

Longacres, Eastergate Lane, Walberton, Arundel BN18 0BA

First Issue: 10/07/2026

Lowering of existing ditch Method Statement

Task

The works comprise the controlled regrading of approximately 26 linear metres of an existing ditch/watercourse, which include lowering the bed level by a maximum of 385mm to receive a proposed headwall connection.

All works shall be undertaken in accordance with approved drawings, the Drainage Maintenance & Management Plan, and relevant environmental guidance.

Supervising and Monitoring

Works to be undertaken by: CONTRACTOR TBC

Plant

- Tracked mini excavator
- Dumper (if required)
- Hand tools for sensitive operations
- Spill response kits

Materials

No imported materials anticipated

Excavated material to be reused on site where suitable or disposed of in accordance with the Site Waste Management Plan

Health and Safety

A site-specific Risk Assessment and Method Statement (RAMS) shall be in place prior to commencement.

Safe access and egress to the ditch shall be established and maintained.

Excavated material shall be stored at a safe distance from the ditch edge to prevent collapse.

Plant shall operate from the bank only; no plant shall enter the ditch channel.

Description of works

The extent of works shall be set out and agreed prior to commencement.

Civil Engineering - Transport Planning - Flood Risk

Vegetation, debris, and obstructions shall be cleared only where necessary to facilitate the works.

Excavation shall be undertaken using a tracked excavator operating from the bank.

Works shall proceed incrementally along the ditch length to maintain flow and minimise disturbance.

The ditch bed shall be lowered gradually, ensuring the maximum reduction does not exceed 400mm at any point.

Flow within the ditch shall be maintained at all times; temporary flow management measures shall be implemented where required.

The bed and side slopes shall be trimmed to achieve a stable profile and uniform gradient.

Over-excavation shall be avoided; any inadvertent over-dig shall be made good using suitable compacted material.

Excavated material shall be placed clear of the ditch edge and managed appropriately.

Particular care shall be taken to prevent silting, erosion, or downstream blockage.

Hand tools shall be used in sensitive or restricted areas where mechanical excavation is not appropriate.

Upon completion, the ditch shall be inspected to ensure a free-flowing condition with no obstructions or ponding.

All temporary works and protection measures shall be removed on completion.

The site shall be left in a clean and tidy condition.

Methodology

Establish safe access to the ditch bank and working area.

Set out the required excavation levels and limits of works.

Clear vegetation and obstructions as necessary.

Commence excavation from downstream to upstream (where practicable) to maintain flow control.

Lower the ditch bed in controlled stages, working in short sections.

Maintain continuous flow through the channel, using temporary flow management where required.

Trim the bed and side slopes to achieve a stable and consistent profile.

Place excavated arisings away from the ditch edge for reuse or removal.

Inspect completed works to ensure compliance with design levels and free drainage.

Reinstate disturbed areas as required.

Care will be taken during installation to ensure no shuttering debris of wet concrete enters the open watercourse.

Additional Measure: Bank Stabilisation Using Greenfix Covamat

Where reprofiled ditch side slopes are steeper than the existing profile, erosion protection and stabilisation shall be provided using a biodegradable erosion control matting system such as Greenfix Covamat or approved equivalent.

The matting shall be installed immediately following excavation and trimming of the ditch profile to minimise the risk of erosion.

The bank surface shall be prepared to a smooth, firm finish free from loose material prior to installation.

The matting shall be laid in accordance with the manufacturer's guidance, ensuring full contact with the soil surface.

Adjacent rolls shall be overlapped as specified and securely fixed using timber pegs or biodegradable fixings at appropriate centres.

The matting shall extend from the toe of the slope to the top of bank to provide continuous protection.

Where required, the matting shall be seeded or allowed to naturally vegetate to promote long-term stabilisation.

Installation shall be undertaken from the bank where possible to avoid disturbance to the ditch bed and flow.

Care shall be taken to ensure no materials enter the watercourse during installation.

Completion

Upon completion of the works:

The ditch shall be left in a stable, free-flowing condition.

No debris, waste material, or contamination shall remain within the channel.

All works shall comply with the approved drainage strategy and planning requirements.