

Surface Water Drainage System Maintenance Manual

Project: Meridian House (Old Ambulance Station), Littlehampton

Made by:	Date:	Project No:	Checked by:	Approved by:	Pages	Rev
M Taylor	16/02/26	25196		MT	6	

1. System Summary

The drainage system incorporates attenuation flow control and storage features to limit discharge of rainwater from the site to the greenfield run-off rate.

Rainwater passes through rain gardens, filter drains and/or permeable pavement prior to discharge to the local combined sewer. These features ensure that the water is treated to remove any potential pollutants prior to discharge.

The permeable pavement sub-base matrix is composed of an open graded stone with 30% void and doubles as the storm water storage vessel.

It is imperative that maintenance of the system is carried out to the national standards and in line with this manual to ensure its long term operation.

Failure to maintain the system correctly will lead to potential failure of multiple components of the system, resulting in flooding or discharge of polluted water.

Refer to the SUDS report and drawings 25196/01 & 02, for full details of the system design.

2. Ownership & Responsibilities

Drainage systems and SUDS features (permeable pavements, rain gardens, filter drains and flow control apparatus) within the bounds of the property will remain the responsibility of the property owners in perpetuity. It is intended to retain the entire property under single 'landlord' ownership with all apartments let out.

The person detailed below is nominated as the 'Responsible Person' to administer and monitor the maintenance manual of the drainage system.

Owner/Landlord: Meridian House Holdings Ltd

Contact: Chaminda Narayan, [REDACTED]

Declaration: I agree to be nominated the 'Responsible Person' for the purposes of this manual.

Signature: [REDACTED]

3. Maintenance Costs and Funding

Estimated Annual Maintenance Budgets (today's prices):

Estimates based on today's prices and schedule to cover the regular inspection visits detailed on the following pages for each SUDS feature.

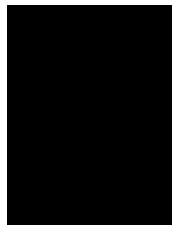
Year 1:

Inspection visit comprises 2 operatives plus equipment - 1/2 day:

Allowance for waste disposal

Monthly for first 3 months, then quarterly

Total Budget year 1:



Year 2 and beyond:

Inspection visit comprises 2 operatives plus equipment - 1/2 day:

Allowance for waste disposal

Quarterly

Total Budget Year 2 and Beyond:



Estimated Major Works Budgets (today's prices).

There are two features which may require major capital works during the lifetime of the building, raingardens and permeable pavements. The likely scope of works are:

Raingardens: Remove and replace filter medium and vegetation above

Interval: 15-20 years

Budget: 

Permeable Pavement: Remediation of damaged blocks or subsidence, lift rake and reset to remove major silting

Interval: 10-15 years

Budget: 

Year 1 funding will be included in the construction budget of the scheme.

The future funding model is therefore based on a 10 year cycle, the shortest anticipated major works rotation, to include annual and capital costs.

Suggested annual retained capital from income to fund maintenance & repair:



4. Maintenance Schedule – Per Feature

Item	Maintenance Operation	Frequency
PIPE NETWORK & CHAMBERS		
Regular	Inspect silt traps for build up, clean as required. Inspect area over storage for waterlogging or subsidence, lift and repair as necessary	Monthly for first 3 months then annually after leaf fall Annually during winter
Occasional/ Remedial	CCTV survey of pipe network & chambers, repair/replace as necessary	5 years (or when evidence of failure is witnessed)

Operation and maintenance requirements for bioretention systems

Maintenance schedule	Required action	Typical frequency
Regular inspections	Inspect infiltration surfaces for silting and ponding, record de-watering time of the facility and assess standing water levels in underdrain (if appropriate) to determine if maintenance is necessary	Quarterly
	Check operation of underdrains by inspection of flows after rain	Annually
	Assess plants for disease infection, poor growth, invasive species etc and replace as necessary	Quarterly
	Inspect inlets and outlets for blockage	Quarterly
Regular maintenance	Remove litter and surface debris and weeds	Quarterly (or more frequently for tidiness or aesthetic reasons)
	Replace any plants, to maintain planting density	As required
	Remove sediment, litter and debris build-up from around inlets or from forebays	Quarterly to biannually
Occasional maintenance	Infill any holes or scour in the filter medium, improve erosion protection if required	As required
	Repair minor accumulations of silt by raking away surface mulch, scarifying surface of medium and replacing mulch	As required
Remedial actions	Remove and replace filter medium and vegetation above	As required but likely to be > 20 years

Operation and maintenance requirements for pervious pavements

Maintenance schedule	Required action	Typical frequency
Regular maintenance	Brushing and vacuuming (standard cosmetic sweep over whole surface)	Once a year, after autumn leaf fall, or reduced frequency as required, based on site-specific observations of clogging or manufacturer's recommendations – pay particular attention to areas where water runs onto pervious surface from adjacent impermeable areas as this area is most likely to collect the most sediment
Occasional maintenance	Stabilise and mow contributing and adjacent areas	As required
	Removal of weeds or management using glyphosate applied directly into the weeds by an applicator rather than spraying	As required – once per year on less frequently used pavements
Remedial Actions	Remediate any landscaping which, through vegetation maintenance or soil slip, has been raised to within 50 mm of the level of the paving	As required
	Remedial work to any depressions, rutting and cracked or broken blocks considered detrimental to the structural performance or a hazard to users, and replace lost jointing material	As required
	Rehabilitation of surface and upper substructure by remedial sweeping	Every 10 to 15 years or as required (if infiltration performance is reduced due to significant clogging)
Monitoring	Initial inspection	Monthly for three months after installation
	Inspect for evidence of poor operation and/or weed growth – if required, take remedial action	Three-monthly, 48 h after large storms in first six months
	Inspect silt accumulation rates and establish appropriate brushing frequencies	Annually
	Monitor inspection chambers	Annually

5. Maintenance Record, Waste Disposal, Spillages & Risk Management

Waste Disposal:

Green/inert waste materials arising from any activities will be transferred to the nearest municipal waste disposal and recycling centre, for reuse and recycling wherever possible.

Other materials will be disposed of under license by a specialist contractor.

Petrol & Weed Killer Spillages:

Operative to have a standard 'spill kit' to hand at all times during maintenance works using weedkillers, equipment powered by petrol, or running from a petrol generator.

Other Risks:

General maintenance is limited to weeding, mowing and waste removal in general, and falls within the normal work sequences of an experienced operative. No further risk assessment or mitigation is deemed necessary.

This statement excludes any capital repair works, which will be designed and carried out by a nominated contractor, who will carry out their own risk management.

Record of Maintenance:

The maintenance record proforma is found on the next page and shall be used to record each visit.

Copies to be made as required and kept by the Responsible Person for future reference.

Maintenance Record Pro-forma

Visit Type		Regular Quarterly / Regular Annual / As Require / Emergency		
Date	Feature	Activity	Notes	Initials
	Pipe / Chambers			
	Rain gardens			
	Paving			

6. Evaluation and changes to this manual.

The 'Responsible Person' will review this manual annually and update if necessary.

Any identified changes will be referred back to the author (Flow Construction Design Ltd) for inclusion in a revised edition.

Should any changes be made to the development in future which may require revisions to the drainage system this will be referred back to the designer (Flow Construction Design Ltd) for update of the design as necessary.

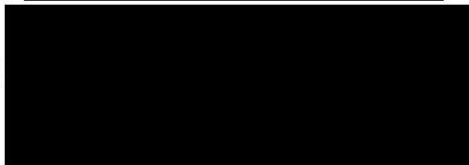
7. Final Declaration:

I, The Responsible Person for this maintenance manual, have read and accept the details laid out above, and will ensure that they are implemented.

Name:

A black rectangular box redacting the name of the responsible person.

Signed:

A black rectangular box redacting the signature of the responsible person.

Date: 17th Feb 2026