

# Restoration

Working together with the Canal & River Trust

## Introduction

We value the enthusiasm and dedication that restoration societies demonstrate in restoring closed canals and returning them to navigable use. Restoring and extending the canal network can offer real social and economic benefits, and we share the vision of seeing these waterways brought back to life. That said, successful canal restoration relies on a large amount of support from a wide range of disciplines and whilst the Trust are happy to offer guidance and feedback, we have limited resources. With significant demands already on our teams and infrastructure, we're not always able to actively support restoration efforts but we are happy to explore how we can help.

It is important to consider that bringing a canal back into use can increase long-term maintenance and water supply demands and as such, we must carefully assess these factors before approving any restoration. This helps ensure that no funds or resources are taken away from the navigations we already maintain and that any newly restored sections can be supported to the same standards as the rest of the network.

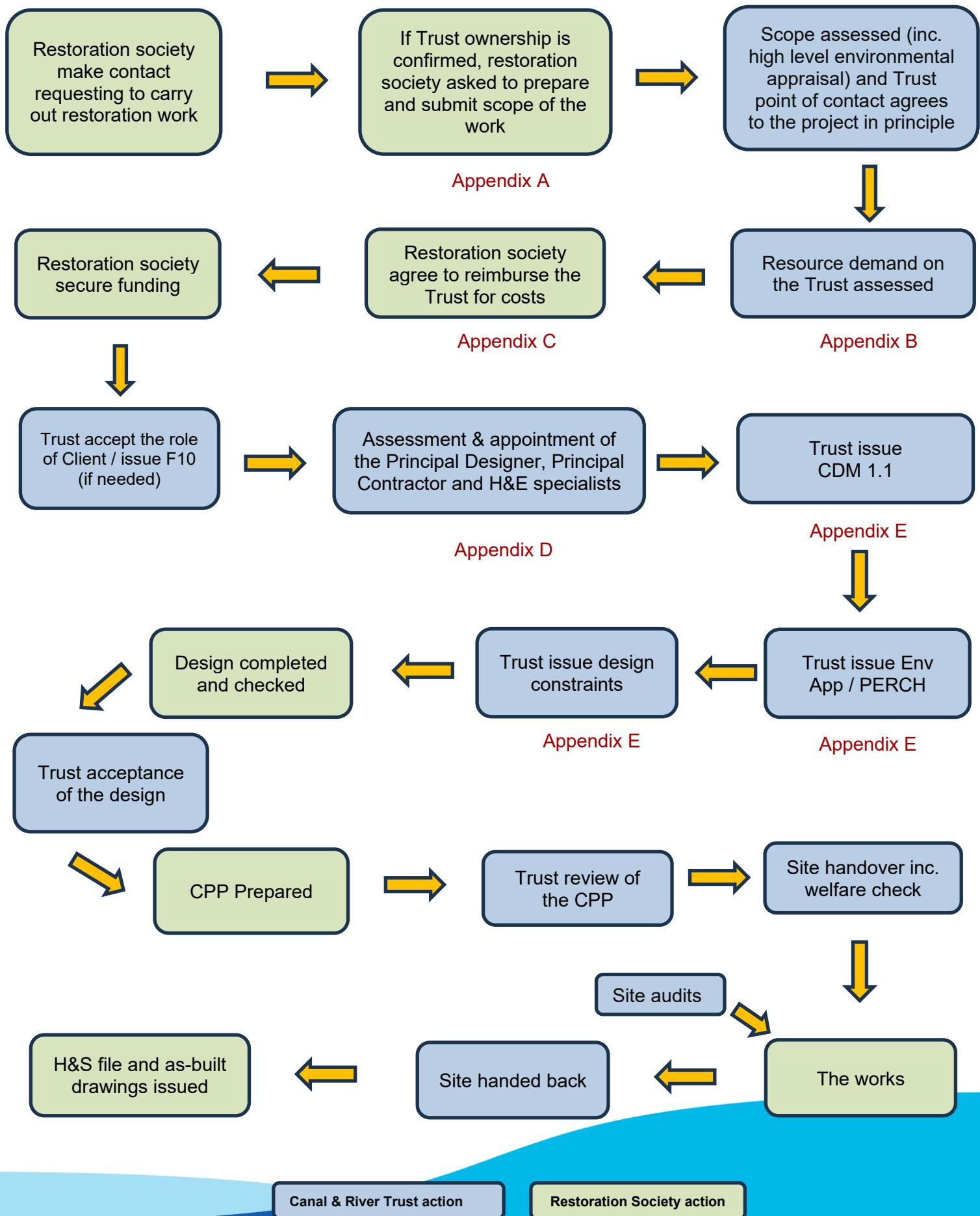
Restoration projects will often be a complex undertaking and, in many cases, will be considered a major civil engineering project. Such work needs to comply with relevant legislation, and this requires skills, knowledge, experience and time. While many restoration groups have the skills to deliver such work, the Trust strongly recommends that professional support with the appropriate insurance in place is sourced to deliver the work or elements of it.

If your organisation is looking to carry out restoration work on land owned by the Trust, there are a number of competency checks and requirements that must first be met. These are outlined in this plan. The Trust will need to recover the costs of any staff time or resources it contributes. We can provide a cost estimate based on your project scope of works and, where necessary, arrange for dedicated resources to support your plans and deliver our part in the restoration.

***When we refer to restoration we mean works that aim to reopen sections of the canal network or bring specific structures and buildings back into use, that the Trust is not required to deliver and are unable to use our own resources to deliver.***

NB: this guidance applies specifically to restoration projects, not routine maintenance by volunteers on our property

## Process Flowchart



## Appendix A – Scope of Works.

A Scope of Works is a detailed and structured document outlining the tasks, activities, objectives and responsibilities of those involved in a restoration project. The purpose is to define what work will be done, the standards to be employed, timelines and the resources to be used to successfully complete the project.

It acts as a guide for Canal & River Trust and other involved parties to understand the full extent of the project and allow an appropriate assessment of the competencies of the principal designer and principal contractor to take place. It also allows the Trust to prepare an environmental appraisal (PERCH).

The works should be defined on a project-by-project basis. For example, restoration of lock 15 rather than restoration of the whole canal.

We recommend that your scope of work includes the following as a minimum:

- Date of preparation of the scope of works
- A clear description of the goals/aims of the project
- The risks involved and planned mitigations
- Health & Safety considerations
- List of tasks needed
- Resources needed
- Environmental, ecological and heritage considerations
- A list of competent people, their experience and a list of other organisations involved.
- The allocation of work i.e. what is to be delivered by volunteer's and what will be delivered by contractors / consultants and the number of people involved
- Programme of works / predicted start and end date.
- Fundraising plans
- The budget for the project and the amount of contingency
- Water Management – both during the works and long term
- Changes in maintenance required as a result of the work i.e. a maintenance plan

## Appendix B – Resource / Cost Estimate

Based upon the scope of works, the Trust will prepare an estimate of the time requirements for Trust involvement and so a cost to be recovered by completing a table like the one below.

The table below illustrate the most common tasks that will be needed for a restoration project, but not all tasks will necessarily be needed for all projects and there could be some projects with specific tasks not listed below and so it should be considered as an example only.

Task	Estimate of hours / rate	Cost
Overall coordination of Trust involvement		
Check on water availability		
Prep of CDM 1.1		
Competency check on Principal Contractor		
Competency check on the Principal Designer		
Preparation of Environment Appraisals / PERCH		
Preparation of design brief		
Competency check on H&E specialists		
Periodic checks / support of H&E works		
Periodic checks on site for the works in general		
Trust review of the design		
Trust review of the CPP		
Site handover and check on welfare		
Check on works water management plan		
Check on funding		
Planning permission check		
Site hand back		
Other (e.g. water engineer, planner)		
Risk value to cover unforeseen issues		
<b>TOTAL</b>		

## Appendix C - Cost undertaking

To confirm the restoration society's agreement with the cost estimate, the Chair of Trustees will need to send a letter on the society's letterheaded paper to their point of contact at the Trust, containing the wording set out below. This confirmation is required before works can commence:

Dear .....

We write to confirm that we, **name of restoration society**, are proposing to carry out restoration works under the project named **name of project** and as described in the cope of works dated **date**

The requirement to cover the costs of the Trust is acknowledged as follows:

1. In consideration of the Trust assessing the project and engaging appropriate professionals (whether external or in-house) to advise the Trust and to subsequently proceed with the requisite work, **name of restoration society** hereby agree and undertake to pay all reasonably incurred costs of the Trust (including VAT and disbursements) in relation to the matter and to follow the requirements and conditions set out by the Trust.
2. This undertaking will apply and the reasonably incurred costs of the Trust will be due whether or not the Works are fully completed.
3. This undertaking is given on the basis that fees in relation to this matter shall be charged at the rates set out and totals estimated in resource / costs estimate provided by the Trust dated **date**
4. The Trust are entitled to raise invoices to **name of restoration society** and **name of restoration society** agree and undertake to pay such invoices.

Signed by **xxxxxxxxxx**

Print name **xxxxxxxxxx**

On behalf of **name of restoration society**

This agreement has been entered into on the **date**

## Appendix D – Appointments

### Principal Contractor

As a minimum the Principal Contractor will need the following

- 5-day CITB SMSTS course or equivalent in the field of construction
- AppropriateSSIP registration e.g. Achilles or Constructionline
- Each worker, at the start of their first day on site should receive a general induction to the construction project, covering the generic important site safety information such as the PPE needed, first aid arrangements, access route and emergency procedures. Then, for each specific task there should be adequate information, instruction and training provided from a suitably qualified person and then adequate supervision for the task, from a person not involved in delivering the task. The level of training needed will be determined from a risk assessment.  
Signed records of attendance of all inductions and training to be kept on site

### Principal Designer

As a minimum the Principal Designer will need the following

- 2-day APS Principal Designer or equivalent in construction

### Heritage and Environment specialists

Based upon the scope of works provided by the restoration society, the Trust will prepare and issue an environmental appraisal known as a PERCH. PERCH stands for Planning, Environment, Regulatory Consents and Heritage. The PERCH and the associated set of standards which will contain requirements to be followed.

Some of the actions from these may be onerous to understand / follow and so the restoration society may need specialist resources.

Please provide details of the chosen Heritage & Environment specialists to allow a bespoke competency check to be carried out.

## Appendix E - Forms

### CDM 1.1

This is the Trust standard CDM form covering pre-construction information

#### **Environmental Appraisal (known as a PERCH)**

The Trust will provide direction on activity-specific environment and heritage issues of which it is aware and that need to be taken into consideration in the delivery of the work in the form of an environmental appraisal document or similar. The restoration society should not rely on the Trust to resolve and provide advice on all environmental and heritage issues in relation to works. The PERCH will include information on which issues the Trust has resolved and what remains to be addressed by restoration society before works commence and during works. The restoration society must have, or have access to, knowledge of how to manage environment and heritage issues.

The nature of some projects will mean more than one Environmental Appraisal (PERCH) will be needed.

#### **Design Constraints**

The Trust will communicate design constraints, standards, principles, specifications or considerations it requires to be included or considered.

## Appendix F - Notes

1. The plan assumes the Construction Design & Management regulations 2015 apply i.e. it is construction work, that the Trust own the asset and will be the Client under CDM. In cases where CDM does not apply, a simpler version of this process can be followed. Some CDM projects will be relatively simple and although the process remains the same, the individual steps and associated paperwork will be quicker and more straightforward for simple projects.
2. The Trust will need to be satisfied that sufficient water resources are available to supply any newly opened section of waterway, and the design should include appropriate measures to manage water effectively, ensuring the site remains safe and that any downstream feed is maintained. The Trust will require assurance that suitable management arrangements are in place.
3. Partner group traffic light status is a system that allows self-constituted volunteer groups to carry out works unsupervised which have been agreed in advance with their regional Canal & River Trust contact.
4. The Principal Contractor will need to ensure they have a designated individual ('DI') under BS 5975 (2019) for establishing and maintaining a procedure for the control of any Temporary Works and the Trust will need to see evidence of this appointment. The DI is responsible for appointing the Temporary Works Co-ordinator, Temporary Works Supervisor and Temporary Works Designer for the Works. The individuals being appointed to these roles need to have the necessary training and experience of the temporary works involved in the project. Successful completion of an appropriate temporary works course is to be evidenced
5. Any changes to the scope may require the process to be restarted. It may therefore be advisable to include a feasibility stage in the works plan to identify and resolve any potential issues in advance.
6. Approvals may be needed from other bodies such as the Environment Agency (e.g. FRAP) and Natural England which the restoration society will need to obtain, follow and provide details of to the Trust.
7. The Trust will undertake periodic compliance checks, which may be announced or unannounced. The works must be appropriately supervised at all times. The Trust will, upon request, review and sign off completed sections as work progresses. A spilling test may also be required

8. The Trust is unable to provide funding for restoration works nor lead on a bid\*. The restoration society should therefore seek its own sources of funding. The Trust can, however, provide a letter of support for an application, provided this does not conflict with any bid being made by the Trust. The Trust will also need to review the build-up of any bid to ensure confidence around cost estimates and the deliverability of the proposed scope. *\*The Trust being a partner in a bid can be reviewed by our Executive on a case-by-case basis.*
9. The completed works are likely to alter the maintenance requirements, which may result in either an increase or, in some cases, a reduction in maintenance needs. A maintenance plan should be prepared to set out these requirements. Based on this plan, the Trust will need to assess whether it can accommodate the revised maintenance requirements and may, if necessary, require additional resources or funding from the restoration society.
10. Using the scope of work, a check will need to be carried out to determine if planning permission is needed.
11. The Trust may require access to the site during the works for its own works.
12. Upon completion of the works the Trust will require a copy of the as-built drawings and the health & safety file.
13. Any public communication regarding these works must be shared with the Trust for review prior to publication.
14. In some cases, particularly for more complex works, the Trust may require collateral warranties.
15. Initial conversations about restoration projects will be free of charge.
16. The Trust are happy to consider leasing a section of canal to a restoration group subject to appropriate terms and conditions.