



**Campbells Meadow Business Park**

**Campbells Meadow**

**Kings Lynn**

**Norfolk**

**PE30 4NA**

**Service Charge Budget Report**

**1<sup>st</sup> January 2022 to**

**31<sup>st</sup> December 2022**



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## **Introduction**

This report has been produced by Johnson Fellows on behalf of the Landlord, Tesco Stores Limited. It is intended to provide details of the planned expenditure for the service charge year commencing 1<sup>st</sup> January 2022.

The service charge is established as provided for in the leases for the upkeep of the common parts of the property.

## **The Property**

The property is situated 1.8 miles to the south east of Kings Lynn town centre, behind Campbell's Meadow Retail Park and adjacent to the newly built Tesco Extra/Dobbie's.

The property comprises of a self-contained distribution centre and a small terrace of office units and 5 industrial units all accessed via an estate service road.

For the office and industrial units, the service charge is to maintain the external communal areas serving these units which include the car park, paved walkways, estate lighting, landscaped areas.

The estate service road is shared by both the industrial/office units and the distribution centre together with Tesco Extra and Dobbie's Garden Centre.

## **Voids and Concessions**

The Landlord will assume responsibility for the service charge for void units and concessions.

## **VAT**

The property has been elected for VAT by the Landlord. Consequently, all expenditure budgets are quoted net of VAT, with VAT being charged at the appropriate rate.

## **Banking**

Due to the level of service charge funds, they are not maintained within a discrete bank account. The funds are held within the Johnson Fellows Client Account which is maintained with Barclays Bank plc, sort code 20-46-06. As a consequence, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.



### **Service Charge Objectives**

The objective of Johnson Fellows as Managing Agents is to provide a high-quality management service. In so doing we aim to provide a well-maintained environment, delivering value for money for the service charge expenditure.

The object of the budget report is to provide clear explanation of the planned service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency and to allow the tenants to budget accurately for the forthcoming year.

Should any occupier have comments on the format or the information contained in this report which would assist in the report being improved for the benefit of all concerned, these comments would be welcome. We would also welcome constructive feedback on the communal services provided at the property.

The service charge is administered having regard to Service Charges in Commercial Property; RICS Code of Practice.



## **Management Team**

### **Facilities Manager:**

Chris Monteith

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0409

Mobile: 07786 072 755

Email: [chris.monteith@johnsonfellows.co.uk](mailto:chris.monteith@johnsonfellows.co.uk)

Chris Monteith is responsible for the repair and maintenance of the property and statutory compliance.

### **Management Surveyor:**

Maria Lazenbury/George Brittain

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0454

Mobile: 07884 352 576

Email: [george.brittain@johnsonfellows.co.uk](mailto:george.brittain@johnsonfellows.co.uk)

George Brittain is responsible for the overall management of the property.

### **Service Charge Accountant**

Rebecca Glover

Client Accounts

Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW

Direct Dial: 0121 234 0405

Email: [rebecca.glover@johnsonfellows.co.uk](mailto:rebecca.glover@johnsonfellows.co.uk)

Rebecca Glover is the client accountant responsible for this property.



## **Service Charge Apportionment**

The service charge provisions are set out in various lease documents. They detail the service charge expenditure which tenants are to contribute towards and the method of apportionment.

Not all tenants are responsible for contributing to all expenditure, consequently Service Charge Schedules have been established.

The schedules are:

Schedule 1	Offices and Industrial Units common area
Schedule 2	No longer in use
Schedule 3	Access Road
Schedule 4	No longer in use

The due proportion has been calculated using the net internal area of each unit relative to the total net internal area of all units for schedule 1

Schedule 3 uses a weighted apportionment based off of relative plot sizes, within each plot individual units are then apportioned on the net internal area of each unit relative to the total net internal area of all units within that plot.

If such apportionment is inappropriate, the Landlord has reasonable discretion to adopt such other due proportion as is fair and reasonable. This may include attributing the whole expenditure to a particular occupier.

The service charge schedules and percentage apportionments are detailed in Appendix A & B.



## **Budget Commentary**

### **SCHEDULE 1 – Offices and Industrial Units Common Area**

**All figures are shown net of VAT**

- **Cleaning** **£0**

This cost of cleaning has now been included in the landscaping budget as it all falls under one contract.

- **Car Park Maintenance** **£1,500**

This cost now includes the business rates bill for the car parking spaces provided for to the office and industrial units.

- **Drain Maintenance** **£750**

Flush out of surface water drains and annual cleaning of rain water goods.

- **Landscaping External** **£4,900**

Fortnightly attendance of the external landscape areas, including trees, shrub beds, hedge and grass cutting and weed control. Periodic litter pick of the site, removing all loose litter, and disposing it off the premise. This cost also includes the cost of a road sweeper being run around the car park area weekly. A contingency fund is also in place for any potential fly tipping.

- **Repairs - External** **£500**

Budget for any reactive works required to the external areas.

- **Gritting** **£1,000**

The annual budget for gritting the car park in front of the office and industrial units.

- **Health and Safety** **£400**

Health and safety audit of the site to ensure that it meets current regulations and highlights potential risks that can be managed.

- **Security** **£300**

Small adhoc cost if any lock or bollard need replacing.

- **Interest** **£0**

Any interest charged on the late payment of service charge will be credited to this budget heading.



- **Audit Fee** **£150**

The RICS Service Charge Code of Practice provides for service charge accounts to be independently certified on an annual basis.

- **Management Fee** **£2040.50**

This figure represents the fixed annual fee split over multiple schedules, compliant with the RICS Service Charge Code of Practice. It covers the property management, periodic inspection and administration of the service charge. It is subject to annual indexation.

- **Facilities Management** **£853.30**

The costs of the Facilities Manager to oversee contract management and compliance issues.

**Total**

**Schedule 1** **£12,393.80**



### **SCHEDULE 3 – Access Road**

*All figures are shown net of VAT*

- **Drain Maintenance** **£4,000**  
Drain maintenance of access road drains, and the maintenance of the drainage pumps and petrol inceptors.
- **Electrical Repairs** **£2,500**  
Re-lamping of the access road as required and any unforeseen reactive repairs.
- **Foot Path Maintenance** **£500**  
Budget for any reactive works required to the foot paths.
- **Landscaping External** **£7,500**  
Fortnightly attendance of the external landscape areas, including trees, shrub beds, hedge and grass cutting and weed control. This heading now also includes a weekly road sweep and litter pick.
- **Road Maintenance** **£2,000**  
Budget for any reactive works required to the access road.
- **Gritting** **£1,000**  
Cost of keeping the road and paths gritted during winter months.
- **Electricity Supply** **£1,000**  
Budgeted cost for the annual supply of external electricity to the access road.
- **Health and Safety** **£400**  
Commission of a health and safety risk assessment for the site.
- **Reserve Fund** **£2,000**  
This heading is to build up a reserve fund should any major works be required in the future on the access road.
- **Audit Fee** **£300**  
The RICS Service Charge Code of Practice provides for service charge accounts to be independently certified on an annual basis.



- **Management Fee** **£4,404.30**

This figure represents the fixed annual fee split over multiple schedules, compliant with the RICS Service Charge Code of Practice. It covers the property management, periodic inspection and administration of the service charge. It is subject to annual indexation.

- **Facilities Management** **£1,073.78**

The costs of the Facilities Manager to oversee contract management and compliance issues.

**Total**

**Schedule 3** **£26,678.08**

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Management Surveyor

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Facilities Manager

.....

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APPENDIX A

**Campbells Meadow Business Park, Kings Lynn, Norfolk PE30 4NA**

**Service Charge Apportionment Schedule**

Schedule 1 - Offices & Industrial common areas						
Unit / Plot	Schedule	Tenant	NIA (Sq Ft)	Percentage	Budget	
2 & 8	1	CHALCROFT RETIREMENT BENEFIT SCHEME	3,930	12.88%	£	1,595.70
4 & 6	1	Mark Reeve & David Reeve as Trustees of the Chalcroft Retirement Benefit Scheme	3,930	12.88%	£	1,595.70
10 (1)	1	Timothy Faulkner	4,529	14.85%	£	1,840.48
12 (2)	1	PKS Developments Ltd	4,529	14.85%	£	1,840.48
14 (3)	1	Randalls Candles	4,529	14.85%	£	1,840.48
16 (4)	1	Randalls Candles	4,529	14.85%	£	1,840.48
18 (5)	1	Seafish Importers Ltd	4,529	14.85%	£	1,840.48
<b>1 Total</b>			<b>30,505</b>	<b>100.000%</b>	<b>£</b>	<b>12,393.80</b>
Schedule 3 - Access Road						
Unit / Plot	Schedule	Tenant	NIA (Sq Ft)	Percentage	Budget	
Plot 1A	3	Tesco Stores Ltd		26.12%	£	6,968.31
Plot 1B	3	Dobbies Garden Centres Ltd		24.76%	£	6,605.49
Plot 2	3	Tesco Stores Ltd		15.15%	£	4,041.73
Plot 3 unit 2 & 8	3	CHALCROFT RETIREMENT BENEFIT SCHEME		1.19%	£	317.47
Plot 3 unit 4 & 6	3	Mark Reeve & David Reeve as Trustees of the Chalcroft Retirement Benefit Scheme		1.19%	£	317.47
Plot 3 unit 10 (1)	3	Timothy Faulkner		1.37%	£	365.49
Plot 3 unit 12 (2)	3	PKS Developments Ltd		1.37%	£	365.49
Plot 3 unit 14 (3)	3	Randalls Candles		1.37%	£	365.49
Plot 3 unit 16 (4)	3	Randalls Candles		1.37%	£	365.49
Plot 3 unit 18 (5)	3	Seafish Importers Ltd		1.37%	£	365.49
Plot 4	3	Steven Eagell Limited		7.40%	£	1,974.18
Plot 5	3	Tesco Stores Ltd		9.94%	£	2,651.80
Plot 6 unit 14-15	3	THE TRUSTEES OF THE NORWICH TOWN CLOSE ESTATE CHARITY		7.40%	£	1,974.18
<b>3 Total</b>				<b>100.000%</b>	<b>£</b>	<b>26,678</b>

NOTES

1. Areas for Schedules 1 & 2 taken from sales particulars
2. Areas for Schedule 3 taken from sales particulars, plot areas and VOA



APPENDIX B

**Campbell's Meadow Business Park, Kings Lynn, Norfolk PE30 4NA**

**Service Charge Variance Schedule**

**1st January 2022 to 31st December 2022**

<b>Schedule 1 - Offices &amp; Industrial Units Common Areas</b>					
<b>Service Charge Item</b>	<b>Schedule</b>	<b>Budget 2021</b>	<b>Budget 2022</b>	<b>Variance %</b>	<b>Variance £</b>
Cleaning	1	£0.00	£0.00	#DIV/0!	£0.00
Car Park Maintenance	1	£1,500.00	£1,500.00	0.0%	£0.00
Drain Maintenance	1	£500.00	£750.00	50.0%	£250.00
Electrical Repairs	1	£0.00	£0.00	#DIV/0!	£0.00
Landscape - External	1	£4,836.00	£4,900.00	1.3%	£64.00
Repairs- External	1	£500.00	£500.00	0.0%	£0.00
Gritting	1	£1,000.00	£1,000.00	0.0%	£0.00
Health and Safety	1	£500.00	£400.00	-20.0%	-£100.00
Security	1	£300.00	£300.00	0.0%	£0.00
Interest	1	£0.00	£0.00	0.0%	£0.00
Audit Fee	1	£150.00	£150.00	0.0%	£0.00
Management Fees	1	£1,925.00	£2,040.50	6.0%	£115.50
Facilities Management	1	£805.00	£853.30	6.0%	£48.30
<b>1 Total</b>		<b>£12,016.00</b>	<b>£12,393.80</b>	<b>3.1%</b>	<b>£377.80</b>

<b>Schedule 3 - Access Road</b>					
<b>Service Charge Item</b>	<b>Schedule</b>	<b>Budget 2021</b>	<b>Budget 2022</b>	<b>Variance %</b>	<b>Variance £</b>
Drain Maintenance	3	£4,000.00	£4,000.00	0.0%	£0.00
Electrical Repair	3	£2,500.00	£2,500.00	0.0%	£0.00
Foot Path Maintenance	3	£500.00	£500.00	0.0%	£0.00
Landscape External	3	£7,500.00	£7,500.00	0.0%	£0.00
Road Maintenance	3	£2,000.00	£2,000.00	0.0%	£0.00
Gritting	3	£1,000.00	£1,000.00	0.0%	£0.00
Electricity Supply	3	£1,000.00	£1,000.00	0.0%	£0.00
Health and Safety	3	£500.00	£400.00	-20.0%	-£100.00
Reserve Fund	3	£2,000.00	£2,000.00	0.0%	£0.00
Audit Fee	3	£300.00	£300.00	0.0%	£0.00
Management Fee	3	£4,155.00	£4,404.30	6.0%	£249.30
Facilities Management	3	£1,013.00	£1,073.78	6.0%	£60.78
		<b>£26,468.00</b>	<b>£26,678.08</b>	<b>0.8%</b>	<b>£210.08</b>

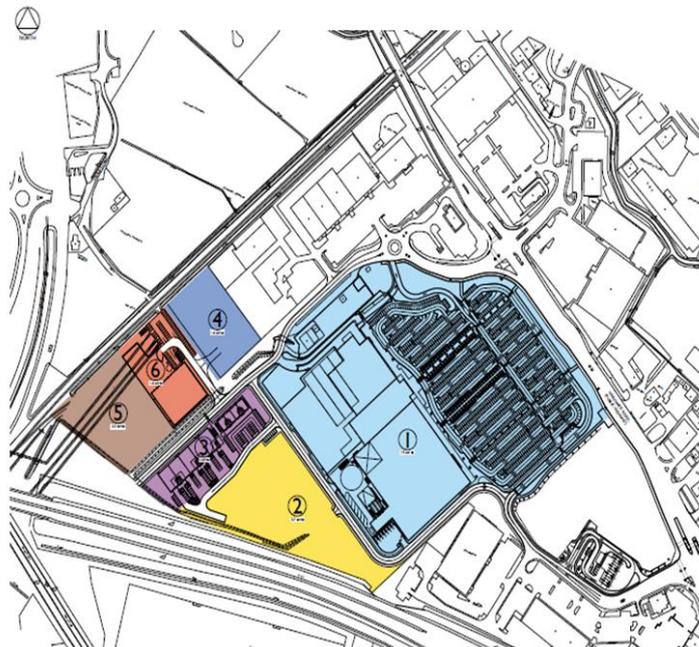


APPENDIX C

Access Road Apportionment Schedule

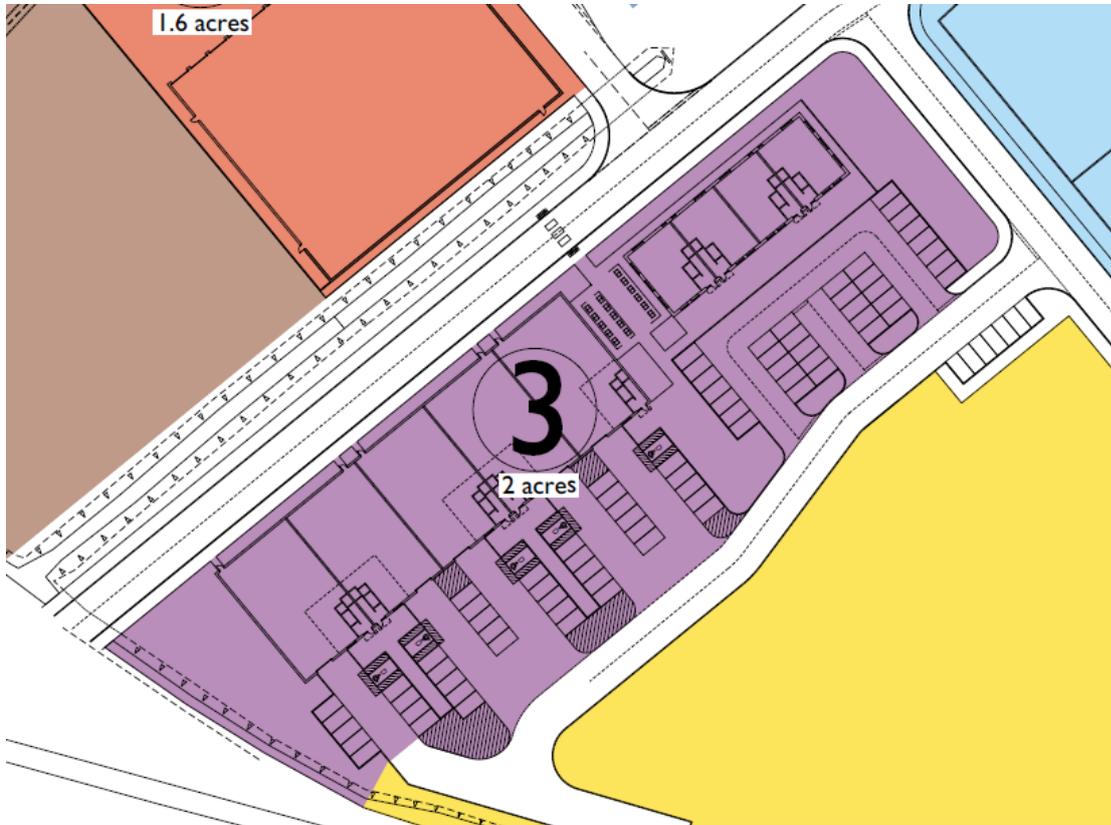
Plot	Unit	Schedule	Tenant		Weighted Plot size	%
Plot 1	1A	4	Tesco Stores Ltd	116,138	11.00	26.11%
	1B	4	Dobbies Garden Centres Ltd	110,154	11.00	24.76%
Plot 2	Plot 2	4	Undeveloped	0	3.28	15.14%
Plot 3	2 & 8	4	CHALCROFT RETIREMENT BENEFIT SCHEME	3,930	2.00	1.19%
	4 & 6	4	Mark Reeve & David Reeve as Trustees of the Chalcroft Retirement Benefit Scheme	3,930	2.00	1.19%
	10	4	Tim Faulkner	4,529	2.00	1.37%
	12	4	PKS Developments Ltd	4,529	2.00	1.37%
	14	4	Randles Candles	4,529	2.00	1.37%
	16	4	Randles Candles	4,529	2.00	1.37%
	18	4	Seafish Importers Ltd	4,529	2.00	1.37%
Plot 4	Plot 4	4	Steven Eagell Limited	0	1.60	7.40%
Plot 5	Plot 5	4	Undeveloped	0	2.15	9.94%
Plot 6	14 - 15	4	THE TRUSTEES OF THE NORWICH TOWN CLOSE ESTATE CHARITY	24,228	1.60	7.40%
<b>4 Total</b>				<b>281,025</b>	<b>21.63</b>	<b>100%</b>

	Acres	Acres	Percentage
Plot 1	19	0-2	100.0%
Plot 2	3.7	2-4	75.0%
Plot 3	2	4+	50.0%
Plot 4	1.6		
Plot 5	2.2		
Plot 6	1.6		
Total	30.1		



APPENDIX D

Plan of Schedule 1 Building



APPENDIX E  
Plan of Estate Access Road

