

**BEAUFIELD
GATE**

MAINTENANCE REPORT

Property upkeep, priorities and forward plan

Version 1 | 19th September 2026

Report overview

CONTENTS

01	Garden maintenance	Condition, actions and outstanding work
02	Building maintenance	Communal and external fabric
03	Electrical maintenance	Safety, controls and lighting
04	Ad-hoc maintenance	Cleaning, signage and minor works
05	Waste guidance	Recycling and refuse
06	Items under assessment	Walkway and damp concerns
07	10-year plan	2026 to 2036 priorities



Garden maintenance

Restoring definition, access and long-term maintainability

Garden maintenance: priorities

GARDEN MAINTENANCE

DEFINE & CONTROL

Reduce front hedges to a maintainable 8–9 ft. Pollard selected trees near Flats 1 and 3. Trim shrubs and rear-garden growth.

ACCESS & APPEARANCE

Keep paths beside Flats 9–12 and the rear gate clear. Improve lower-ground areas in front of Flats 1, 2, 7 and 9.

BOUNDARY RISKS

Coordinate with neighbouring properties on bamboo, ivy and creeping plants affecting walls and gutters.

Context

- Grounds standard has reduced since August 2024.
- Hot, dry conditions in 2025–26 are recognised, while maintaining a defined landscape that respects wildlife.

Progress update

GARDEN MAINTENANCE

COMPLETED · AUGUST 2026

- Rear communal shrubs trimmed and central planting tidied
- Front / parking hedges reduced and trimmed
- Side hedge trees pollarded by Flats 1, 3 and 6
- Dead shrub by Flat 9 removed
- Bush by Flat 9 bathroom window trimmed

OUTSTANDING

- Further work to lower-ground areas at Flats 1, 2, 7 and 9
- Trim hedges / shrubs close to rear gate
- Ivy roots are considered a neighbouring-property matter; intervention may require partial wall dismantling

Overall position: substantial improvement, with targeted finishing work remaining.

Garden action schedule

GARDEN MAINTENANCE

Location / item	Required action	Status
Front hedges	Reduce to approx. 8–9 ft	Actioned / monitor
Trees near Flats 1 & 3	Pollard to improve daylight	Actioned
Lower-ground areas	Tidy and define planting	Outstanding
Paths / rear gate	Keep vegetation clear	Ongoing
Bamboo near old wall	Remove in coordination with neighbour	Coordinate
Ivy / creepers	Monitor wall and gutter impact	Neighbour liaison



Building maintenance

Communal areas, external fabric and planned repairs

Building maintenance: current position

BUILDING MAINTENANCE

COMMUNAL AREAS

Flats 1–6

- Stainless-steel balustrades installed
- Internal repaint planned for Sept 2026
- New entrance mat

Flats 9–12

- Stainless-steel balustrades installed
- New entrance mat

FLATS 7–8

- Flat 7 outside stair repairs
- Flat 8 stair repairs ongoing
- Flat 8 external window painting complete

Next: complete replacement step tiles and pointing at Flat 8

ALL FLATS

- Front soffits repaired / painted
- Rear soffit work largely complete
- Front roof tile repairs complete
- Rear roof tile estimate awaited
- External doors to sage green
- Drain inspections to be booked



Electrical maintenance

Safety certification, lighting and controls

Electrical priorities

ELECTRICAL MAINTENANCE

SAFETY FIRST

Engage certified electricians to undertake safety checks and certification. Replace the taped junction box near the entrance and repair the entrance bollard light.

LIGHTING UPGRADE

Assess smarter control of bollard, entrance and sensor lighting. Replace outdated rear ground-floor lights with suitable external fittings.

COMMUNAL AREAS

Flats 1–6: add sockets to support cleaning.

Flats 9–12: resolve entrance sensor light operating day and night, checking timer / settings first.



Ad-hoc maintenance

Cleaning, signage, lighting and minor works

Ad-hoc maintenance update

AD-HOC MAINTENANCE

SITE-WIDE

- Recruit replacement cleaning provider
- Deep-clean communal carpets after onboarding
- Increase winter cleaning frequency
- Solar lighting added to bin area and rear garden
- New main-gate sign installed
- Guttering repaired

FLATS 1–6

- External lighting timers adjusted
- Bollard-light controls confirmed in communal area
- Damp repair completed
- Leaves and soil removed around Velux window

FLATS 9–12

- Drooping satellite cable above Flat 10 garden doors secured

Flats 7–8

- No ad-hoc items currently recorded



Recycling & rubbish

Clear, simple guidance for residents

Beaufield Gate bin area

WASTE GUIDANCE

BLUE · RECYCLING

Break down cardboard. Do not bag recycling.

Do not leave cardboard boxes outside bins.

Typical: glass, plastic, tins, cardboard, paper and aluminium.

BLACK · RUBBISH

Bag all general rubbish. Pet-waste bags are acceptable.

Typical: non-recyclable packaging, polystyrene and general landfill waste.

GREEN · FOOD WASTE

Use dedicated small food-waste bags.

This is not a green-waste bin.

Typical: meat, fish, rice, pasta, vegetables and fruit.

Other waste: use the refuse centre

WASTE GUIDANCE

Items that should not be placed in the Beaufield Gate communal bins include:

- Electrical items and white goods
- Wood, metal and garden waste
- Furniture, carpets and textiles
- Paints, plaster and rubble
- Cookware, batteries and other specialist household waste

WITLEY REFUSE CENTRE

Approx. 7 miles from Beaufield Gate. The source report notes Council Tax proof for the first visit and opening seven days a week. Residents should confirm current requirements and opening times before travelling.

Communal recycling and rubbish collection is recorded as alternate Wednesdays.



Items under assessment

Potential safety, access and damp remediation

Assessment: Flats 1–6 footbridge

ASSESSING

OBSERVATIONS

- Some decking is reported as bouncy
- Water may be trapped beneath the anti-slip mat
- Decking is around three years old
- Steel / iron sub-frame has wide beam spacing
- Drop below walkway is approximately 1.5 m+

These points warrant competent inspection rather than assumption.

RECOMMENDED NEXT STEP

Commission an appropriate professional assessment of the walkway, structure, drainage and slip resistance.

Subject to design and approval, consider a more durable, heel-safe, slip-resistant flooring solution with effective drainage.

Assessment: Flats 9–12 communal entrance

ASSESSING

OBSERVATIONS

- Paint damage on ground-level communal wall beside Flat 9
- Damp smell reported in communal area
- Condensation observed around entrance-window wall

RECOMMENDED NEXT STEP

- Repair damaged paint after the underlying cause is addressed
- Assess ventilation / extraction arrangement
- Review whether the current ceiling extraction into the attic should be redirected outside, subject to professional advice

Maintenance roadmap 2026–2036

FORWARD PLAN

2026	DELIVER	Communal repaint · doors · balustrades · stairs · soffits · roof tiles · drains · grounds
2027	UPGRADE	Gates / railings · balconies · walkway · electrical review · lighting controls · hanging tiles
2028	REFRESH	Gutters / drains · rear gate · F9–12 communal refresh · parking bays · courtyard
2029	RENEW	Soffits / roof inspection · doors · carpets · fencing · intercoms
2030–35	MAINTAIN	Routine and preventative maintenance
2036	MAJOR	Roof replacement · soffits · gables · scaffolding

Plan is subject to change. Work may move forward or back in response to condition, opportunity, emergencies and prudent financial control.

Director focus: next actions

EXECUTIVE SUMMARY

1 • CLOSE OUT 2026

Finish lower-ground garden areas, Flat 8 stair works, communal repainting and planned external-door painting. Obtain rear roof tile estimate.

2 • REDUCE RISK

Book drain inspection and competent reviews of electrical safety, F1–6 walkway condition and F9–12 damp / ventilation.

3 • PREPARE 2027

Develop options and costs for gates / railings, rear balconies, walkway upgrades and external lighting controls, then engage homeowners where decisions require a vote.

Purpose: keep Beaufield Gate safe, presentable and financially manageable through planned preventative maintenance.