

Echelon Park, Ratby

Management & Maintenance

Statement

Warwick Estates have been appointed by Bellway Homes to manage and maintain the communal parts of Echelon Park in Ratby on behalf of the Resident Management Company (TBC).

The communal areas of the development include:

- › The shared open space areas around the boundary of the estate and through the central corridor
- › Sustainable drainage features including the 2 attenuation ponds and swales along the Southern, Eastern and Western boundaries
- › Play areas and equipment through the central corridor and South Western corner of the estate
- › Unadopted shared roadways serving 7 or more properties

The responsibility for day-to-day and long-term maintenance of these areas falls to the RMC and this will be set out in the property TP-1 documentation. Warwick Estates will act as the agent for the RMC in order to ensure all duties are carried out in accordance with requirements.

Each of the property owners will have an obligation under their legal documentation (TP-1) to pay a service charge towards the full cost of maintaining these areas.

We have worked with Bellway Homes to prepare an annual service charge budget which will cover the costs for providing each of the services required to maintain the communal areas of the development in accordance with the requirements. This will include, amongst other things: grounds maintenance, upkeep of the play areas and unadopted roadways and health and safety checks.

Maintenance is to be carried out in accordance with the Landscape and Ecology Management Plan (LEMP) report produced by FPCR and dated January 2025.

Calculations for the initial Service Charge estimates are based on information provided, on our experience and also on estimates from service providers and contractors. Budgets for any new development will of course need to be estimates for the first year as no prior actual costs are known, however we aim to present a realistic budget specific to Echelon Park which will not need to increase after the first year because of unrealistic expectations or falsely or deliberately offering low estimates.

The development will be assigned a Property Manager who will be responsible to overseeing the management requirements of the estate. They will arrange contracts for services and undertake quarterly, fully documented inspections of the development.

All managed areas will also be subject to an annual Health & Safety Inspection by our Risk Management Assessors.

Property owners will also be able to raise any issues directly with us via our various communication methods, which will be clearly outlined for them in their initial welcome letter and regular correspondence.

Areas of Responsibility

Non-adopted roads

The main estate roadways and associated pavements, along with street lighting and surface water drainage will be adopted by the Local Authority as part of a Section 38 Agreement.

There are some unadopted roadways which will be the responsibility of the RMC which serve 7 or more properties. Only those with access over these roadways will contribute towards the associated upkeep and maintenance costs.

These areas will be inspected regularly by landscaping contractors during each of their approximate 26 visits per year, along with litter picking, sweeping, removal of weeds, leaf clearance, clearing of surface water drains, checking effectiveness of permeable paving etc. This is covered by the 'Private Roadway Maintenance' line item in the service charge budget.

In addition, the unadopted roads will be inspected as part of both the assigned Property Management inspection every 6-months and the annual health & safety inspection. Any issues found will be raised with an appropriate contractor for rectifying within an appropriate timescale.

Longer-term resurfacing of the unadopted roadways will be covered by the sinking fund which will be contributed towards by all properties with access over them each year, so that when works are required there should be sufficient funds available to cover the majority of the cost. If required by the RMC then the Property Manager can arrange a Planned Preventative Maintenance (PPM) or CAPEX report to be undertaken to plan for future major works over a 10 year period and ensure that that sinking fund contributions remain appropriate.

Non-adopted open space and landscaped areas

As shown on the Landscape Strategy Plan (12963-FPCR-XX-XX-DR-L-0001) public open space areas include sections of flowering lawn, meadow, bulb planting, hedging, shrub planting and new trees. There is some existing vegetation around the boundaries.

Landscaping contractors will be appointed to provide a regular grounds maintenance service in accordance with the Timetable of Works in the LEMP report and Proposed Maintenance Schedule – both provided at the end of this document for reference. Any grassed areas outside of the BNG requirements will be cut during regular grounds maintenance visits according to growth requirements.

Any ad-hoc litter bin emptying required in between landscape contractor visits will be covered by the General Repairs & Maintenance item within the service charge budget. Any reports of litter bins being full to be collected within 5 working days, subject to constraints of the service charge budget.

Performance and quality of the work will be monitored against the specifications detailed within the LEMP report during the Property Manager's 6-monthly inspections and any issues raised with the contractor for rectification and improvement within an agreed period.

Any areas of the open space causing potential risk to health & safety will be highlighted during our Risk Management inspections and given a risk rating which will determine the response.

Any major long-term replacement of vegetation and major tree works will be covered by the Sinking Fund which will also be contributed towards annually and built up over time until works are required.

Sustainable Drainage System (SuDS)

The sustainable drainage system comprises of 2 attenuation ponds in the Southern part of the development and 2 swales on the Eastern and Western boundaries.

The attenuation ponds and swales will be planted with wetland meadow and will likely require cutting twice a year, but otherwise regular litter picking and checking to ensure inlets and outlets are clear of debris will be required.

The sustainable drainage system will be managed and maintained in accordance with the Timetable of Works in the LEMP report.

Play Areas

There is one larger play area in the South Western corner of the development, with smaller areas of play provision along the central corridor. We understand that these will comprise of mostly wooden equipment, with a safety surface, benches, litter bins and surrounded by fencing with self-closing gates.

The play areas will be visually inspected monthly by the assigned Property Manager and grounds maintenance contractors, or in accordance with the requirements of the public liability insurers. A maintenance contract will cover the quarterly (or as recommended) maintenance visits and our in-house Risk Management Team will undertake the annual play equipment risk assessment.

Repairs should be undertaken and equipment available to use within 56 days maximum unless otherwise prior agreed with the Borough Council / LPA. Equipment should also be replaced like for like if not repairable.

Hard Landscape & Site Furniture

Repairs will be completed within a reasonable timeframe, typically ranging from 1 to 10 working days depending on the severity and urgency of the issue, to ensure that problems are not left unresolved, according to risk levels and within the constraints of the service charge budget.

Minor repairs: Within 2–5 working days

Moderate repairs: Within 6–14 working days

Equipment repairs : Within 14 – 28 working days

Repairs to hard landscaping and site furniture tends to be ad-hoc and will therefore be covered under the General Repairs & Maintenance section of the service charge budget.

Hard landscaping, furniture and equipment must be repaired and available to use within 56 days maximum unless otherwise prior agreed with the Borough Council / LPA.

Maintenance Regime and Monitoring

Maintenance will be carried out by specialist contractors in accordance with the separately provided LEMP report. This document will form the basis of any initial tenders for contractors to carry out the proposed regime.

All appointed contractors working on our managed developments will be required to complete our Contractor Accreditation Scheme which will ensure that they have the required skills, qualifications, insurances and risk assessments to undertake the specified work. Accreditation will be reviewed annually to ensure that they remain compliant.

Once contractors have been appointed, the LEMP report and specifically the Timetable of Works within will continue as a “live” regime for our inspections, monitoring and assessments of the contractors’ performance to ensure it remains in line with the agreed works.

It is accepted that on occasion conditions may not allow strict adherence to timetables (for example it would be counterproductive to attempt to mow waterlogged amenity grass areas and could cause damage to the same which would be more easily avoided).

Our Property Manager will note on each inspection any circumstances for non-adherence as well as more generally the condition of the maintained areas and their keeping in line with the agreed regime.

Should contractors be found to be unsatisfactorily straying from the agreed maintenance regime with no good reason, we will reserve the right as part of our standard contracts to issue them with a notice to correct/improve or we may take the decision to simply retender the contract with a different provider. At all times we will be acting in accordance with the instructions of our clients and keeping all parties fully informed of any such decisions as necessary.

Records will be available variously to customers, clients and property owners to show contractors in place, budgets and inspection regimes. These will also be available for any inspection by third party authorities.

Funding the maintenance

Subject to final confirmation of wording in the Transfers for the properties, there will be robust mechanisms built into the legal documents that each purchaser of a property is required to sign. These will provide that contributions are made from all those who purchase a new build home on the site and these covenants will be binding on the owners and all subsequent owners of each property for the life of the Transfer.

This then will enable regular contributions to be made fairly by all on site, but will also contain sufficient mechanisms for us to enforce collection should it be necessary, up to and including taking legal action acting on behalf of the RMC.

The budget for all elements of the management and maintenance will be presented annually for transparency to all contributors along with itemised planned expenditure for the year ahead. Any contributor will be able to view all invoices relating to expenditure at the end of each year should they wish.

Please see the development's service charge budget below.

Total Properties Contributing: 225

Number of Units

			Estate Charge	Unadopted Shared Roadway Charge
			225	69
TOTAL COST	£	41,515	£ 37,845	£ 3,670
CYCLICAL MAINTENANCE				
Grounds Maintenance	£	12,000	£ 12,000	
Private Roadway Maintenance	£	2,800		£ 2,800
Play Area Maintenance	£	700	£ 700	
Pest Control	£	-		
REACTIVE MAINTENANCE				
General Repairs & Maintenance	£	690	£ 500	£ 190
UTILITIES				
Communal Water	£	800	£ 800	
INSURANCE				
Public Liability Insurance	£	1,080	£ 700	£ 380
Directors & Officers Liability Cover	£	320	£ 320	
PROFESSIONAL FEES				
Accountancy Fees	£	2,000	£ 2,000	
External Certification Fees	£	325	£ 325	
Company Secretary Fees	£	1,500	£ 1,500	
Bank Charges	£	-		
Sundries incl. postage	£	1,200	£ 1,200	
Health & Safety Assessments	£	550	£ 550	
Play Area Inspection	£	350	£ 350	
Management Fee	£	13,500	£ 13,500	
Management Fee VAT	£	2,700	£ 2,700	£ -
RESERVE FUNDS				
Estate Sinking Fund	£	1,000	£ 700	£ 300

Note: These are estimated figures at the time of preparation, and the scope and cost are subject to change as the development progresses, as physical services are delivered and as actual costs are incurred.

8.0 TIMETABLE OF WORKS

Table 2: Habitat Establishment and 30 Year Work Schedule

Description of Works	Active Month												Active Year																			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	1	2	3	4	5	6	7	8	9	10	10+									
Trees / Hedgerows	To be sown in the first growing season after the implementation in accordance with the construction programme																															
Planting between October and late March.	✓	✓	✓							✓	✓	✓	✓																			
Water during dry weather.				✓	✓	✓	✓	✓	✓																							
Inspect tree and hedgerow planting annually and replace dead specimens during winter.	✓	✓	✓							✓	✓	✓	✓																			
Check stakes, ties, spiral guards and protective fencing monthly.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓																			
Weed control/removal of weeds at hedgerow base via pulling for undesirable and persistent weed growth.			✓	✓	✓	✓	✓	✓	✓	✓																						
Lightly trim new hedgerows to encourage new growth.	✓	✓								✓	✓	✓	✓																			
Annual cut of established hedgerows with an 'A' shaped profile, no more than 1/2 of the resource should be cut to maintain a continuous supply of flowers and fruits.	✓	✓	Avoid breeding bird season													1 st 1/2		2 nd 1/2														
Trees to be inspected every 2 years/ after storm events and any recommended works undertaken.	✓	✓																														
General purpose meadow, long season meadow grassland and tussock mix	To be sown in the first growing season after the implementation in accordance with the construction programme.																															
Meadow and tussock grassland sown in autumn or spring.			✓	✓	✓				✓	✓				✓																		
Once established, mow/strim meadow grassland c.50-70% on rotational basis, once in early spring (c.70mm, no later than April) and once in late			✓	✓				✓	✓																							

Description of Works	Active Month												Active Year													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	1	2	3	4	5	6	7	8	9	10	10+			
summer (c.40mm after flowering in late August / September).																										
Once established, tussock areas should not be cut from mid-spring through to late August to give species sufficient time to flower and set seed. Cutting will comprise a 'hay cut' taken to minimum in late autumn or early spring if needed with no more than 50% of the resource cut on any one occasion.																										
	✓	✓	✓	✓					✓	✓	✓	✓														
Sward to be cut to a minimum height of 150mm, leaving 1m unmanaged adjacent to retained / created woodlands and scrub.	✓	✓	✓	✓					✓	✓	✓	✓														
Weed control/removal of weeds. Pull out undesirable and persistent weed growth			✓	✓	✓	✓	✓	✓	✓	✓																
Flowering Lawn																										
Sow seed mix.			✓	✓				✓	✓																	
Cut grass and remove arisings from site, avoiding wet conditions.			✓	✓	✓	✓	✓	✓	✓	✓																
Control/remove weeds.				✓	✓	✓	✓	✓	✓																	
Water during periods of extreme drought.				✓	✓	✓	✓	✓	✓																	
Repair worn areas.				✓	✓	✓	✓	✓	✓																	
SuDS Wetland Meadow	To be sown in the first growing season after the implementation in accordance with the construction programme.																									
Should vegetation exceed 40% of the basin/water surface, it will be removed by hand and placed on the bankside for 48 hours	✓	✓	Avoid amphibian breeding season							✓	✓	✓														

Description of Works	Active Month												Active Year										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	1	2	3	4	5	6	7	8	9	10	10+
Cutting / strimming on three year rotational basis during late autumn/winter.	✓	✓	Avoid amphibian breeding season							✓	✓	✓			1 st 1/3								
Annual monitoring to prevent spread of edge planting throughout basin.										✓	✓												
Replace failed or poorly performing species, as required	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
Control vegetation in areas of open water, such as blanket weed, as necessary			Avoid amphibian breeding season					✓	✓	✓													

Proposed Maintenance Schedule

(to be read in conjunction with the 'Timetable of Works' provided in the LEMP report)

Management Scope: Maintenance Activity	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Litter & debris removal												
Pick all litter from areas of hard and soft landscape and remove from site.	.	.	.	.	.	.	.	.	.	.	.	.
Amenity grassland												
Cut grass and remove arisings from site. Leave bulb planted areas to die back naturally and cut on next visit				.	.	.	.	.	.			
Control/remove weeds				.	.	.	.	.	.			
Repair worn areas				.	.	.	.	.	.			
Rough / meadow grassland & hedgerow margins												
Cut grass and remove arisings from site - leave bulb planted areas to die back naturally				.					.			
Control/remove weeds				.					.			
Repair worn areas				.					.			
Existing Trees and Hedgerows												
Inspect all existing trees	.	.	.	.	.	.	.	.	.	.	.	.
Action required works to existing trees. Where possible works should be programmed for dormant period (October to March). Carry out works in accordance with BS 3998: 2010.	.	.	.							.	.	.
Cut hedgerows and carryout infill/gapping up as agreed.	.	.	.							.	.	.
Native tree & shrub planting												
Hand weed (Or if necessary, spray ground with herbicide). No strimmers to transplant areas.	.			.		.			.			
Replace shelters and guards as necessary, firm plants as required	.	.	.	.	.	.	.	.	.	.	.	.
Replace dead/dying/vandalised transplants and shelters	.			.						.		
Prune back plants encroaching over kerbs/road edges etc				.		.			.			
Remove shelters/stakes/ties from established plants	Approximately 4-5 years after planting											
Coppice shrubs species (except Holly)	Approximately 4-5 years after planting. Carryout works between October to March											

Management Scope: Maintenance Activity	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Specimen tree planting												
Spray grass and weeds (no strimmers to bases)				*		*			*			
Water and fertilise as necessary as specified				*	*	*	*	*	*			
Adjust/ replace stakes/ties/guards as necessary	*	*	*	*	*	*	*	*	*	*	*	*
Check stability/remove stakes/guys when ready	Approximately 4-5 years after planting											
Replace dead/dying/vandalised trees	*	*	*								*	*
Deal with individual problems as they arise	*	*	*	*	*	*	*	*	*	*	*	*
Prune as appropriate for species			*							*		

SUDS Facility & Ponds												
Inspect SUDS facility and remove all litter and debris. Ensure that channel and outfalls are free of obstructions.	*	*	*	*	*	*	*	*	*	*	*	*
Programme specific operation to remove leaf litter during autumn months.	*	*								*	*	*
Mow grassland within SUDS facility.				*					*			
Monitor and check ponds. Remove litter, debris and leaf litter	*	*	*	*	*	*	*	*	*	*	*	*
Check ponds for invasive plant species, thin and leave on bank for invertebrates to return to pond. Remove on next site visit			*			*			*			

Equipped children's play area												
Visually inspect children's play areas. Inspection to be carried out by qualified staff member. Observe any hazards, defect or act of vandalism.	*	*	*	*	*	*	*	*	*	*	*	*
	Initially frequency of play area maintenance to be every visit. To be reviewed / determined more accurately once in use and usage pattern can be confirmed.											
Play are Maintenance Visits. Any repairs are to be carried out as per recommendations of person inspecting and as soon as reasonably practical. Otherwise the facility is to be made safe and works programmed within a reasonable timeframe.	*			*			*			*		
	Any repair works that cannot be carried out at the maintenance visit are to be programmed in as soon a practically possible taking into consideration budgets, order lead in times etc. Any temporary closure of and/or partial closure of the facility is to be checked regularly to ensure that the area remains safe and fit for purpose until such time that the facility is in full working order.											
ROSPA Inspection	The play facility will be formally inspected in accordance with the standards set out by ROSPA by a suitably accredited person.											

Hard landscape & site furniture												
Inspect, clean, repair or replace.	*	*	*	*	*	*	*	*	*	*	*	*
Where repairs cannot be made good at time of visit an additional visit will be programmed as soon as practically possible to make any repair good and the item fit for purpose. During any such delay it is the Contractor's responsibility to ensure that all areas are made safe and remain safe until any such repairs are completed.	*	*	*	*	*	*	*	*	*	*	*	*

About Warwick Estates

Established in 2007, Warwick Estates is a medium-sized managing agent operating throughout England and Wales with a steadfast commitment to delivering exceptional property management services.

Complementing our head office in Harlow, Essex, we have regional teams strategically positioned within their respective portfolios, ensuring localised expertise and responsive service delivery.

With over 1000 developments and 26,000 homes under our care, we take pride in our ability to manage diverse property types with unparalleled efficiency and attention to detail. These include small blocks of 2 or 3 apartments to high-rise blocks with on-site staff and complex facilities, converted listed buildings to large estates of freehold houses.

At the heart of our operations lies our dedicated operational board, comprised of seasoned industry professionals leading specialist in-house teams. These teams cover a wide array of disciplines including property management, risk management, insurance, legal affairs, company secretarial duties, service charge accounts, client finance, project management, handovers, compliance, and human resources. Our success is driven by the talent and dedication of our team. With approximately 150 staff members, we have cultivated a culture of excellence and collaboration, ensuring that every client receives personalised attention and tailored solutions to meet their specific needs.

We are members of The Property Institute (TPI formerly ARMA) and regularly audited by them. In our most recent audit we were rated 'Good'.

At our core, we are driven by a commitment to care in everything we do. Whether it's ensuring regulatory compliance and safety, optimising operational efficiency, or fostering positive relationships with our clients and residents, we strive to exceed expectations at every turn.

As we continue to expand our portfolio and refine our service offerings, we remain steadfast in our mission to be the helpful, reliable and friendly choice for property management services in England and Wales.
