



Maple Industrial Estate

Hyde Road

Manchester

M12 5AQ

Service Charge Budget Report

1st October 2024 –

30th September 2025



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





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 2024 to 30th September 2025.

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

Maple Industrial Estate is located on the A57 Hyde Road, approximately 1 mile east of Manchester City Centre. Vehicle access into the estate is provided from Bennett Street. Direct access to the motorway network is via J24 of the M60, 3 miles to the east.

Maple Industrial Estate is a former tram depot. It provides a mixture of warehousing and industrial units within its main building. The majority of units are accessed from a central covered mall. The units are largely single storey, although some mezzanine levels have been installed. There is a two storey block to the front of the main building that would originally have been the depot offices. In addition, the railway arches to the north of the estate provide several storage and business units. The physical structures of the railway arches remain under the ownership of Network Rail.

All of the buildings on the estate are of brick construction under industrial style pitched tiled roofs.

The primary services provided for the property consist of cleaning and landscaping of the communal parts, building repairs and site security.

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 for each schedule is detailed within the Service Charge Apportionment Schedule attached at Appendix A.

Three separate schedules are adopted. Schedule 1 covers the costs for the external areas of the estate. Schedule 2 covers the costs for the main building and the mall. Schedule 3 relates purely to electrical repairs. This has been separated from Schedule 1 as some of the Arches do not have a power supply. The Schedules are apportioned based on the gross internal floor area.

Schedule One	All occupiers
Schedule Two	Non-Arch occupiers
Schedule Three	All occupiers with a power supply

Where services are shared across schedules, they are split based on the remaining expenditure within each schedule. The current split is 75% Schedule 1 and 25% Schedule 2.



Management Team

Management Surveyor:

Ian Starbuck
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0462
Mobile: 07887 745 635
Email: ian.starbuck@johnsonfellows.co.uk

Ian Starbuck is responsible for the overall management of the property.

Facilities Manager:

Daniel Blakeman
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
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. He will be joining Johnson Fellows on 2nd September 2024.

Help Desk Manager:

Charlie Scott
Johnson Fellows, Charter House, 163 Newhall Street, Birmingham, B3 1SW
Direct Dial: 0121 234 0409
Mobile: 07763 564705
Email: helpdesk@JohnsonFellows.co.uk

Charlie Scott is the Help Desk Manager and is responsible for dealing with urgent reactive maintenance and repair.

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

Rebecca Glover is the client accountant responsible for this property.



Budget Commentary

All figures are shown net of VAT

SCHEDULE 1 – External Costs - All Occupiers

- **Cleaning** **£12,000.00**

The cost heading is for the cleaning of the communal toilet facilities. The contract frequency has been increased to daily cleaning visits rather than twice weekly. Consequently, the cost has risen. The budget also includes cleaning materials and feminine hygiene units.

- **Plumbing Repairs** **£1,500.00**

The cost heading is for any plumbing repairs required to the toilet facilities. Multiple works were completed in the previous year and the budget has been increased in anticipation of further works.

- **Pest Control** **£2,660.00**

The budget heading is for the pest control contract with Rentokil for the estate, plus a quarterly pigeon cull. It has been maintained at the same level.

- **External Landscaping** **£4,500.00**

The budget cost allows for a quarterly vegetation cut back and periodic weed treatment at the estate. The budget has increased based on last year's expenditure and the increase in contract costs.

- **Drain Maintenance** **£4,500.00**

The budget cost is for the annual flush out of the communal drainage system at the estate and associated works. It has been increased based on the works that are anticipated.

- **External Repairs & Maintenance** **£4,000.00**

The budget heading allows for repairs to the estate road. The budget figure has been reduced following works completed in the previous year, but allows for further ad-hoc pothole repairs.

- **Electricity** **£3,500.00**

The cost heading relates to the estimated electricity consumption for the external communal lighting, CCTV and guard hut. It has been maintained at the same level.

- **Water Charges** **£500.00**

The estimated expenditure relates to the water consumption for the communal toilets. The budget has been maintained at the same level.



- **Health & Safety** **£637.50**

The budget covers the cost of completing the annual health & safety and fire risk assessment for the external areas. It has been increased for the new year based on last year's expenditure. The total cost of **£850.00** is split between Schedules 1 & 2.

- **Security** **£141,500.00**

The cost heading is for the security guarding at the estate for which there is 24 hours a day, 365 days a year coverage. The contract has been re-tendered and is now held by Shield Security. It is expected that this will bring a significantly improved service. The budget has been increased based on the contract cost and the rise in minimum wage.

- **Gritting** **£500.00**

The estimated expenditure is for the provision of grit for the estate road during the winter months. It has been maintained at the same level.

- **Audit Fee** **£375.00**

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 **£500.00** has been split between Schedules 1 & 2.

- **Help Desk** **£385.50**

The cost heading is for a 24 hour/7 day a week Help Desk 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 budget has been increased in line with the Retail Price Index, which has risen by 2.90% over the past 12 months. The total fee of **£514.00** is shared between Schedules 1 & 2.

- **Management Fee** **£8,016.75**

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. The Retail Price Index has shown a 2.90% increase in the past 12 months. The total fee of **£10,689.00** is shared between Schedules 1 & 2.

- **Facilities Management** **£3,773.25**

The figure represents the costs incurred to organise and supervise the various contracts in place, deal with items of maintenance, ensuring 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. The Retail Price Index has shown a 2.90% increase in the past 12 months. The total fee of **£5,031.00** is shared between Schedules 1 & 2.



Total

Schedule 1 **£188,348.00**

SCHEDULE 2 – Main Building – Non-Arch Occupiers

- **Cleaning** **£1,000.00**

The cost heading allows for the cleaning of the communal parts of the main building, including the pressure washing of pigeon waste. The budget has been increased to reflect the actual costs.

- **Building Repairs** **£35,000.00**

The cost heading covers repairs to the main building structure and roof. In 2020 the landlord forward funded essential roof works at the property totalling nearly £100,000. It was proposed that they be reimbursed from the service charge over a 5 year period. The budget includes the fifth £20,000 instalment. The remaining £15,000 is a contingency sum for ongoing building repairs. Overall, the budget has been maintained at the same level.

- **Fire Prevention** **£2,500.00**

The budget has been maintained at the same level for the new year. It includes the annual maintenance of the fire alarm panel, the testing of the emergency lighting and the weekly fire alarm checks.

- **Electricity** **£14,000.00**

The budget heading is for the communal electricity consumption within the mall area. It has been increased based on last year's expenditure.

- **Health & Safety** **£212.50**

The budget covers the cost of completing the annual health & safety and fire risk assessment for the external areas. It has been increased for the new year based on last year's expenditure. The total cost of **£850.00** is split between Schedules 1 & 2.

- **Audit Fee** **£125.00**

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 **£500.00** has been split between Schedules 1 & 2.

- **Help Desk** **£128.50**

The cost heading is for a 24 hour/7 day a week Help Desk 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 budget has been increased in line with the Retail Price Index, which has risen by 2.90% over the past 12 months. The total fee of **£514.00** is shared between Schedules 1 & 2.



- **Management Fee** **£2,672.25**

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. The Retail Price Index has shown a 2.90% increase in the past 12 months. The total fee of **£10,689.00** is shared between Schedules 1 & 2.

- **Facilities Management** **£1,257.75**

The figure represents the costs incurred to organise and supervise the various contracts in place, deal with items of maintenance, ensuring 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. The Retail Price Index has shown a 2.90% increase in the past 12 months. The total fee of £5,031.00 is shared between Schedules 1 & 2.

Total

Schedule 2 **£56,896.00**

SCHEDULE 3 – Electrical Repair – All Occupiers with a power supply

- **Electrical Repair** **£20,000.00**

The cost heading allowed for essential repairs that were required following the completion of the landlord's electrical fixed wire test. The total cost of the works was forward funded by the landlord with the service charge reimbursing them over a 4 year period. The reimbursement was completed in the last service charge year.

The budget heading has been retained for the new year due to a need to complete a re-test and the anticipation of further repairs. However, it has been reduced.

Total

Schedule 3 **£20,000.00**

Budget Approval

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Partner

Dated 1st September 2024



Appendix A

Maple Industrial Estate, Bennett Street, Manchester
Service Charge Unit Percentages
 Recovery Group = sc
 Reconciliation Period = 01/10/2024-30/09/2025

Unit	Area Sq Ft	Schedule 1	Schedule 2	Schedule 3
Unit 1	15,247	6.56%	8.23%	7.07%
Unit 2	1,865	0.80%	1.01%	0.86%
Unit 3, 4B, 18A & 18B	36,603	15.74%	19.75%	16.97%
Unit 4	3,819	1.64%	2.06%	1.77%
Unit 4A	1,328	0.57%	0.72%	0.62%
Unit 5	6,933	2.98%	3.74%	3.21%
Unit 6, 10 & 19A	41,274	17.75%	22.27%	19.13%
Unit 7 & 8	13,136	5.65%	7.09%	6.09%
Unit 9	14,100	6.06%	7.61%	6.54%
Unit 11 & 19	5,683	2.44%	3.07%	2.63%
Unit 12	7,839	3.37%	4.23%	3.63%
Unit 13	20,524	8.82%	11.08%	9.51%
Unit 14A	1,244	0.53%	0.67%	0.58%
Unit 14B	498	0.21%	0.27%	0.23%
Unit 14C	849	0.37%	0.46%	0.39%
Unit 14D	156	0.07%	0.08%	0.07%
Unit 15	8,449	3.63%	4.56%	3.92%
Unit 16	1,742	0.75%	0.94%	0.81%
Unit 17	1,385	0.60%	0.75%	0.64%
Unit 19B	1,321	0.57%	0.71%	0.61%
Unit 19C	1,321	0.57%	0.71%	0.61%
Arch 1	2,726	1.17%	0.00%	1.26%
Arch 2	2,711	1.17%	0.00%	1.26%
Arch 3	2,824	1.21%	0.00%	0.00%
Arch 4	2,731	1.17%	0.00%	1.27%
Arch 5	2,743	1.18%	0.00%	1.27%
Arch 6	2,831	1.22%	0.00%	0.00%
Arch 7	2,796	1.20%	0.00%	0.00%
Arch 8	2,775	1.19%	0.00%	0.00%
Arch 9	2,826	1.22%	0.00%	1.31%
Arch 10	2,791	1.20%	0.00%	1.29%
Arch 11	2,796	1.20%	0.00%	1.30%
Arch 12	2,772	1.19%	0.00%	1.28%
Arch 13	2,765	1.19%	0.00%	1.28%
Arch 14	2,785	1.20%	0.00%	1.29%
Arch 15	2,777	1.19%	0.00%	1.29%
Arch 16	2,804	1.21%	0.00%	0.00%
Arch 17	2,806	1.21%	0.00%	0.00%
Advertising Hoarding				
Total	232,575	100.00%	100.00%	100.00%



Appendix B

Maple Industrial Estate, Bennett Street, Manchester

Service Charge Budget Comparison

Recovery Group = sc

Reconciliation Period = 01/10/2024-30/09/2025

*Amounts in gbp

Code	Description	Budget Yr End 2024	Budget Yr End 2025	Variance
1	Schedule 1			
5100-0101	Management Fee	7,894.88	8,016.75	121.87
5100-0203	S/C Audit Fees	380.00	375.00	-5.00
5100-0302	Help Desk	380.00	385.50	5.50
5100-0309	Facilities Manager	3,715.64	3,773.25	57.61
5100-0401	Landlords risk assessments, audits & reviews	456.00	637.50	181.50
5200-0501	Electricity	3,500.00	3,500.00	0.00
5200-0801	Water and Sewage Charges	500.00	500.00	0.00
5300-0901	Security Guarding	125,000.00	141,500.00	16,500.00
5300-1001	Internal Cleaning	6,500.00	12,000.00	5,500.00
5300-1007	Pest Control	2,660.00	2,660.00	0.00
5300-1009	External Landscaping	3,450.00	4,500.00	1,050.00
5300-1010	Snow clearance / Gritting	500.00	500.00	0.00
5300-1016	Drainage	2,000.00	4,500.00	2,500.00
5400-1209	Plumbing	1,000.00	1,500.00	500.00
5400-1502	External Repairs and Maintenance	6,000.00	4,000.00	-2,000.00
	Schedule Total	163,936.52	188,348.00	24,411.48
2	Schedule 2			
5100-0101	Management Fee	2,493.12	2,672.25	179.13
5100-0203	S/C Audit Fees	120.00	125.00	5.00
5100-0302	Help Desk	120.00	128.50	8.50
5100-0309	Facilities Manager	1,173.36	1,257.75	84.39
5100-0401	Landlords risk assessments, audits & reviews	144.00	212.50	68.50
5200-0501	Electricity	8,000.00	14,000.00	6,000.00
5300-1001	Internal Cleaning	1,000.00	1,000.00	0.00
5400-1211	Fire Prevention/detection	2,500.00	2,500.00	0.00
5400-1502	External Repairs and Maintenance	35,000.00	35,000.00	0.00
	Schedule Total	50,550.48	56,896.00	6,345.52
3	Schedule 3			
5400-1207	Electrical Maintenance	25,000.00	20,000.00	-5,000.00
	Schedule Total	25,000.00	20,000.00	-5,000.00
	Total	239,487.00	265,244.00	25,757.00