



Campbells Meadow Business Park

Campbells Meadow

Kings Lynn

Norfolk

PE30 4NA

Service Charge

Budget Report

**1st January 2026 – 31st December
2026**

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Johnson Fellows 180 Newhall Street Birmingham B3 1SJ



Introduction

This service charge budget report is intended to provide details of the planned expenditure for the service charge year commencing 1st January 2026.

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 explanation of the planned service charge expenditure on a not for profit/not for loss basis.

As Managing Agents, Johnson Fellows aim to provide a quality management service in order to provide a well-maintained environment and deliver 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
- Schedule 2 No longer in use
- Schedule 3 Access Road
- Schedule 4 Not 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, 180 Newhall Street, Birmingham, B3 1SJ
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.

Management Surveyor:

Tina Hothi
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Mobile: 07954 089316
Email: tina.hothi@johnsonfellows.co.uk

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

Client Accountant:

Kiesha Gregory
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Direct Dial: 0121 234 0405
Email: kiesha.gregory@johnsonfellows.co.uk

Budget Commentary

SCHEDULE 1

All figures shown net of VAT.

Management Fee **£2,526.58**

The budgeted cost to manage the property and administer the service charge, which is a fixed fee indexed linked annually to the Retail Price Index (RPI)

S/C Audit Fee **£0**

The accountancy fee for certifying the annual service charge.

Facilities Manager **£755.64**

The budgeted 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 the Retail Price Index (RPI).

Health and Safety **£361.08**

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

External Landscaping **£4,712**

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 picks 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. The costs have remained the same as last year.

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. The costs have remained the same as last year.

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. The costs have remained the same as last year.



External repairs & Maintenance **£500.00**

This is an estimated budget for any reactive work required to the external areas. The costs have remained the same as last year.

Car Park Maintenance **£1,500**

The estimated cost of business rates bill for the parking spaces provided for the office and industrial units. The costs have remained the same as last year.

Electrical Repairs **£1,000**

The estimated cost for reactive works to lighting units around the office and industrial units. The costs have remained the same as last year.

Total Schedule 1 **£14,127.30**

SCHEDULE 3 – ACCESS ROAD

All figures shown net of VAT.

Management Fee **£5,730.23**

The fee to manage the property and administer the service charge, which is a fixed fee linked annually to the Retail Price Index (RPI)

S/C Audit Fees **£312.00**

The accountancy fee for certifying the annual service charge.

Facilities Manager **£1,713.77**

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



costs have remained the same as last year.

External Landscaping **£10,888**

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. A contingency fund is also in place for any potential fly tipping. The costs have remained the same as last year.

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. The costs have remained the same as last year.

Drainage **£4,018**

An estimated cost of drainage maintenance of access road drains, and the maintenance of the drainage pumps and petrol interceptors. The costs have remained the same as last year.

Road Maintenance **£3,500**

Budget for any reactive works required to the access road. The costs have increase due to manholes covers that need replacing and potholes that need repairing.

Footpath Maintenance **£500.00**

Contingency budget for footpath maintenance if required. The costs have remained the same as last year.

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 **£34,231**



Total for Schedules 1&3

£48 358.30

Budget Approval

R. Scott

[Signature]

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Facilities Manager

Associate Partner

Dated 05th March 2026

Dated 05th March 2026



Appendix A

Kings Lynn: S/C Campbells Meadow Business Park Campbell (01996) Service Charge Unit Percentages Reconciliation Period = 01/01/2026-31/12/2026			
Unit	Tenant	Schedule 1	Schedule 3 (Access Road)
0007	Tesco Stores Ltd (Original)	0.0000	26.1200
0011	Dobbies Garden Centres Ltd (Renewal)	0.0000	24.7600
0006	McQueens Dairies Property Ltd (Original)	14.8500	1.3700
0003	PKS Developments Ltd (Original)	14.8500	1.3700
0001	Norwich Freemens's Charity (Original)	0.0000	7.4000
0005	Randall; Elizabeth Anne Randall & Paul Johnathan (Original)	14.8500	1.3700
0009	Steven Eagell Ltd (Original)	0.0000	7.4000
0004	Randall's Pension Scheme; The Trustees of (Original)	14.8500	1.3700
0012	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	6.4375	0.5950
0015	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	6.4375	0.5950
0002	Timothy Faulkner (Original)	14.8500	1.3700
0013	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	6.4375	0.5950
0014	Mark Reeve & David Reeve as trustees of the Chalcroft Retirement Benefit Scheme (Original)	6.4375	0.5950
0008	Vacant	0.0000	15.1500
0010	Vacant	0.0000	9.9400
	Total	100.0000	100.0000



Appendix B

Kings Lynn: S/C Campbells Meadow Business Park Campbell (01996)					
Service Charge Budget YE 2026					
01/01/2026-31/12/2026					
Code	Description	Budget YE (12/2025)	Budget YE (12/2026)	Variance	%
1	Schedule 1				
5100-0101	Management Fee	2,568.00	2,526.58	41.42	1.6392
5100-0203	S/C Audit Fees	138.00	0.00	138.00	#DIV/0!
5100-0309	Facilities Manager	1,074.00	755.64	318.36	42.1310
5100-0402	Health & Safety	361.00	361.08	-0.08	-0.0222
5300-1009	External Landscaping	4,712.00	4,712.00	0.00	0.0000
5300-1010	Snow clearance / Gritting	1,000.00	1,000.00	0.00	0.0000
5300-1016	Drainage	1,772.00	1,772.00	0.00	0.0000
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	1,000.00	0.00	0.0000
	Schedule Total	14,625.00	14,127.30	497.70	3.5229
3	Access Road				
5100-0101	Management Fee	5,546.00	5,730.23	-184.23	-3.2150
5100-0203	S/C Audit Fees	312.00	312.00	0.00	0.0000
5100-0309	Facilities Manager	1,353.00	1,713.77	-360.77	-21.0514
5100-0402	Health & Safety	819.00	819.00	0.00	0.0000
5200-0501	Electricity	1,000.00	1,000.00	0.00	0.0000
5300-1009	External Landscaping	10,688.00	10,688.00	0.00	0.0000
5300-1010	Snow clearance / Gritting	1,700.00	1,700.00	0.00	0.0000
5300-1016	Drainage	4,018.00	4,018.00	0.00	0.0000
5400-1520	Road Maintenance	2,200.00	3,500.00	-1,300.00	-37.1429
5400-1526	Footpath Maintenance	223.00	500.00	-277.00	-55.4000
5400-1535	Electrical Repair	2,250.00	2,250.00	0.00	0.0000
5700-2202	Reserve fund	2,000.00	2,000.00	0.00	0.0000
	Schedule Total	32,109.00	34,231.00	-2,122.00	-6.1991
	Total	46,734.00	48,358.30	-1,624.30	-3.3589