

# BLACK SLUICE INTERNAL DRAINAGE BOARD

I M Warsap  
Chief Executive

Station Road, Swineshead  
BOSTON, Lincs PE20 3PW

General Email: [mailbox@blacksluiceidb.gov.uk](mailto:mailbox@blacksluiceidb.gov.uk)

Our Ref: IMW/DPW/B10-1

Tel: 01205 821440

Fax: 01205 820671

[www.blacksluiceidb.gov.uk](http://www.blacksluiceidb.gov.uk)

Date: 30th March 2016

To all Culverts and Bridges Committee Members

Dear Member

## **Culverts and Bridges Committee Meeting - 6<sup>th</sup> April 2016 at 2pm**

Please find enclosed the papers for the Culverts and Bridges Committee Meeting to be held at the Board's offices on Wednesday, 6<sup>th</sup> April 2016 commencing at **2pm**.

Yours sincerely



Chief Executive

## **AGENDA**

1. Apologies for absence.
2. Declarations of interest.
3. To receive and if correct sign the Minutes of the Culverts & Bridges Committee Meeting held on the 29<sup>th</sup> April 2015 (pages 1 - 4).
4. Matters arising.
5. To review the Culvert and Bridges Replacement Policy (pages 5 - 8).
6. To review the Draft - Culvert & Bridges Terms of Reference (page 9).
7. To review a presentation of the culvert inspection process.
8. To review a presentation of the bridge replacement process.
9. To review a presentation of the side dyke culvert process.
10. To review how aware developers, farmers and the public are regarding Board byelaw consenting.
11. Any other business.



# BLACK SLUICE INTERNAL DRAINAGE BOARD

## MINUTES

of the proceedings of a meeting of the Culverts & Bridges Committee

held at the offices of the Board on  
29<sup>th</sup> April 2015 at 2pm

### Members

Chairman - \* Mr K C Casswell

Mr W Ash	* Mr V A Barker
* Mr J G Fowler	* Mr R Leggott
* Mr P Robinson	

\* Member Present

In attendance: Mr I Warsap (Chief Executive)  
Mr P Nicholson (Operations Manager)  
Mr P Holmes (Chairman Northern Works Committee)

#### 734 APOLOGIES FOR ABSENCE

Apologies were received from Mr M Rollinson and Mr W Ash.

#### 735 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 736 MINUTES OF THE CULVERTS & BRIDGES COMMITTEE MEETING

Minutes of the last meeting held on the 10<sup>th</sup> July 2014, copies of which had been circulated, were considered.

The Minutes were amended to state that Mr P Holmes and Mr M Rollinson were guests at that meeting.

Mr R Leggott proposed that the Chairman of both Northern and Southern Works Committees should be full members of this Committee. This was seconded by Mr P Robinson and all AGREED to recommend this to the Board.

#### 737 MATTERS ARISING

- (a) Brick Arch Bridges on Hammond Beck and Risegate Eau constructed in the 19<sup>th</sup> Century - Minute No 587(c)

The Chief Executive presented photographs of the bridges attended by himself and Mr V Barker. These brick arch bridges are in a very poor condition and are now worse than they appear on the photographs.

737 (a) Cont.....

These bridges are not used for vehicle traffic and at some stage will collapse. Mr V Barker is aware of a Charity Farm at Risegate who might be interested in buying the bricks to help in restoration projects.

The Committee AGREED that the landowners should be contacted with a view that due to the possibility of collapse they should be totally removed.

(b) Review the IDB Land Drainage Act Enforcement & Consent Concordat - Minute No 591

The Chief Executive stated that he has contacted Mark Welsh inviting him to attend a Board meeting regarding the IDB Land Drainage Enforcement Act. Changes are likely after the General Election and therefore the Chief Executive will contact him again in the future.

738 REVIEW OF CULVERT AND BRIDGE REPLACEMENT POLICY - Agenda Item 5

(a) The Committee discussed the policy and the following amendments were made:

6.6 ACCESS CULVERTS ONLY USED BY THE OWNER

The Operations Manager had reviewed the estimated cost of a 900mm plastic twinwall piped culvert 12 metres long with a 6 metre wide running surface, the cost is very similar to the revised quote in November 2014. The Committee AGREED that the costs remain the same.

Mr V Barker made the point regarding the option of the landowner to have a choice of materials used ie concrete pipes. The Chief Executive stated that negotiations would be the first starting point and any additional specifications can be added by the landowner at their cost.

6.6 (g) and (h)

After "future maintenance" in both paragraphs (g) and (h):

Add: "as deemed necessary by the Board,"

739 REVIEW A PRESENTATION OF THE CULVERT INSPECTION RECORDS - Agenda Item 6

(a) The Operations Manager presented a slide detailing the culvert inspections carried out to date. Kirton & Frampton (Chain Bridge) is the next catchment for surveying, Swineshead still has 90 culverts to inspect, some are long piped sections with chambers which may have been surveyed previously therefore this number could be reduced.

The Operations Manager stated that culverts in category A (poor) will be monitored and officers are currently at the early stages of consultation for FDGiA funding for possible replacement. Each culvert scheme will be based on its own merits.

Mr R Leggott stated this exercise has allowed the Board to gain an insight into the culvert condition and this is good information for the Board to understand what type of materials can be used in certain geographical areas due to soil types and conditions.

Mr V Barker was interested to know if Witham Third Drainage Board were having similar ground condition problems in the North Kyme and Anwick areas with their Armco culverts.

- (b) Mr J Fowler asked if the culverts in the Wyberton catchment had been inspected prior to the flood relief works being carried out. The Operations Manager stated these culverts had been inspected by our consultants as part of a larger catchment study.
- (c) The Chief Executive stated the Board had approved a £75k budget for the replacement of the Wyberton Roads culvert from the development fund. The existing 900mm diameter pipe becomes blocked in high flows with debris and this will be replaced with a 2100mm diameter pipe.

The construction works have been put out to tender with the most competitive price being £125k, our own costs have been revisited resulting in a revised budget estimate of £90k, therefore the Boards own labour force will complete these works, a road closure commences on the 18 May 2015.

LCC have reviewed the proposals and have no objections to the design works but will not contribute towards the costs as they are satisfied with the existing structure.

The Committee recommended to submit the revised expenditure to the Board for approval.

- (d) The Operations Manager stated the Siphons protection works are complete and the Siphons have been placed on a basic maintenance regime.

Mr R Leggott suggested we should ask landowners if they are aware of any other Siphons on their land.

740 REVIEW THE ULTRA VIOLET CULVERT RE-LINING PROCESS - Agenda Item 7

The Chief Executive stated orders are in place with iLine to UV line three 900mm diameter concrete pipe culverts under the highway in the Wyberton Marsh catchment as part of the flood relief works. Once a start date is agreed this will be circulated to members for all to be given the opportunity to visit site and view the operation.

741 REVIEW THE BRIDGE REPLACEMENT PROCESS - Agenda Item 8

The Chief Executive explained the Board has numerous large bridges over the maintained watercourses, some owned and maintained by the Board and others owned and maintained by landowners. These bridges now require accurately identifying regarding ownership and structural integrity.

Following discussion it was agreed that officers should identify which bridges are Board assets and implement a structural inspection regime similar to that being undertaken on pumping stations. Bridges that are not owned or used by the Board will be treated in a similar manner to culverts within the Culvert and Bridges Replacement Policy.

It should be noted each bridge replaced will be individually cost estimated following design.

It was suggested and agreed that following the reconstruction of any bridge a maximum weight limit should be calculated and advised on each bridge.

742 ANY OTHER BUSINESS - Agenda Item 9

There were no items to be discussed under any other business.

There being no further business the meeting closed at 4pm.



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Tel: 01205 821440  
Fax: 01205 820671

Station Road  
Swineshead, Boston  
Lincs, PE20 3PW

### **CULVERT AND BRIDGE REPLACEMENT POLICY**

#### **1. PURPOSE**

This document sets out the policy of the Black Sluice Internal Drainage Board concerning the repair or replacement of culverts or bridges where the structure of the culvert or bridge deteriorates to such an extent that it is unable to convey the necessary flow in the drainage channel, or if it becomes unsafe for either vehicle or pedestrian traffic to cross the watercourse.

In the first instance, if a culvert has deteriorated to such an extent that it is holding up the flow of water, then the culvert shall be removed by the Board.

#### **2. INTRODUCTION**

The structures that will be included in this policy include:

- a) Clear span bridges constructed to take all types of vehicles
- b) Clear span bridges for pedestrian use only
- c) Culverts constructed to provide access across the watercourse.
- d) Culverts constructed for the purpose of maintaining the flow in watercourses where there is instability to the banks.

#### **3. BLACK SLUICE POLICY**

This policy is concerned with the replacement of existing culverts and bridges only.

The Board has a separate policy which addresses applications to place new culverts in watercourses. The policy concerning culverting discourages the construction of new long lengths of culverts in Board's Watercourses.

#### **4. REASONS FOR THE POLICY**

The policy formalises the baseline conditions above and gives written guidelines for more specific instances. The benefits of the policy are:

- Fairness and uniformity in Owners and Occupiers contributing to the cost of reconstructing sub standard culverts.
- The provision of clear guidelines to Owners and Occupiers.
- Powers are delegated giving a more efficient and timely service

However this policy is not intended to cover every eventuality and the Board (in formal meeting) may waive the policy and make a determination on the basis of reasonable fairness to all parties.

## 5. DELEGATED POWERS

Delegated powers are given to the Chief Executive and the relevant Works Committee Chairmen to reconstruct culverts as long as the budgets are not exceeded and the landowner or occupier pays a contribution towards the cost in line with the guidelines in this policy. In all other cases, the power to determine applications is delegated to the Culverts and Bridges Committee, the appropriate Works Committee or the Executive Committee, unless a Board meeting is more timely.

## 6. GUIDELINES

Guidelines are given below on the following types of culverts and bridges:

- a) Clear span bridges carrying Highways maintained by LCC
- b) Clear span bridges capable of carrying all vehicles
- c) Clear Span Footbridges
- d) Culverts under Highways maintained by LCC
- e) Culverts Used for Access by both the Board and the Occupier
- f) Access culverts that are solely for the benefit of the Owner or Occupier
- g) Culverts constructed by the Board to allow free drainage of the land.

### 6.1 CLEAR SPAN BRIDGES CARRYING HIGHWAYS

It is generally the case that all clear span bridges carrying LCC highways are owned and maintained by LCC. If replacement is required because the structure is substandard then LCC will be responsible for the total cost of the reconstruction.

### 6.2 CLEAR SPAN ACCESS BRIDGES

These in general provide access for farm machinery to fields or to individual properties. They are mostly constructed in large watercourses.

These in general will not be used by Board's machinery to gain access to the opposite side of the watercourse.

If refurbishment or replacement is required because the structure is substandard, then the Owner or Occupier will be responsible for the total cost of the reconstruction.

However, if a substandard structure is used by the Board, and the Owner or Occupier of the structure proposes to refurbish or reconstruct the bridge, the Board may offer a contribution towards the cost of this work.

### 6.3 CLEAR SPAN FOOT BRIDGES



It is generally the case that all clear span footbridges which carry footpaths over Board's watercourses are owned and maintained by LCC. If replacement is required because the structure is substandard, then LCC will be responsible for the total cost of the reconstruction.

#### 6.4 CULVERTS UNDER HIGHWAYS

It is generally the case that all culverts under LCC highways are owned and maintained by LCC. If replacement is required because the structure is substandard then LCC will be responsible for the total cost of the reconstruction.

#### 6.5 CULVERTS USED FOR ACCESS BY THE OWNER AND BY THE BOARD

These culverts are required by the Board as well as the landowner to gain access for maintenance of watercourses.

The cost of any reconstruction of substandard culverts in this category will be paid for by the Board and the culvert will remain as a structure to be maintained by the Board.

#### 6.6 ACCESS CULVERTS ONLY USED BY THE OWNER

- a) These culverts are only required by landowners to gain access to their land.
- b) If a culvert is substandard and in need of reconstruction it should be removed by the Board.

Provided there is a proven need for a culvert at this location, the landowner should be offered the opportunity for the Board to replace the culvert if a contribution of 50% of the cost of a 900mm diameter culvert (at present 50% of £7,000) is paid.

After the culvert has been reconstructed, it will be deemed that the landowner will be responsible for its future maintenance.

- c) Before any consideration is given to the reconstruction of the culvert, the landowner should be approached to ascertain if there is a future need for the structure. Consideration should be given to removing two or more accesses into a field and the provision of one in the future.
- d) If there is a proven need for the culvert, then the Board will reconstruct the culvert on condition the standard contribution is paid. The definition of the standard contribution is in Clause 6.8.

The culvert shall be constructed with a top width of 6.0 metres. If a landowner requests a culvert with a wider top width, then he shall pay for the total extra cost of this work.

- e) If a culvert has been constructed in the Board's watercourse, and there is clear evidence that the Board has written to the landowner confirming the future maintenance arrangements, then the landowner shall be totally responsible for the reconstruction of the culvert.
- f) If a culvert is removed by the Board because it is holding up the flow of water, and has not been replaced by a new culvert within a period of five years, then the offer of contribution will no longer be applicable and the landowner will be required to pay the full cost of the construction of a new culvert at this location.
- g) After the culvert has been replaced, the landowner will be responsible for any future maintenance, as deemed necessary by the Board, or reconstruction of the structure.
- h) If the Board undertake a watercourse improvement scheme which includes the reconstruction of culverts, the Board will pay the total cost of the reconstruction of the culvert, but the landowner will be required to be responsible for the future maintenance, as deemed necessary by the Board, of the structure.

#### 6.7 CULVERTS USED FOR FREE DRAINAGE

Examples of these lengths of culverts are:-

- Lengths of watercourse culverted instead of undertaking revetment works
- Lengths of watercourse culverted to allow disposal of excavated soil.

These are the Board's responsibility, and any reconstruction required will be paid for by the Board. Responsibility for the future maintenance of the pipe will remain with the Board.

#### 6.8 STANDARD CONTRIBUTION CHARGE

The standard contribution charge is defined as 50% of the cost of construction of a 900mm diameter culvert 12.0 metres long.

#### 6.9 REDUNDANT CULVERTS

If the Board agrees with an Owner or Occupier that a culvert is redundant, the Board will remove the culvert and backfill material and deposit these materials on the field adjacent to the location of the culvert.

If agreed and required the Board will dispose of the excavated material.

#### 6.10 FURTHER GUIDANCE

If a landowner is unhappy about the circumstances of a particular culvert designation, then this should be referred to the Culvert & Bridges Committee for final determination.

Board Approved: 17 June 2015

## **BLACK SLUICE INTERNAL DRAINAGE BOARD**

### **DRAFT - CULVERTS & BRIDGES COMMITTEE – TERMS OF REFERENCE**

#### **1. GENERAL**

The Committee shall have SEVEN members who will be appointed by the Board.

The Membership shall include:

- Vice Chairman of the Board
- Six other members

The Chairman shall be appointed by the Board at the tri-annual meeting being the first meeting following an election.

#### **2. MEETINGS OF THE COMMITTEE**

The Committee shall meet at least once in every 12 month period and a quorum shall be three members. For any additional agenda items requiring review a Committee meeting can be convened.

No one other than the Committee members shall be entitled to attend Committee Meetings, but any other persons shall attend meetings if invited by the Committee.

#### **3. POWERS OF THE COMMITTEE**

No delegation of powers.

#### **4. RESPONSIBILITIES OF THE COMMITTEE**

The responsibilities of the Committee shall be:

1. To form a policy on the responsibility for future maintenance of bridges and culverts in the Board's area.
2. To determine applications for the renewal of Bridges and Culverts and the level of any contribution required from the ratepayer.
3. Recommend to the Board levels of contribution towards the replacement of culverts or bridges on Board's Drains.