


**The Manor Fields Estate Limited**

Manor Fields Putney Hill London SW15 3NE
Telephone: 020 8788 1017 e-mail: manager@manorfields.co.uk


# Manor Fields Long-Term Outlook
# November 2024

This document gives an indication of the future expenditure needs of the Estate, and how we plan to cover those costs using the Service Charge and the Estate's Reserves, which are built up over time to smooth out future spending peaks.

The Estate's expenditure needs are based on (1) surveyors' assessments of the condition of the Estate, highlighting where/when works may be required (2) estimates based on tender responses where projects are sufficiently advanced and (3) our experience of previous major works on the estate.

Works fall into one of two categories: Minor works which are normally covered by the Estate's Annual Operating Budget; non-annual projects which are covered by the Reserve. We now divide non-annual projects into three categories (Compliance, Fabric and Discretionary) as discussed further below.

This Long-Term Outlook will be updated regularly and shared with Leaseholders as the Estate's needs evolve and as estimated costs convert to actual costs. The next edition will be produced in April 2025 to be shared with Leaseholders in May 2025.

As always, if you have any questions regarding the Estate's current or future expenditure, the Board will be happy to reply to you using latest available information. Please direct any questions to directors@manorfields.co.uk

# Outlook for Income and Expenditure 2024 to 2034

Operating costs for 2024/25 (£1,066k) are on target to budget.

As discussed at the Leaseholder meeting in May 2024, we plan to monitor operating costs closely and manage them in line with inflation. We are progressing with cost-saving initiatives which we will report in due course.

The transfer to the Reserve covers the non-annual projects that are planned for future years and also maintains the Reserve balance at an acceptable level to allow for uncertainties. See Major Projects section below for more details.

The Projects working group reports to the Board on a monthly basis, covering changes to estimates, based on:

(i) the Baily Garner survey of August 2024
(ii) modifications to those estimates based on a comparison to previous work
(iii) results of a tender process, e.g. the fire safety work and drainage work

Fees and overheads are also under constant review.

## Inflation

We are not in the business of providing long-term inflationary forecasts. Following the recommendation from our surveyors, we have used the Building Materials Index to project Trustee Reserve movements 2024-2034, as shown in the table on page 5. We will aim to improve on these projected costs, on a best endeavours basis.

## Compliance, Fabric and Discretionary

Following significant and unexpected increases in forecast compliance costs (effectively 'health and safety'), we are now splitting expected project costs into *Compliance*, *Fabric* and *Discretionary*.

***Compliance*** costs are imposed upon us, whether we like it or not, by legislation. Due to the complexity and often the obscurity of legislation, we employ specialists to advise us regarding how new laws and regulations apply to Manor Fields.

The ***Fabric*** of a building is the physical structure, materials, and components that make up its interior, exterior, and everything in between. Maintaining the buildings in good condition which could result in significant future annual costs, such as repairs to external woodwork or brickwork, falls into this category.

***Discretionary*** work is whatever does not fall into the first two categories, e.g. decoration, or carpets. Likewise investment in the Garden, although a much cherished feature of the Estate, cannot take priority over structural work or the dictates of legislation.

## 1. Compliance

### 1.1 Fire Safety works (Landlord)

White and Lloyd have been appointed as surveyors for the fire safety works, which comprise:

- Fire stopping any holes between flats and the Riser Cupboards
- Upgrading the Riser Cupboards to 30-minute fire-resistance
- Protecting the woodwork in the communal hallways with fire-resistant varnish

Note that the above works are additional to the upgrade of Leaseholders' front doors to FD30, which is not part of the Service Charge.

### 1.2 Roof Safety

The installation of safety equipment on the roofs of our buildings will bring the Estate into compliance with current Health and Safety legislation and render our roofs a safer place to work for contractors. The appointment of a structural engineer is currently in process to scope and manage the project.

## 2. Fabric

### 2.1 Lifts

This is the second phase of the lift refurbishment project. The lifts in this phase are:

- 1-8 and 9-16 Somerville
- 1-8 Keble
- 9-16 Balliol (*)
- 9-16 Bede

Note (*) – may be replaced by 1-8 Balliol

### 2.2 Window Cills

Repairs and repainting of window cills has been phased with priority in 2025 given to: Armstrong, Balliol, Gonville, Harvard, Magdalene, Mansfield, Newnham, Ripon and Selwyn. All blocks will be remediated by the end of the 10-year cycle.

### 2.3 Rear stairwells

The necessary work for this project is currently under review to separate the mandatory from the cosmetic. Mandatory work includes painting the stair nosings.

### 2.4 Drains

A CCTV investigation has been conducted and quotation for repairs provided for one run of drains on the west side of the Estate. As a result, the Board has commissioned an extended CCTV survey of the remaining drains on the Estate to determine what additional repairs may be required.

2.5 Damp work

As the Estate ages, damp issues continue to surface. We plan is to commission a survey of all the buildings to determine the type of damp and its extent, and then carry out repairs and take preventive action where possible.
YTD 2024/25 (@ Sept 24) £20k has been spent on damp repairs to flats (main cause sills & bay windows). We estimate a further £24k for the remainder of 2024/25.

2.6 Communal Entrance Doors

The communal entrance doors are currently being refurbished. The works are due to restart in the Spring.

## 3. Discretionary

3.1 Pond Relining/Rebuilding

A provision is included in the Outlook for the eventual relining/rebuilding of the pond as the existing 20-year-old lining is approaching the end of its serviceable life. Replacement is not required immediately, and monitoring of the pond will continue until such time as relining/rebuilding becomes essential.

3.2 Roads

Resurfacing our roads is a medium-term priority. We have appointed Baily Garner [has this changed?] to conduct an assessment for the scope of works for the Roads and provide a realistic pre-tender estimate. Our intention is that the appearance of the existing concrete "front of house" roads will be maintained, while the service roads to the rear of blocks will be resurfaced using asphalt.

3.3 Internal Decoration
This project involves the phased redecoration of all the communal hallways and external some painting. The scope and extent of these works is currently being reviewed by the Board.

3.4 Other works
'Other works' is by definition any work of a minor nature, for example: Balcony & Roof Repairs, Green Man Wall Lights, Water Tank Repairs. These works are still to be detailed.

The management of the Estate's remaining asbestos and, only where necessary, its removal, would be covered here. Where asbestos can be left isolated and undisturbed, it poses no threat.

## 4. Garages

The garage doors have undergone major refurbishment in recent years. No major garage works are currently anticipated, however the roofs continue to be monitored as the felt roofing has a limited life expectancy and any minor work required will be covered by the Annual Operating Budget

## 5. Year-to-date Project Costs

As at the end of September 2024, year to date spend on projects is £252k. This is mainly:

- Lift refurbishment £160k
- Non-annual lift maintenance £24k
- Communal door repainting £13k (£12k forecast in 2025/26)
- Communal balcony, roof and tank repairs £14k
- Green Man wall lights £3k
- Damp repairs £20k (see above 'Damp Repairs')
- Surveyors' and other professional fees £18k (mainly cost for Baily Garner survey and KFH Section 20 fees).

## Manor Fields – Long Term Outlook – November 2024

## Projected Trustee Reserve Movements 2024 - 2034

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| BMI COST INDEX (Base index 391 year 2024 Q2) | | 391 | 402 | 423 | 432 | 448 | 460 | 469 | 477 | 489 | 497 |
| % from base | | 0.0% | 2.8% | 8.2% | 10.5% | 14.6% | 17.6% | 19.9% | 22.0% | 25.1% | 27.1% |
| % annual | | | 2.8% | 5.2% | 2.1% | 3.7% | 2.7% | 2.0% | 1.7% | 2.5% | 1.6% |
| **Year ended 31 March:** | **2024 (actual)** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** |
| Balance b/f from previous year | 1,111 | 1,679 | 1,583 | 1,158 | 1,268 | 1,216 | 826 | 1,114 | 1,416 | 2,115 | 2,270 |
| Service Charge & Other Income | 1,910 | 1,950 | 2,004 | 2,109 | 2,154 | 2,234 | 2,294 | 2,338 | 2,378 | 2,438 | 2,478 |
| Operating cost | 1,060 | 1,066 | 1,096 | 1,154 | 1,178 | 1,222 | 1,254 | 1,279 | 1,301 | 1,334 | 1,355 |
| Projects | | | | | | | | | | | |
| COMPLIANCE | 0 | 428 | 240 | 2 | 11 | 174 | 156 | 26 | 22 | 68 | 15 |
| FABRIC | 199 | 532 | 994 | 843 | 871 | 861 | 148 | 591 | 185 | 438 | 333 |
| DISCRETIONARY | 82 | 20 | 99 | 0 | 147 | 366 | 447 | 140 | 171 | 445 | 122 |
| TOTAL COST OF PROJECTS | 282 | 980 | 1,333 | 845 | 1,029 | 1,402 | 751 | 757 | 378 | 950 | 470 |
| Balance c/f | 1,679 | 1,583 | 1,158 | 1,268 | 1,216 | 826 | 1,114 | 1,416 | 2,115 | 2,270 | 2,923 |

**Garage Service Charge**

| **Year ended 31 March:** | **2024 (actual)** | **2025** | **2026** | **2027** | **2028** | **2029** | **2030** | **2031** | **2032** | **2033** | **2034** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Balance b/f from previous year | 245 | 282 | 320 | 360 | 402 | 444 | 433 | 466 | 512 | 557 | 605 |
| Service Charge & Other Income | 58 | 58 | 60 | 63 | 64 | 67 | 69 | 70 | 71 | 73 | 74 |
| Operating Costs | 20 | 20 | 20 | 22 | 22 | 23 | 24 | 24 | 24 | 25 | 25 |
| Projects | 2 | 0 | 0 | 0 | 0 | 54 | 12 | 0 | 2 | 0 | 0 |
| Balance c/f | 282 | 320 | 360 | 402 | 444 | 433 | 466 | 512 | 557 | 605 | 653 |