



**JOHNSON FELLOWS**  
CHARTERED SURVEYORS

**Cromwell Retail Park**

**Cromwell Road**

**Wisbech**

**Cambridgeshire**

**PE14 0SL**

**Service Charge Expenditure Report**

**1<sup>st</sup> December 2015 to 30<sup>th</sup>**

**November 2016**



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



Regulated by RICS



## **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 expenditure incurred during the service charge year.

## **The Property**

Cromwell Retail Park is located on the south side of Wisbech, situated on the B198 Cromwell Road. It is opposite the Tesco Extra Superstore and 8 screen cinema and adjacent to the Belgrave Retail Park.

There are 9 retail warehousing units providing 85,000 sq ft of accommodation, plus mezzanine floor space, to the front of which is a surface car park with 350 spaces. To the rear with access from Enterprise Way is a communal service yard. There is an adjacent undeveloped site with potential for an additional two units.

## **Voids and Concessions**

There are presently 3 vacant units.

Any shortfall in the recovery of the service charge expenditure as a result of concessions granted to a tenant or void accommodation are funded by the Landlord.

## **VAT**

The Landlord has elected the property for VAT; consequently the expenditure stated within this report is net of VAT.

## **Banking**

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

Interest charged on late payment of service charge by tenants is to be credited to the service charge.

## **Reserve Fund**

There is no sinking fund or reserve fund.



### **Service Charge Objectives**

The object of this expenditure report is to provide clear explanation of the service charge expenditure on a not for profit/not for loss basis. It is also to promote clarity and transparency.

We encourage leaseholders to provide comments on the format and/or the information contained in this report which would assist in the report being improved for the benefit of all concerned. We would also welcome constructive feedback on the communal services provided at the property.

As Managing Agents, Johnson Fellows aim to provide a high quality management service in order to provide a well maintained environment, and delivering value for money for the service charge expenditure.

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:

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 costs are apportioned in line with the terms of the leases which provide for each tenant to pay a due proportion of the service charge which is attributable to each tenant's premises. The general method of apportionment adopted has regard to the Gross Internal Area of each unit. This is shown in Appendix A.



## Expenditure Commentary

*All figures are shown net of VAT*

- **Cleaning** **£13,136.28**

Cleaning costs came in under budget due to lower ad-hoc costs than expected.

- **Pest Control** **£384.00**

Bait stations are installed in communal areas and they are periodically inspected and replenished. Costs for the year were under budget.

- **Refuse** **£2,621.01**

The cost for removing the waste collected from the communal area. This cost came in under budget.

- **Boundary Maintenance** **£79.53**

Cost for any unforeseen repairs or maintenance to the boundaries. Works to secure gates at entrance to site were carried out, this heading came under budget.

- **Building Repair** **£174.95**

Repair to fence gate adjacent to unit 1.

- **Car Park Maintenance** **£5,084.51**

Cost of winter gritting to the car park with ad-hoc repairs.

- **Drain Maintenance** **£2,385.00**

The annual flush out of the aco drainage channels serving the car park and service yard. Cleaning and emptying of the gullies and investigation of main drains.

- **Electrical Repairs** **£0.00**

There was no requirement for these types of repairs this service charge period.

- **Landscape – External** **£3,251.20**

Monthly attendance for the maintenance of the landscaped areas and new plants as required. The site was tendered and the contract cost came in below expected causing an under spend.



- **Service Yard Maintenance** **£2,580.44**

Cost of gritting the service yard, in addition there were various maintenance issues including pot holes, repaired barrier and bollard, and a new chain and lock to secure the yard.

- **Electricity Supply** **£1,374.34**

Cost for the supply to the car park lighting.

- **Plant & Machinery** **£512.00**

The cost of monitoring and maintenance of the petrol interceptors.

- **Health & Safety** **£825.00**

The cost of the annual Health & Safety Audit for the communal areas of the retail park.

- **Statutory Compliance** **£250.00**

Annual cost for the servicing and certification of the lightning conductor.

- **Staff Wages** **£2,500.00**

A contribution to the Facilities Manager's employment costs.

- **Security** **£7,193.75**

Cost of a nightly inspection of the car park and loading bay area.

- **Signage** **£0.00**

A contingency to maintain communal signage as required.

- **Audit Fee** **£400.00**

The RICS regulations require that service charge accounts are certified on an annual basis. This cost covers the fee raised by the accountants for certifying the year end service charge accounts.



- **Management Fee** **£5,229.00**

This figure represents the fees for managing the property and administration of the service charge.

**Total**

**Schedule 1** **£47,981.01**

.....  
Management Surveyor

.....  
Facilities Manager

Dated  
26<sup>th</sup> October 2017

Dated  
26<sup>th</sup> October 2017



**Appendix A**

**Cromwell Retail Park, Cromwell Road, Wisbech, Cambridgeshire PE14 0SL**

**Service Charge Apportionment Schedule**

**1st December 2015 to 30th November 2016**

Unit	Tenant	GIA (Sq Ft)	Percentage
1a	Poundstrecher	16,205	23.7%
1b	Poundworld	7,535	11.0%
2	Iceland	7,804	11.4%
3a	Void	6,746	9.9%
3b	Cancer Research UK	5,867	8.6%
4	SportsDirect	5,353	7.8%
5	Brantano	6,006	8.8%
6	Void	4,769	7.0%
7	Void	8,009	11.7%
8	Not built	0	0.0%
9	Not built	0	0.0%
<b>Total</b>		<b>68,294</b>	<b>100%</b>



## Appendix B

**Cromwell Retail Park, Cromwell Road, Wisbech, Cambridgeshire PE14 0SL**

### **Service Charge Variance Schedule**

**1st December 2015 to 30th November 2016**

The property is VAT registered. Figures shown net of VAT.

Service Charge Item	Budget 2015/2016	Actual 2015/2016	Budget v Actual Variance %	Budget v Actual Variance £
Cleaning	£ 15,000.00	£ 13,136.28	-12.42%	-£1,863.72
Pest Control	£ 1,000.00	£ 384.00	-61.60%	-£616.00
Refuse	£ 3,500.00	£ 2,621.01	-25.11%	-£878.99
Boundary Maintenance	£ 500.00	£ 79.53	-84.09%	-£420.47
Building Repair	£ -	£ 174.95	na	£174.95
Car Park Maintenance	£ 5,000.00	£ 5,084.51	1.69%	£84.51
Drain Maintenance	£ 1,700.00	£ 2,385.00	40.29%	£685.00
Electrical Repairs	£ 1,200.00	£ -	-100.00%	-£1,200.00
Landscape - External	£ 4,000.00	£ 3,251.20	-18.72%	-£748.80
Service Yard Maintenance	£ 2,500.00	£ 2,580.44	3.22%	£80.44
Electricity Supply	£ 2,000.00	£ 1,374.34	-31.28%	-£625.66
Plant & Machinery	£ 1,000.00	£ 512.00	-48.80%	-£488.00
Health & Safety	£ 1,000.00	£ 825.00	-17.50%	-£175.00
Statutory Compliance	£ 500.00	£ 250.00	-50.00%	-£250.00
Staff Wages	£ 2,500.00	£ 2,500.00	0.00%	£0.00
Security	£ 10,000.00	£ 7,193.75	-28.06%	-£2,806.25
Signage	£ 500.00	£ -	-100.00%	-£500.00
Interest	£ -	£ -	na	£0.00
Audit Fee	£ 400.00	£ 400.00	0.00%	£0.00
Management Fees	£ 5,229.00	£ 5,229.00	0.00%	£0.00
<b>Total</b>	<b>£ 57,529.00</b>	<b>£ 47,981.01</b>	<b>-16.60%</b>	<b>-£9,547.99</b>