

SURFACE WATER DRAINAGE MAINTENANCE REGIME

at

Ingfield Manor School

Five Oaks, Billingshurst RH14 9AX

for

Elmcroft Construction

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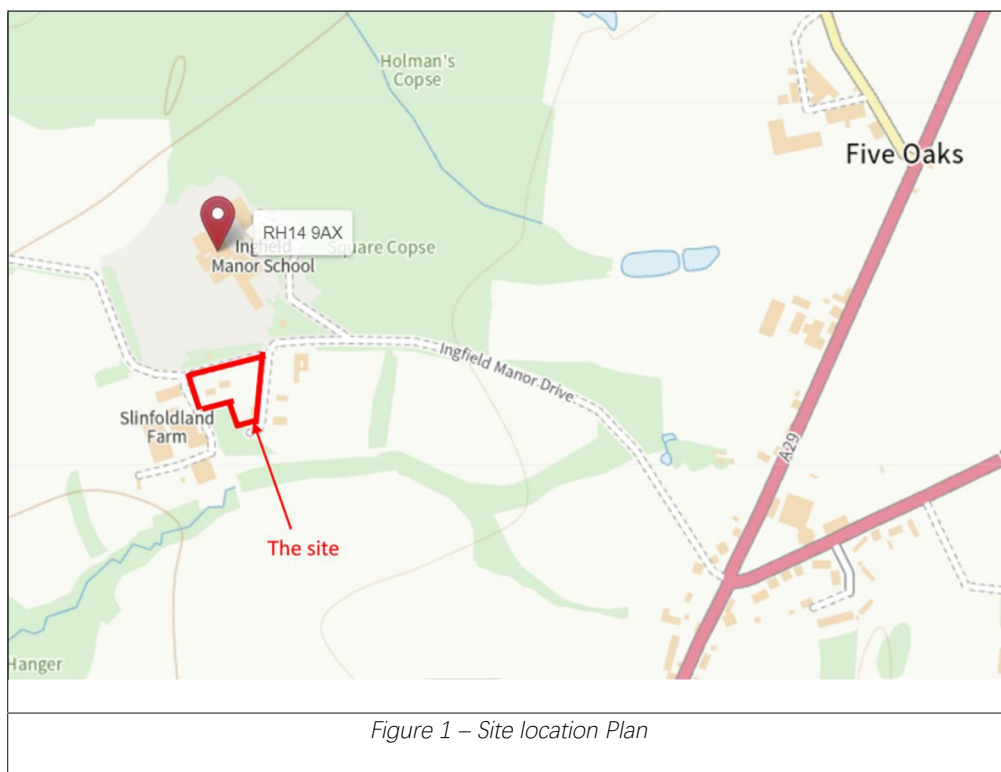
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 2933-140 rev A *'Surface Water Drainage Maintenance Regime'*

Job No : 2933
Revision No : A
Written by : RJ Croot
Date : 23rd February 2026

1.0 Introduction

- 1.1 Build Warranty Technical Services have been appointed by Elmcroft Construction to prepare a surface and foul water drainage strategy to support a planning application to Horsham District Council for new school facility.
- 1.2 The site is located to the south of Ingfield Manor Drive, to the west of the A29 Stane Street at Five Oaks is centred on a National Grid Reference (NGR) 509187E, 128678N with a site area of approximately 0.750 hectares (Ha).



- 1.3 The development will incorporate the demolition of the existing buildings and the construction of four phase school complex with associated hard/soft play areas and car parking facilities.
- 1.4 This document will provide general management and maintenance procedures for the various components comprising the proposed surface water drainage system serving the proposed development. This section has been produced in accordance with current best practice and the recommendations and guidance set out in CIRIA C697 'The SuDs Manual'.

- 1.5 Mr R J Croot, the author of this report, is BEng CEng & MIStructE qualified and has over 25 years' experience of the civil and structural engineering design and construction of SUDS drainage solutions.

2.0 Access Arrangements

- 2.1 The maintenance contractor shall liaise with Ingfield Manor School directly regarding any necessary permission for parking, storage, use of water and any other resource.
- 2.2 For maintenance purposes, vehicular access will be via Ingfield Manor Lane accessed via the A29 Stane Street.

3.0 **Surface Water Drainage Component Maintenance Regime**

- 3.1 All gutters to the main building roof should be inspected and all debris and vegetation removed on a bi-annual basis.

One clearance should be scheduled to occur after tree leaf fall in autumn.

- 3.2 All channel drains and catchpit manholes should be cleaned and all debris removed including removal of filter baskets on a bi-annual basis.

One clearance should be scheduled to occur after tree leaf fall in autumn.

- 3.3 All gulley locations located around the perimeter of the property at SUDS planters/rain gardens should be cleaned and sediment baskets removed and cleaned on a bi-annual basis.

One clearance should be scheduled to occur after tree leaf fall in autumn.

- 3.4 The Turtle Stormcheck manhole should be pumped out on a bi-annual basis and all debris removed by suction pump from the sludge trap chamber. The water should be disposed of to foul or combined sewer only.

Under no circumstances should the water be allowed to enter surface water sewers.

The manhole should be inspected monthly for the first year to note the rate of sediment accumulation.

- 3.5 The SUDS Enviro Rhino Flow Control Chamber details flow restrictor manhole should be inspected on a bi-annual basis to ensure no debris has accumulated in front of the orifice. Any debris should be removed.

- 3.6 The landscaping adjacent to the paved areas should be well maintained to prevent soil washout into the gullies and channel drains. If there is soil washout, it should be cleaned off the pavement immediately to prevent silt building up within the attenuation tank.

- 3.7 Debris removal from the catchment area should be undertaken every 3 months using sweeping or vacuuming.

- 3.8 A general walkover of the entire site should be undertaken on a bi-annual basis to ensure that any exceedance flow paths have not been interrupted by the installation of new structures/fences.

3.9 The plastic cellular attenuation tanks should not require any maintenance providing the silt traps are regularly cleaned of silt and debris as noted herein.

3.10 The attenuation tank shall be CCTV surveyed on a bi-annual basis to ensure there is no build up of sediment within the tank.

In the event of sediment being found, the attenuation tank is to be pressure washed using the jetting points provided to remove all debris.

3.11 The above servicing criteria for the gutters, manholes and gullies will be the responsibility of Ingfield Manor School.

Description	Frequency			
	Monthly	3 monthly	6 monthly 1 after autumn leaf fall	Annually
3.1 Gutter inspection & debris removal	X	X	ü	X
3.2 Channel drain/catchpit manhole inspection & debris removal/basket cleaning	X	X	ü	X
3.3 Gully inspection to SUDS planters/rain gardens	X	X	ü	X
3.4 Turtle Stormcheck manhole inspection & maintenance	ü 1 st year only	X	ü	X
3.5 SUDS Enviro Rhino Flow Control Chamber inspection maintenance	X	X	ü	X
3.6 Maintenance of landscaped areas	X	ü	X	X
3.7 Debris removal from catchment areas	X	ü	X	X
3.8 General site walkover to inspect flow paths	X	X	ü	X
3.10 Attenuation tank CCTV inspection	X	X	ü	X

4.0 **Road Maintenance Regime**

- 4.1 To maintain a pristine appearance, particularly in north facing sheltered areas receiving little or no natural sunlight which may be overhung with trees or vegetation and very little footfall, algae may appear in the joints and paver surface.

This can easily be removed by applying a soap-based product which also inhibits the further growth of algae. This should be applied depending upon amount of algae growth experienced.

- 4.2 Any stubborn stains and detritus can be removed by a pressure washer ensuring any jointing material removed by this process is replaced.
- 4.3 The porous road surface should be vacuumed at least twice a year with a vacuum sweeper. Simple broom sweepers are not recommended for porous asphalt maintenance. With a high-volume air blast, the air is forced out at an angle, creating a 'peeling' effect, which then causes the debris to be loosened from the asphalt and sucked into the unit.
- 4.4 If the road surface has become significantly clogged to the point where the routine vacuum sweeping does not restore permeability, it may be necessary to wash the porous road with clean, low-pressure water, followed by immediate vacuuming. If the pressure of the washing nozzle is too great, contaminants may be driven further into the porous surface.
- 4.5 The landscaping adjacent to the porous road should be well maintained to prevent soil washout onto the porous surface. If there is soil washout, it should be cleaned off the pavement immediately to prevent clogging of the pores.
- 4.6 During the winter, it is very important that sand and abrasives are not used for winter maintenance because they will clog the pores; rather, use de-icing materials. Standard road salt is acceptable as a de-icer.
- 4.7 An annual inspection should be undertaken to identify any damage to the road.
- Non-porous patching mixes can be used to repair the damage as long as the cumulative area repaired does not exceed 10 percent of the porous area. Larger areas should be patched with approved porous asphalt.
- 4.8 The carrier drains of the permeable road should be jetted annually to ensure free flowing.
- 4.9 All catchpit manholes should be cleaned and all debris removed including removal of filter baskets on a bi-annual basis.

One clearance should be scheduled to occur after tree leaf fall in autumn.

- 4.10 The responsibility of the maintenance of the road will be the responsibility of Ingfield Manor School.

Description	Frequency			
	Monthly	3 monthly	6 monthly 1 after autumn leaf fall	Annually
4.1 Removal of algae	X	X	X	ü
4.2 Pressure washing pavers	X	X	ü	X
4.3 Vacuum porous road surface	X	X	ü	X
4.5 Maintain landscaping adjacent to road	X	ü	X	X
4.7 Inspection of road surface	X	X	X	ü
4.8 Jetting of carrier drains	X	X	X	ü
4.9 Cleaning of catchpit manholes	X	X	ü	X

5.0 **SUDS Planter Maintenance Regime**

- 5.1 Assess plants for disease infection, poor growth, invasive species etc and replace as necessary.
- 5.2 Inspect RWP inlet and overflows from planter for blockages on a quarterly basis and remove debris as required.
- 5.3 Check operation of underdrains by inspection of flows after rainfall on an annual basis.
- 5.4 Inspect infiltration surfaces of planters for silting and ponding on a quarterly basis. Record dewatering time of the planter to assess if additional maintenance is required.
- 5.5 Remove litter, debris and weeds from top of planters on a quarterly basis.
- 5.6 Replace any holes or scour in the filter medium and reinstate splashpad gravel protection gravel as required on a quarterly basis.
- 5.7 Rake surface of rain garden to prevent build-up of silt in the upper layers as required to ensure effectively infiltration on a quarterly basis.
- 5.8 Replace entire filter medium and vegetation every 20 years unless required earlier due to above inspections.
- 5.9 The under drains of the planters should be jetted annually to ensure free flowing.
- 5.10 All catchpit manholes should be cleaned and all debris removed including removal of filter baskets on a bi-annual basis.

One clearance should be scheduled to occur after tree leaf fall in autumn.

- 5.11 The above servicing criteria for the SUDS planters will be the responsibility of Ingfield Manor School.

Description	Frequency			
	Monthly	3 monthly	6 monthly	Annually
5.1 Inspection & maintenance of plants	As recommended by landscape contractor			
5.2 RWP inlet & outlet inspection	X	ü	X	X
5.3 Check underdrain flow	X	X	X	ü
5.4 Inspect infiltration surfaces	X	ü	X	X
5.5 Remove litter & debris from planters	X	ü	X	X
5.6 Inspect & maintain filter medium	X	ü	X	X
5.7 Rake surface of planter	X	ü	X	X
5.8 Replace filter medium	Every 20 years			
5.9 Jetting of under drains	X	X	X	ü
5.10 Cleaning of catchpit manholes	X	X	ü	X

Appendix A

Build Warranty Technical Services Ltd Drawings

2933-140 rev A

'Surface Water Drainage Maintenance Regime'



A	23.02.26	New Drawing - First Issue.	RC
rev.	date	description	chk.

BW BUILD WARRANTY
Newcastle : London : Lisbon
Tel: +044 (0)203 966 5409

client:
Elmcroft Construction

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Ingfield Manor School
Billinghurst

drawing title:
Surface Water Drainage
Maintenance Regim

scale and sheet size:
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