



Campbells Meadow Business Park

Campbells Meadow

Kings Lynn

Norfolk

PE30 4NA

Service Charge Budget Report

1st January 2024 to

31st December 2024



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Introduction





This service charge budget report is intended to provide details of the planned expenditure for the service charge year commencing 1st January 2024.

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 southeast 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

Service Charge Objectives

The object of this 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 leaseholders to budget accurately for the forthcoming year.

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 professional statement 1st edition.

Voids and Concessions

The service charge for any void lettable units or attributable to any service charge concessions is the responsibility of the Landlord.

VAT

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



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. Consequently, the service charge is not credited with any interest, neither are any bank charges allocated to the service charge.

Reserve Fund

There is a reserve fund in place to fund any major works required in the future on the site access road.

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.

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.



Management Team

Facilities Manager:

Robert Scott

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

Direct Dial: 0121 234 0407

Mobile: 07540 732 602

Email: robert.scott@johnsonfellows.co.uk

Robert Scott is responsible for the repair and maintenance of the property and statutory compliance.

Assistant Property Manager:

Narinder Sira

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

Direct Dial: 0121 234 0463

Mobile: 07745 539 094

Email: narinder.sira@johnsonfellows.co.uk

Narinder Sira assists with the management of the building, including the administration and collection of the service charge.

Management Surveyor:

Angela Lindop

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

Mobile: 07954 124545

Email: angela.lindop@johnsonfellows.co.uk

Angela Lindop is responsible for the overall management of the property.



Budget Commentary

SCHEDULE 1

All figures shown net of VAT.

- **Management Fee** **£2,501**

The fee to manage the property and administer the service charge, which is a fixed fee indexed linked annually to RPI.

- **S/C Audit Fees** **£138.00**

The accountancy fee for certifying the annual service charge.

- **Facilities Manager** **£1046.00**

The cost of the facilities management for the administration of maintenance works, contracts, site visits and compliance. This is a fixed fee indexed linked annually to RPI.

- **Health and Safety** **£361.00**

The estimated cost of Landlord Risk Assessments and other Health and Safety related activities that may be required during the budget year.

- **Security guarding** **£0**

The cost of the securing and opening of the building. This cost has been removed as local arrangements have been put in place by tenants at the site. This cost will be reviewed annually to ensure arrangements remain adequate.

- **External Landscaping** **£4,712.00**

The estimated contract cost for annual grounds maintenance. 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 for the car park area. A contingency fund is also in place for any potential fly tipping. This estimated budgeted cost is based on current spend which has increased due to market forces impacting contractor prices. The contract will be retendered in 2024 to ensure value for money is being achieved.

- **Snow clearance / Gritting** **£1,000**

An estimated budget cost for the gritting of the external areas. The site has a reactive gritting service in place. This is triggered when the temperature falls to zero degrees Celsius or below and is advised by the Met Office.

- **Drainage** **£1,772**

An estimated cost of drainage maintenance of drains, and the maintenance of the drainage pumps and petrol interceptors. This heading also includes any reactive jetting or clearance



of blockages. This cost has been increased based on actual spend in the previous budget year.

- **External repairs & Maintenance** **£500.00**

This is an estimated budget for any reactive works required to the external areas.

- **Car Park Maintenance** **£1,500**

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

- **Electrical Repairs** **£1,000**

The estimated cost for reactive works to lighting units around the office and industrial units.

Total **Schedule 1** **14,530.00**

SCHEDULE 3 – ACCESS ROAD

All figures shown net of VAT.

- **Management Fee** **£5,400**

The fee to manage the property and administer the service charge, which is a fixed fee indexed linked annually to RPI.

- **S/C Audit Fees** **£312.00**

The accountancy fee for certifying the annual service charge.

- **Facilities Manager** **£1,317**

The cost of facilities management for the administration of maintenance works, contracts, site visits and compliance. This is a fixed fee indexed linked annually to RPI.

- **Health and Safety** **£819.00**

The estimated cost of Landlord Risk Assessments and other Health and Safety related activities that may be required during the budget year.

- **Electricity** **£1,000**

The estimated cost for the annual supply of external electricity to the access road.

- **External Landscaping** **£10,688.00**

The estimated contract cost for annual grounds maintenance. 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 for the car park area. A contingency fund is also



in place for any potential fly tipping. This estimated budgeted cost is based on current spend which has increased due to market forces impacting contractor prices. The contract will be retendered in 2024 to ensure value for money is being achieved.

- **Snow clearance / Gritting** **£1,700**

An estimated budget cost for the gritting of the external areas. The site has a reactive gritting service in place. This is triggered when the temperature falls to zero degrees Celsius, or below and is advised by the Met Office

- **Drainage** **£4,018**

An estimated cost of drainage maintenance of access road drains, and the maintenance of the drainage pumps and petrol interceptors.

- **Road Maintenance** **£2,200**

Budget for any reactive works required to the access road.

- **Footpath Maintenance** **£500**

Budget for any reactive works required to the footpaths.

- **Electrical Repair** **£2,250**

The estimated cost for reactive works to lighting units around the access road.

- **Reserve Fund** **£2,000**

There is a reserve fund in place to fund any major works required in the future on the site access road.

Total **Schedule 3 – Access Road** **£ 32,204.00**

Schedule 1 Total: £14,530.00

Schedule 3 Total: £32,204.00

Total Budget: £46,734.00

A Lindop

Management Surveyor

R. Scott

Facilities Manager





Appendix A

Kings Lynn: S/C Campbells Meadow Business Park Campbell (01996)

Service Charge Unit Percentages

Recovery Group = sc

Reconciliation Period = 01/01/2024-31/12/2024

*Amounts in gbp

Unit	Tenant	Days	Schedule 1	Access Road
0001	N BACK & O GIBBS for THE TRUSTEES OF THE NORWICH TOWN CLOSE ESTATE CHARITY (Original)	365.00	0.0000	7.4000
0002	Timothy Faulkner (Original)	365.00	14.8500	1.3700
0003	PKS Developments Ltd (Original)	365.00	14.8500	1.3700
0004	Randall's Pension Scheme; The Trustees of (Original)	365.00	14.8500	1.3700
0005	Randall; Elizabeth Anne Randall & Paul Johnathan (Original)	365.00	14.8500	1.3700
0006	Seafish Importers Ltd (Original)	365.00	14.8500	1.3700
0007	Tesco Stores Ltd (Original)	365.00	0.0000	26.1200
0008	Vacant	365.00	0.0000	15.1500
0009	Steven Eagell Ltd (Original)	365.00	0.0000	7.4000
0010	Vacant	365.00	0.0000	9.9400
0011	Dobbies Garden Centres Ltd	365.00	0.0000	24.7600
0012	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	365.00	6.4375	0.5950
0013	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	365.00	6.4375	0.5950
0014	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	365.00	6.4375	0.5950
0015	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	365.00	6.4375	0.5950
	Total		100.0000	100.0000



Appendix B

Kings Lynn: S/C Campbells Meadow Business Park Campbell (01996)

Service Charge Budget Comparison

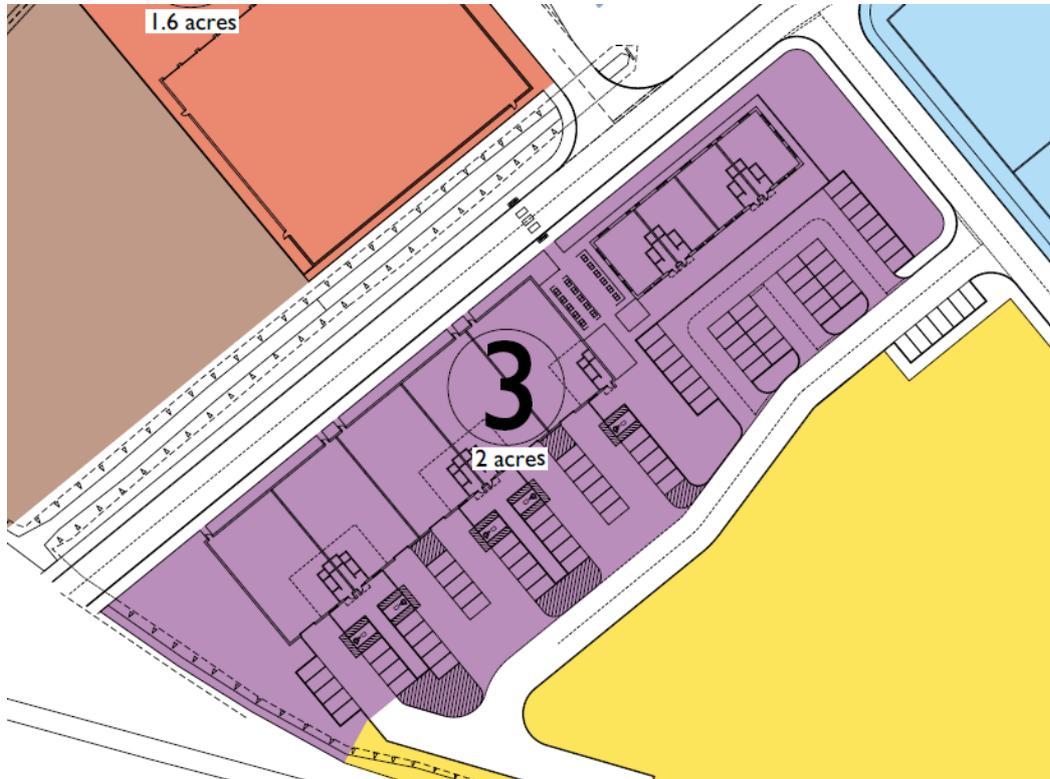
Recovery Group = sc

Reconciliation Period = 01/01/2024-31/12/2024

*Amounts in gbp

Code	Description	Budget YE (12/2024)	Budget YE (12/2023)	Variance	%
1	Schedule 1				
5100-0101	Management Fee	2,501.00	2,298.00	203.00	8.8338
5100-0203	S/C Audit Fees	138.00	150.00	-12.00	-8.0000
5100-0309	Facilities Manager	1,046.00	961.00	85.00	8.8450
5100-0402	Health & Safety	361.00	400.00	-39.00	-9.7500
5300-0901	Security Guarding	0.00	300.00	-300.00	-100.0000
5300-1009	External Landscaping	4,712.00	4,900.00	-188.00	-3.8367
5300-1010	Snow clearance / Gritting	1,000.00	1,000.00	0.00	0.0000
5300-1016	Drainage	1,772.00	750.00	1,022.00	136.2667
5400-1502	External Repairs and maintenance	500.00	500.00	0.00	0.0000
5400-1505	Car Park Maintenance	1,500.00	1,500.00	0.00	0.0000
5400-1535	Electrical Repair	1,000.00	0.00	1,000.00	#DIV/0!
	Schedule Total	14,530.00	12,759.00	1,771.00	13.8804
3	Access Road				
5100-0101	Management Fee	5,400.00	4,960.00	440.00	8.8710
5100-0203	S/C Audit Fees	312.00	300.00	12.00	4.0000
5100-0309	Facilities Manager	1,317.00	1,210.00	107.00	8.8430
5100-0402	Health & Safety	819.00	400.00	419.00	104.7500
5200-0501	Electricity	1,000.00	1,000.00	0.00	0.0000
5300-1009	External Landscaping	10,688.00	7,500.00	3,188.00	42.5067
5300-1010	Snow clearance / Gritting	1,700.00	1,000.00	700.00	70.0000
5300-1016	Drainage	4,018.00	4,000.00	18.00	0.4500
5400-1520	Road Maintenance	2,200.00	2,000.00	200.00	10.0000
5400-1526	Footpath Maintenance	500.00	500.00	0.00	0.0000
5400-1535	Electrical Repair	2,250.00	2,500.00	-250.00	-10.0000
5700-2202	Reserve fund	2,000.00	2,000.00	0.00	0.0000
	Schedule Total	32,204.00	27,370.00	4,834.00	17.6617
	Total	46,734.00	40,129.00	6,605.00	16.4594

Plan of Schedule 1 Building



Plan of Schedule 3 – Access Road

