, to get improvements within our Town?

Cllr B. A. Chapman