



JOHNSON FELLOWS

Bishops Park Centre

Lancaster Way

Bishops Stortford

CM23 4DD

Service Charge Budget Report

24th June 2026 – 23rd June 2027



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Johnson Fellows 180 Newhall Street, Birmingham B3 1SJ





Introduction

This report has been produced by Johnson Fellows on behalf of the Landlord, Tesco Stores Ltd. It is intended to provide details of the planned expenditure for the service charge period 24th June 2026 to 23rd June 2027.

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

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

The Property

Bishops Centre is located to the northern part of the town and accessed via Bishops Parkway (A1184) and the A120.

The communal services consist of the cleaning, lighting and maintenance of the external areas, together with the external structure and fabric.

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 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, the responsibility for the service charge rests with the Landlord. There are no void units at the commencement of the service charge year.



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 service charge is set up under a single apportionment schedule to which all occupiers contribute. A Service Charge Apportionment Schedule is attached at Appendix A.

The apportionment percentages are calculated based on the net internal floor areas.



Management Team

Facilities Manager:

Robert Scott
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
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.

Management Surveyor:

Tina Hothi
Johnson Fellows, 180 Newhall Street, Birmingham, B3 1SJ
Mobile: 078594 089316
Email: tina.hothi@johnsonfellows.co.uk

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

Service Charge Accountant:

Paul Evans
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

SCHEDULE 1 – All Occupiers

All figures are shown net of VAT

- **Cleaning** **£1,000.00**

The cost heading is for the external cleaning of the common parts. This also covers the external lighting.

- **Window Cleaning** **£500.00**

The budget provides for the external window cleaning.

- **External Repairs and Maintenance** **£2,500.00**

The budget allows for essential external repairs that may be required throughout this service charge period.

- **Electricity Supply** **£1,500.00**

The budget figure is for the electricity consumption to the communal areas of the estate.

- **Health & Safety** **£500.00**

The budget provides for the annual health & safety audit for the communal areas.

- **Audit Fee** **£300.00**

The RICS Service Charge Code of Practice states that service charge accounts for commercial properties are to be independently certified on an annual basis. The cost stated covers the accountant's fee.

- **Help Desk** **£250.00**

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 budget will be increased annually in line with the Retail Price Index.

- **Management Fee** **£1,000.00**

This figure represents the costs incurred for the management of the property and administration of the service charge. The RICS Service Charge Code of Practice recommends that this be a fixed fee, subject to annual review or indexation. The fee has been increased in line with the year-on-year increase in the Retail Price Index.



• **Facilities Management** **£1,200.00**

The cost heading is for the Facilities Manager to tender, organise and supervise all contracts, arrange periodic works, monitor performance, complete regular site inspections and ensure compliance. This will be increased annually in line with the Retail Price Index.

• **Refuse Collection** **£500.00**

The cost heading is for the annual refuse and cardboard collection contract.

• **Drainage Cleaning** **£900.00**

The cost heading is for the annual flush pout of the external drainage system.

• **External Landscaping** **£200.00**

The cost heading is for the annual flush pout of the external drainage system.

Total

Schedule 2 **£10,350.00**

Budget Approval

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Facilities Manager

Dated 25th May 2026

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Associate Partner

Dated 25th May 2026



Appendix A

Bishops Park Centre, Lancaster Way, Bishop Stortford			
Service Charge Apportionment Schedule			
24/06/2026 - 23/06/2027			
Unit	Schedule	Floor Area	Percentage %
Barnados	1	2656	37.68
Johnsons Dry Cleaners	1	1484	21.05
Surgery	1	2909	41.27
		7049	100.00

Appendix B



Bishops Park Centre, Lancaster Way, Bishop Stortford
Service Charge Budget Report 24th June 2026 - 23rd June 2027

Schedule 1 - Service Charge Item	Cost
Management Fee	£1,000.00
Facilities Management	£1,200.00
Helpdesk	£250.00
Audit Fee	£300.00
External Repairs and Maintenance	£2,500.00
Refuse Disposal	£500.00
Drainage Cleaning	£900.00
Window Cleaning	£500.00
External Cleaning	£1,000.00
External Landscaping	£200.00
Electricity	£1,500.00
Health and Safety	£500.00
	£10,350.00