JOHNSON FELLOWS

Dragon Retail Park

507 Newport Road

Cardiff

CF23 9AD

Service Charge Budget Report

1st October 2026 –

30th September 2027

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Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, W Wing Yip Commercial Ltd. It is intended to provide details of the planned expenditure for the service charge period 1st October 2026 to 30th September 2027.

Enclosed within this report is a copy of the Service Charge Budget Schedule and Service Charge Apportionment Schedule.

The service charge is administered having regard to RICS Professional Statement; Service Charges in Commercial Property; 1st Edition.

The Property

Dragon Retail Park is a new constructed out of town retail park, which comprises four units with associated car parking.

The property is located on the A4161 Newport Road, one of the principal arterial routes into Cardiff City Centre, which lies approximately 2 miles to the south west. Direct access to the M4 motorway is 5 miles to the north east via the A48. This in turn links to the city of Newport approximately 10 miles away.

There are two customer vehicle access points into the site, directly from Newport Road and Ipswich Road. A further service entry is provided from Ipswich Road to the rear of Units 1 & 2.

The primary services provided at the site are cleaning, landscaping and external repairs of the communal parts.

Service Charge Objectives

The objective of Johnson Fellows as Managing Agent 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 objective of this budget report is to provide a clear explanation for the recovery of the 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 period.

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 welcomed. We would also welcome constructive feedback on the communal services provided at the property.

VAT

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

Voids and Concessions

Where any void units exist, or the lease provisions do not permit the full recovery, the responsibility for the service charge rests with the Landlord.

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

Reserve Fund

There is no reserve fund.

Service Charge Apportionment

The apportionment is detailed within the Service Charge Apportionment Schedule attached at Appendix A.

The expenditure is arranged over two schedules. Schedule 1 covers the services for the main communal areas of the estate and customer car park. All occupiers contribute towards this. Schedule 2 is for the expenditure relating to the service road to the rear of Units 1 and 2. Only the occupiers of Units 1 & 2 contribute towards this.

Under the terms of the individual lease, the tenants are responsible for the maintenance and upkeep of the exterior and structure of their units.

The apportionment split is based on the gross internal floor area of the individual units against the estate as a whole. Costs that are shared across both schedules are split based on the remaining expenditure within each schedule. The current split is 93% Schedule 1 and 7% Schedule 2.

Management Team

Management Surveyor:

Tina Hothi
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Mobile: 07594 089 316
Email: tina.hothi@johnsonfellows.co.uk

Tina Hothi is responsible for the overall management of the property.

Facilities Manager:

Daniel Blakeman
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07786 072 755
Email: daniel.blakeman@johnsonfellows.co.uk

Daniel Blakeman is responsible for the repair and maintenance of the property and statutory compliance.

Help Desk Manager:

Jay Chauhan
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0409
Mobile: 07763 564705
Email: helpdesk@johnsonfellows.co.uk

Jay Chauhan is the Help Desk Manager and is responsible for dealing with urgent reactive maintenance and repair.

Service Charge Accountant:

Paul Evans
Client Accounts
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0405
Email: Paul.Evans@johnsonfellows.co.uk

Paul Evans is the client accountant responsible for this property.

Budget Commentary

All figures are shown net of VAT

SCHEDULE 1 - All Occupiers

- **Pest Control** **£1,300.00**

The budget heading is for the pest control contract for the communal areas of the estate. The contract has been increased in line with requirements for the estate. The cost is shared between Schedules 1 & 2.

- **Drainage Maintenance** **£16,000.00**

The budget cost is for the annual flush out of the communal drainage system at the estate, the service of the petrol interceptor, together with a contingency for any repairs. There is an increase on last year's budget due to the rolling out a full drainage PPM including the sewers.

- **Electrical Repair** **£500.00**

The budgeted expenditure is for any repairs to the communal lighting. We have put a contingency figure of £500 and kept this at the same level as last years budget.

- **Landscaping** **£6,975.00**

The heading is the contract cost to maintain the soft landscaped areas, weed control and litter picking around the main areas of the estate. The total cost is shared between Schedules 1 & 2 and these costs have increased slightly from last years budgeted amount.

- **External Repairs & Maintenance** **£6,000.00**

The cost heading provides a contingency for any repairs required within the car park and common areas. It has been increased from last year's budget due to the adhoc works that were required during the previous years end.

- **Gritting** **£1,200.00**

The budget heading is the estimated expenditure for the gritting of the estate road during the winter months. This has been reduced from last year's budget based on the contract fee.

- **Electrical Supply** **£3,100.00**

The budget relates to the estimated electrical consumption for the external lighting within the communal areas and the CCTV. This has been increased very slightly based on the actual consumption charges for the previous years' service charge.

- **Health & Safety** **£930.00**

The budget covers the costs of completing the annual health & safety assessment for the external common areas of the estate. The total cost of £1,000.00 has been increased on previous years and is shared with Schedule 2.

- **Signage** **£500.00**

The cost heading allows for alterations to the common estate signage through the service charge period. It has been maintained at the same level.

- **Help Desk** **£350.04**

The cost heading for a 24 hour/7 day a week Help Desk which is to allow all occupiers to speak with a dedicated operative and report urgent items of repair and maintenance. This will ensure that matters can be handled promptly without delay. The total cost is shared between Schedules 1 & 2. The budget has been increased in line with the Retail Price Index.

- **Audit Fee** **£326.00**

The cost heading allows for the year end accounts to be certified by an independent accountant as recommended by the RICS Service Charge Professional Statement. The total cost of £350.00 is shared with Schedule 2.

- **Management Fee** **£3,728.11**

This figure represents the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Professional Statement recommends that this be a fixed fee, subject to annual review or indexation.

- **Facilities Management** **£4,348.25**

The figure represents the costs incurred to organise and supervise the various contracts, deal with items of maintenance, ensure compliance and complete regular site inspections. The RICS Service Charge Professional Statement recommends that this be a fixed fee, subject to annual review or indexation.

Total

Schedule 1 **£45,166.40**

SCHEDULE 2 – Rear Service Road

- **Pest Control** **£91.00**

The budget heading is for the pest control contract for the communal areas of the estate. The contract has been increased in line with requirements for the estate. The cost is shared between Schedules 1 & 2.

- **Landscaping** **£525.00**

The heading is the contract cost to maintain the soft landscaped areas, weed control and litter picking around the main areas of estate. The total cost is shared between Schedules 1 & 2.

- **External Repairs** **£1,500.00**

The cost heading provides a contingency for any repairs required within the rear service road and also new signage to the entrance of the yard. This has been reduced for the new service charge year.

- **Health & Safety** **£70.00**

The budget covers the costs of completing the annual health & safety assessment for the external common areas of the estate. The total cost is shared with Schedule 1.

- **Help Desk** **£26.35**

The cost heading for a 24 hour/7 day a week Help Desk which is to allow all occupiers to speak with a dedicated operative and report urgent items of repair and maintenance. This will ensure that matters can be handled promptly without delay. The total cost is shared between Schedules 1 & 2.

- **Audit Fee** **£24.00**

The cost heading allows for the year end accounts to be certified by an independent accountant as recommended by the RICS Service Charge Professional Statement. The total is shared with Schedule 1.

- **Management Fee** **£280.34**

This figure represents the costs incurred for the management of the property, administration of the service charge and completing periodic inspections. The RICS Service Charge Professional Statement recommends that this be a fixed fee, subject to annual review or indexation.

- **Facilities Management** **£327.67**

The figure represents the costs incurred to organise and supervise the various contracts, deal with items of maintenance, ensure compliance and complete regular site inspections. The RICS Service Charge Professional.

Total

Schedule 2 **£2,844.35**

Schedule 1 & 2 **£48,010.75**

Budget Approval





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Associate Partner

Dated: 11th August 2026

Head of Facilities Management

Dated: 11th August 2026

JOHNSON FELLOWS

Appendix A

Dragon Retail Park, 507 Newport Road, Cardiff, CF23 9AD
Service Charge Apportionment
Service Charge Year 1st October 2026 to 30th September 2027

Unit	Occupier	Schedule	Area (sq. ft.)	Percentage
Unit 1	Wickes	1	20,021	63.67%
Unit 2	Original Style Tiles	1	5,087	16.18%
Unit 3	Metro Bank	1	4,447	14.14%
Unit 4	Campana Ltd T/as Taco Bell	1	1,892	6.02%
Schedule 2		**1 Total**	**31,447**	**100.00%**
Unit 1	Wickes	2	20,021	79.74%
Unit 2	Original Style Tiles	2	5,087	20.26%

Appendix B

Dragon Retail Park, 507 Newport Road, Cardiff, CF23 9AD

Service Charge Budget

Service Charge Year 1st October 2026 to 30th September 2027

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

Service Charge Item	Schedule	Budget 2025-2026	Budget 2026-2027	Variance
Pest Control	1	£ 1,200.00	£ 1,209.00	£ 9.00
Drainage Maintenance	1	£ 12,000.00	£ 16,000.00	£ 4,000.00
Electrical Repair	1	£ 500.00	£ 500.00	£ -
Landscaping	1	£ 6,500.00	£ 6,975.00	£ 475.00
External Repairs and Maintenance	1	£ 2,000.00	£ 6,000.00	£ 4,000.00
Gritting	1	£ 1,500.00	£ 1,200.00	-£ 300.00
Electrical Supply	1	£ 3,000.00	£ 3,100.00	£ 100.00
Health & Safety	1	£ 698.00	£ 930.00	£ 232.00
Signage	1	£ 500.00	£ 500.00	£ -
Help Desk	1	£ 341.31	£ 350.04	£ 8.73
Audit Fees	1	£ 326.00	£ 326.00	£ -
Management Fees	1	£ 3,635.92	£ 3,728.11	£ 92.19
Facilities Management	1	£ 4,241.00	£ 4,348.25	£ 107.25
	1 Total	**£ 36,442.23**	**£ 45,166.40**	**£ 8,724.17**
Pest Control	2	£ 70.00	£ 91.00	£ 21.00
Landscaping	2	£ 595.00	£ 525.00	-£ 70.00
External Repairs and Maintenance	2	£ 3,000.00	£ 1,500.00	-£ 1,500.00
Health & Safety	2	£ 207.00	£ 70.00	-£ 137.00
Help Desk	2	£ 25.69	£ 26.35	£ 0.66
Audit Fees	2	£ 24.00	£ 24.00	£ -
Management Fees	2	£ 273.00	£ 280.34	£ 7.34
Facilities Management	2	£ 320.00	£ 327.67	£ 7.67
	2 Total	**£ 4,514.69**	**£ 2,844.35**	**-£ 1,670.34**
	TOTAL	**£ 40,956.92**	**£ 48,010.75**	**£ 7,053.83**