

**GREENHILLS RURAL ENTERPRISE CENTRE (GREC)  
GREENHILLS WORKSHOPS (GW)  
Service Charge Budget Year Ended 31.12.19**

Budget for the  
year ended  
31.12.19  
(exc. VAT)

**SCHEDULE A**

<u>Environmental Tests</u>	Tests of common parts land and subsoils from time to time as necessary to ensure no onsite pollution activity.	£100
<u>Cleaning</u>	The estate access roads, verges and car parking areas will be cleaned as and when necessary.	£4,800
	Ice/snow clearance and rock salt.	£1,500
<u>Gullies, Gutters and Downpipes</u>	These will be cleaned at intervals which ensure they are free flowing.	£3,000
<u>Soakaways, Drains, Manholes, Sewerage, Septic Tanks and Pumping Stations</u>	These will be kept in good order and repair running free and emptied at appropriate periods.	£3,000
<u>Common Parts Dataways</u>	These will be maintained free of blockages and in good order for cable pulls and inspections and repairs as necessary	£100
<u>Common Parts Lighting</u>	Supplies will be maintained and repaired with light bulbs changed as necessary. An appropriate festive seasonal lighting display will be maintained.	£3,800
<u>Irrigation</u>	Common parts grass and plant irrigation as necessary.	£800
<u>Landscaping</u>	The estate road verges and common parts areas bordering the car parks and communal areas (including the trees thereon) will be maintained in good seasonal condition. Grassed areas will be kept cut in seasonal order and flower beds weeded, planted and kept to a good standard of appearance in accordance with accepted horticultural practice.	£13,000
<u>Signage</u>	GREC and GW signage will be maintained at the main roadside entrance and a direction and location board maintained at the entrance to the centre. All estate road signs will be maintained. Maintenance costs cover the board and roadside signage only. Individual additions to the communal boards and individual units will be charged separately.	£300

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<u>Insurance</u>	The freeholder will maintain public liability insurance for the car parks, estate roads and communal areas.	£1,850
<u>Common Parts Gates, Fences, Bollards &amp; Locks</u>	To be maintained in good repair and decorative order.	£3,000
<u>Pest Control</u>	Common parts will be kept free of rodents, vermin, wasps and pests where possible.	£2,500
<u>Common Parts Equipment</u>	Rental and rates (if any) for: 1. Storage structures for common parts equipment, signage and general service charge consumable items and, 2. The general waste collection area.	£2,000
<u>Advertising</u>	GREC and GW will maintain a public relations program of advertisements in local magazines and newspapers with a view to establishing and reinforcing the identity of the centre. By so doing tenants employment requirements and general business objectives should be assisted.	£500
<u>Security</u>	GREC and GW maintains an on site video surveillance security system. Access to individual site tapes will be on demand and the site procedure will be to maintain a 28 day rolling database history. For the avoidance of doubt, tenants will be responsible for their own security, preventing unauthorised access to their unit and for insuring their own equipment and goods.  On-site security: At least two random inspections of GREC and GW will be made each night by the management company.	£4,750
	Gate lock/unlock	£4,200

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<u>Communal Fire Extinguishers</u>	GREC maintains a number of communal fire extinguishers and other fire fighting equipment.	£250
<u>Water</u>	Common parts water useage will be recovered. Common parts water network will be repaired as necessary.	£2,200
<u>Common Parts Wasteage</u>	The cost of common parts waste disposal and recycling will be recovered.	£4,000
<u>Post Box</u>	A communal post box will be maintained and daily post office collections arranged there from.	£800
<u>Bookkeeping and Accountancy Fee</u>	The service charge expenditure records will be maintained by the management company and submitted annually for audit by an independent firm of Chartered Accountants.	£925
<u>Clock Tower</u>	To recover the cost of maintaining, lighting and cleaning the estate clock tower.	£100
<u>Telecoms Hub and Telecoms Switchgear</u>	A signal enhancement and data and telecoms distribution centre may be maintained for tenants benefit and the cost of any such facility recovered.	£100
<u>Tree Work</u>	Emergency tree work following storms and heavy rainfall	£1,000
<u>Health and Safety</u>	Electric testing, defibrilator maintenance	£1,000
<u>Management Fee</u>	To recover the cost of providing GREC and GW Services (excluding rates, water, gas, electricity and telephone etc.) the landlord will charge a management fee equal to 15% of the site above expenditure.	£8,936.25
	<b>Schedule A Total</b>	<b>£68,511.25</b>

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**SCHEDULE B**

<u>Estate Access Roads – roads and car parks and road signage</u>	i) Units 3, 4, 5, 6, 7, 8 and 9 will contribute to the cost of maintenance of the car parks, fencing and road from GW which exists onto Grange Road.	£1,000
	Management fee thereon	£150
	<b>Schedule Bi) Total</b>	<b>£1,150</b>
	ii) All remaining units will contribute to the cost of the car parks, fencing and road from GREC which exists onto Tilford Road only. This road is recently constructed.	£1,000
	Management fee thereon	£150
	<b>Schedule Bii) Total</b>	<b>£1,150</b>
	<b>Schedule B Total</b>	<b>£2,300</b>
 <b>SCHEDULE C</b>		
	Units 14 and 12	
	Will share the cost of cleaning and maintaining the courtyard and landscaping and flowerbeds therein	£300
	Management fee thereon	£45
	<b>Schedule C Total</b>	<b>£345</b>
	<b>Total Schedule A, B &amp; C</b>	<b>£71,156.25</b>