



## PROPOSED ESTATE CHARGE BUDGET 2024

Waterfront Estate, Manvers Way, Rotherham

Landlord : Manvers Lake & Dearne Valley Trust Ltd

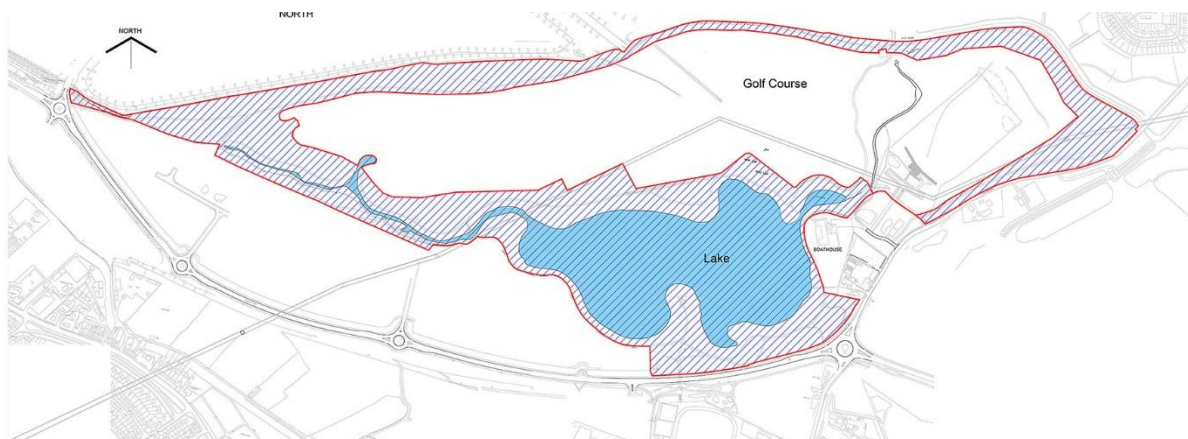
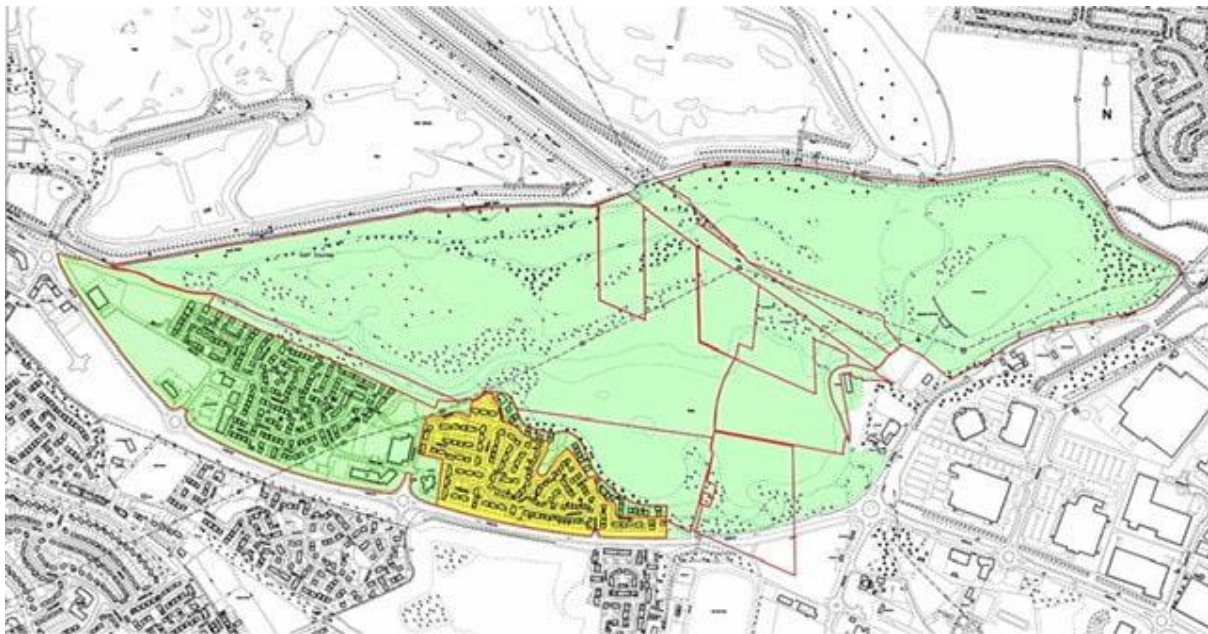
1<sup>st</sup> January 2024 to 31st December 2024

## Background

Manvers Lake & Dearne Valley Trust Ltd is a registered charity and not for profit organisation. The Trust was formed in 2011 to look after Manvers Lake and the surrounding area, including managing the Boathouse and its facilities. We currently have 3 subsidiary businesses, Manvers Waterfront Boat Club Ltd which is a multi sports club, Manvers Lake & Dearne Valley Trading Ltd who carry out much of our maintenance works, and Manvers Lake & Dearne Valley Events Ltd who organise large sporting events.

The waterfront development at the south side of the lake adjacent to Manvers Way was developed by Express Parks, who became TCN Ltd. The freehold of the whole site is held by Manvers Lake Trust and Avon Ground Rents Ltd. The plan below shows the freeholds, with Manvers Lake Trust in Green and Pink and Avon Ground Rents Ltd in Yellow.

In 2023 the freehold of the golf club was sold to Waterfront Golf see revised map below





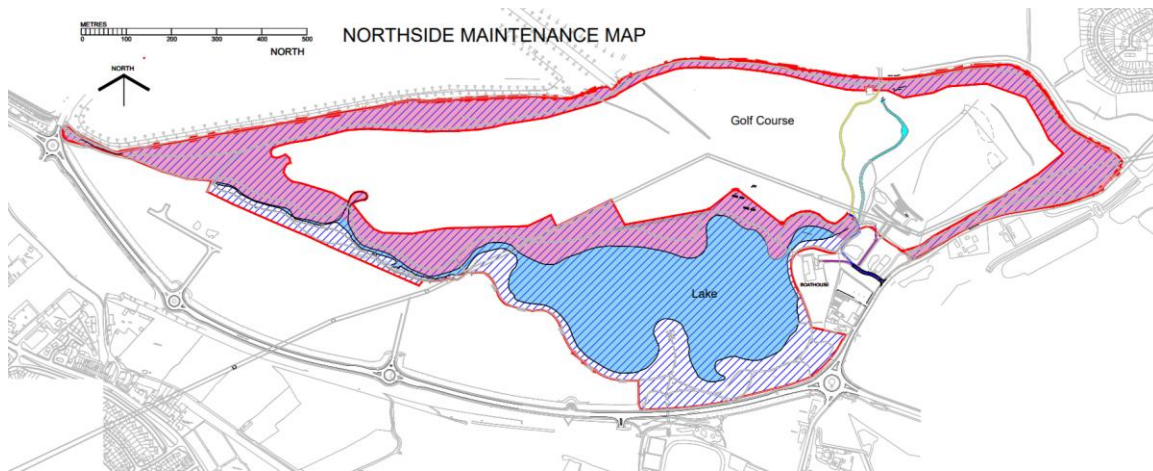
When TCN had completed the development of the site and wanted to dispose of the head lease it was acquired in December 2015 by Manvers Lake & Dearne Valley Trust Ltd. This means that the Trust has to maintain the parkland in accordance with the lease terms. It also has to budget for the maintenance, invoice the businesses each quarter and produce audited accounts each year to show where the money was spent.

There is provision to cover unexpected problems such as if a bridge was vandalised and needed immediate replacement, this can be charged to the Business Tenants as a one off charge. We aim to avoid this by building up a “sinking fund” with a small contribution from all each year as part of the Estate Charge to cover the one off events.

The plan below gives an indication of the areas currently maintained by the Trust and funded by the Estate Charge. This is not to scale and is intended only to demonstrate the extent of the area maintained.



The Trust only maintains areas of the estate that have not been leased to others. We maintain the two car parks which have our signage, much of the grass verge along Manvers Way, the lakeside to the south of the lake from the old Garden Centre to the housing development and the paths and embankments from the western end of the lake to the Old Moor Roundabout. Maintenance of the developments within the estate falls on the individual Landlords and their management companies. The drawing below shows the areas maintained by the Trust under the Estates Charge. The Trust has a wider responsibility to maintain other areas around the lake but these are not funded by the Southside Estate Charge.



Where the tenants of the Trust have sub tenants, generally in the housing developments, the Lease between the Landlord (housing developer) and the house occupier generally allows the Landlord to divide up the Estates Charge from the Trust and ask each house occupier to pay a proportion of this. They could also add in other charges for Insurance, invoicing fees, management etc which are not part of the Estates Charge from the Trust.

If any house occupier were to buy the freehold of the property, the Estates Charge would still be payable.

The Trust is happy to answer questions on the make up of the total Estates Charge Budget and Charges, and how this is applied to our direct tenants, but we cannot answer queries relating to sub tenants charges or how these are divided and applied. All sub tenant queries should be addressed to the business that issues the invoices to the sub tenant.

The Businesses which have residential sub tenants are:-

- Elite (FH) Ltd with managing agents Residential Management Group
- Great Places Housing Ltd
- Harron Homes Ltd, with managing agents Edge Property Management Ltd
- Strata Homes
- Taylor Wimpey Homes with managing agents Premier Estates

The items that make up the Estates Charge can include but are not limited to:-

- Litter picking
- Emptying of waste bins around the lake
- Removal of waste from site
- Tree and shrub maintenance
- Path repairs and maintenance
- Pest Control
- Keeping Water Courses free from silt
- Bridge maintenance/replacement

- Grass cutting and strimming
- Fencing repairs and maintenance
- Maintenance of drainage ditches
- Equipment hire
- Signage provision and replacement
- Insurance costs
- Provision of site management to deal with queries etc
- Administration costs
- Legal costs
- Staff Training and PPE
- Accountancy Costs

## Definitions

### Management

This category includes but not restricted to; service charge development and invoicing, chasing aged debt, letting, managing staff and service contracts, tenant query management and resolution, estate safety inspection, patrols by staff and any H&S Fees.

### Professional Fees

This category includes the fees for monthly book-keeping, legal advice from our lawyers, the accountancy costs of these reports and any audits required.

### Insurance

This category public liability insurance for the estate area and the maintenance operations.

### Hard Services

This category includes maintenance of estate fencing, tree management and maintenance, pathway repairs, car park surfacing, bridge management, repairs and maintenance.

### Soft Services

This category includes litter collection, waste bin emptying, dog waste bin emptying, waste disposal charges, grass cutting.

### Communications

This category includes costs associated with meeting, leaflets, the information on the website and staff time/contract staff.

### Overheads

This category includes costs associated staff training, PPE, volunteer costs, staff travel, office, printing and IT costs.

### Miscellaneous

This includes costs not covered elsewhere.

## Maintenance Fund

This fund is used to build capital toward bridge replacements and or major maintenance. This was used up in 2021.

### 2023 Budget Narrative

The cost of living crisis and high inflation rate has affected the 2023 budget with higher costs for insurance, labour, overheads, fuel, timber and other materials used on the estate.

Visitor numbers remain at the same level as 21/22 fortunately the very hot days during the summer have been more limited in 2023 as in previous years these have presented significant challenges with parking, litter and antisocial behaviour.

#### Managements, Supervision and Accountancy

The demand placed on this category have been steadily increasing over the last few years. The local social media groups are an interesting source of information and comment perhaps leading to more queries and complaints regarding all aspects of the estate and it's management, including data protection requests, issued raised to local Councillors and the local MP. There is an expectation that the Trust will respond 24 hours a day 7 days per week to various issues. Also significant resources and management time has been spent chasing aged debt and the debt recovery process, this is perhaps a result of the cost-of-living crisis and the estate charge being seen as a non-essential overhead.

Moving forward the budget headers and amounts may need reviewing to reflect the above.

The trust's trading company directly employs staff to deliver most of the grounds maintenance activities on the estate this helps deliver a high quality, flexible and responsive service.

#### Litter

The amounts of litter collected from bins and litter picked from the site was probably slightly less than in 2022. However there are issues over the very warm periods over the summer when we can collect 50 bags of litter per day. To reduce complaints and comments on social media over the summers staff work 7 days per week including early in the morning to tidy the site and empty the bins. We have also used volunteers from the Club to assist some mornings!

We are grateful to litter picking undertaken by local volunteers however activity around the lake has reduced over 2022/3.

The extra bins and resources have helped with this issue and the service offer generally reflects the need.

#### Grass Cutting, Strimming and Trees

Complaints about grass left on footpaths after cutting so these areas will be blown or swept after cutting/strimming. Generally the wetter summer resulted in faster grass growth, the grass has been well maintained in 2023, with very few issues.

Most of the trees were planted 25 years ago as whips/saplings, there are also many "self set" trees, as these mature the management of these trees, shrubs and bushes takes increased resources. There is a balance between the residents having a lake view and lake's landscaping strategy.

The £600 in the budget is inadequate for this purpose. Moving forward the budget headers and amounts may need reviewing to reflect the above.

### **Parking**

The parking on the estate roads seems to have reduced in 2023 this could be partly due to the lake car park next to the pylon being extended in the spring of 2021.

There have been a number of issues with visitor car parks in 2023, including antisocial behaviour, fly tipping, littering, damage to the barrier, fences, and an assault. The trust has received complaints about the car park remaining locked after 8am and also about the car parks not being locked at 8pm.

The barrier/gate and fittings on the large car park was badly damaged in October. To repair this more work an expense than we originally thought. Rather than wasting money and resources patching this up we would like to take this opportunity to redesign the barrier/post to a swing upwards type barrier as this will be easier to see in the dark and open/close. We would like to have a look at this over the winter months with a view to having the new barrier in operation in the spring. We have no choice but to leave the car park open over the winter, the issues with ASB tend to happen in the summer months. We also intend to leave the small car park locked over the winter to save on opening and closing resources, this is done by local lake staff and occasionally volunteers.

Last year in response to complaints about locking/unlocking comments a local security company quoted £50 per day for locking and unlocking the gates which would be £18k per year.

Looking after these car parks has taken up a more management time in 2023, there is no specific budget header for the car parks.

### **Footpaths**

The footpaths are now 25 years old and are showing signs of wear and tear across the whole of the lake area. We are continuing to patch these and are filling in potholes with new stone on a regular basis. Heavy rain does impact on the paths, in the future there perhaps needs to be review of the footpaths as it may be cheaper in the longer term to resurface these.

### **Bridges**

One bridge has been fully refurbished, the bridge at the far end of the lake is in need of replacements or refurbishment.

### **Legal**

There has been a number of occasions that the Trust has had to seek legal/surveyors advice on matters relating to the estate charge area and the leases. The cost of this advice can be substantial.

### **SSSI**

The Dearne Valley SSSI has been in operation since the summer 2022. We have not carried out any work needing permission this year so there has been no financial impact, it is expected that there will be extra costs as certain activities in the future will have to be approved by Natural England.

### **Drainage and Weed Clearance**

The streams and drainage infrastructure is now 25 years old and are showing signs of silting and abundant weed growth. Maintenance has been scaled back over the last few years due to other demands on the budget over the last few years. However the trust has made cleared the majority of Manvers Lake & Dearne Valley Trust Ltd: Company No 07521620

the western ditches in in early 2023. However moving forward the budget headers and amounts may need reviewing.

### **Maintenance Fund**

With the bridge and path works resulting in the overspend, this should be closed down and budget reallocated.



## Budget Pressures for 2024

The 2021 budget was overspent by £7k (9%) this was carried forward to 2022. The 2023 budget was over spent by £6,753, which was carried forward to the 2023 budget.

As of October the 2023 budget is on target to balance. Some balancing should be possible to get the total spent to around the budget figure excluding the 2022 overspend, however this may be slightly reduced.

## Budget 2024

The trust proposes an 9% uplift for 2024 as below:

### Manvers Estate Budget

#### Budget for the period 1st January 2024 to 31st December 2024

	Total Budget	Total Budget
	2024 (Net) £	2024 (including Vat ) £
Budget - Superior Landlord		
Wardens/Rangers	1101.86	1322.23
Management/Supervision	29382.91	35259.49
Director Costs	1101.86	1322.23
Site Supervisor	7345.73	8814.87
Health Safety and Environmental	367.29	440.74
Management Total	39299.64	47159.57
Staff Costs	470.13	564.15
Legal and External Reports	2938.29	3525.95
Accountancy	734.57	881.49
Professional Fees Total	4142.99	4971.59
Insurance	4848.18	5817.81
Insurance Total	4848.18	5817.81
Trees	734.57	881.49
Weed Removal	4407.44	5288.92
Hard Services	12487.74	14985.29
Signage	734.57	881.49
Fences	734.57	881.49
Equipment Hire	1469.15	1762.97
Hard Services Total	20568.04	24681.65
Litter Picking	8814.87	10577.85
Litter Collections (Bins)	5288.92	6346.7
Contract Collection of Wheelie Bins	1469.15	1762.97
Pest Control	367.29	440.74
Grass Cutting	4407.44	5288.92
Mower Costs and Strimmer Costs	6655.23	7986.28
Soft Services Total	27002.9	32403.48
Information Management	734.57	881.49
Communications Total	734.57	881.49

Staff Training	367.29	440.74
Volunteer Expenses	4040.15	4848.18
Office Costs	1101.86	1322.23
Travel and Representation	734.57	881.49
PPE/Hi Viz/Uniform	734.57	881.49
Overheads Total	6978.44	8374.13
Miscellaneous	367.29	440.74
Miscellaneous Total	367.29	440.74
Contingency	2938.29	3525.95
<b>Total</b>	<b>106880.34</b>	<b>128256.41</b>
Managing Agents Fees	8084.17	9701
<b>Total</b>	<b>114964.51</b>	<b>137957.41</b>

## ESTATE CHARGE REPORT

### Apportionment Matrix

Lease	Lease Area (Sq Ft)	Proportion %	Budget Share Net 2024
Pub Plot	43,560	0.0280	£2,989.65
Aldi Plot	91,476	0.0587	£6,278.28
Hotel Plot	95,832	0.0615	£6,577.25
Bauer Plot	156,816	0.1007	£10,762.84
KFC Plot 1	21,780	0.0140	£1,494.83
KFC Plot 2	35,284	0.0227	£2,421.65
*Westleigh Plot A	51,585	0.0331	£3,540.44
*Westleigh Plot B - Great Places	148,355	0.0953	£10,182.07
Snaefell Plot	21,780	0.0140	£1,494.83
Rose & Thickett Plot	32,670	0.0210	£2,242.24
Harron Plot (Phase 1)	153,331	0.0985	£10,523.59
Onward Plot	108,900	0.0699	£7,474.15
Harron Plot (Phase 2)	89,734	0.0576	£6,158.73
Taylor Wimpey Plot	143,748	0.0923	£9,865.88
Strata Plot	192,535	0.1236	£13,214.29
Harron Plot (Phase 3)	121,968	0.0783	£8,371.05
Play Valley Plot	43,560	0.0280	£2,989.65
Car Parks/Remainder(Covered by Manvers Trust)	4,356	0.0028	£299.26
	<b>1,557,270</b>	<b>1.0000</b>	<b>£106,880.31</b>