



## Lynwood Road Residents Association

The House Owner

10 Lynwood Road  
Thames Ditton  
Surrey  
KT7 0DN

April 2024

### Notice of 2024-25 Rentcharge

Dear House Owner

This letter includes details of the Rentcharge now due for the 12 months from 1 April 2024. On the last page of this document there is a summary showing actual expenditure for last year 2023-24 and the budget for this year 2024-25 with some explanatory notes.

The Directors have set the budget to cover expected running and maintenance costs for the coming year and to maintain the provision for future maintenance. **Accordingly, the Rentcharge for the year is set at £260.** The individual statement for your property will be delivered by hand or by post in the next few days.

The amount due may be paid in full now with a £10 discount if payment is made by 31 May or in two instalments of £125, the first by 31 May with the balance in October. We may apply late payment charges if payment is not received by 31 October.

Details of how to settle your account by bank transfer (preferred) or by cheque are given at the foot of this letter under "Payment Details". If you have difficulties in making the Rentcharge payment please contact us confidentially using the email address in this letter to discuss a payment plan that suits you.

#### Communications

Annual Rentcharge letters and AGM notices are issued by hand or post and by email where possible, but all other communications will only be by email or posted on the LRRRA website.

The website address is: <http://lynwoodroad.info/>; you should be able to find it easily by typing "lynwood road info" into the search box of your browser. Our email address is [lynwoodroad.mail@gmail.com](mailto:lynwoodroad.mail@gmail.com).

We maintain a Register of owners, their addresses and email addresses provided by all owners for their houses on the estate. The owner and email address details that we have for your property on the Register are shown on the Rentcharge statement for your property. This will be delivered or posted to you at the address we have on the Register together with a printed copy of this letter. Please check these details when you receive them.

If the property owner name details or email address are incorrect or in-complete please note corrections in an email to us or complete the 'Notes' section on the payment slip overleaf, detach and return to 10 Lynwood Road.



## Lynwood Road Residents Association

Your contact details will only be used by the LRRRA for communications related to the management and security of the Lynwood Road estate; they will not be shared with any other organisation. See the LRRRA Privacy Notice on the LRRRA website which sets out how we use your data and your rights.

### Anything Needing Attention?

If you have any queries or see anything that needs attention please send us an email or contact one of the LRRRA Directors directly (address details on the website). Always provide your name & house number & a contact 'phone number together with brief details of the issue or question.

Yours faithfully

Nigel Filby  
Chairman

## Payment Details

## Payment Slip

### By Bank Transfer (preferred)

Payment should be made directly to the LRRRA bank account:

|                |                                            |
|----------------|--------------------------------------------|
| Bank Name:     | Santander UK plc                           |
| Account Name:  | Lynwood Road Residents Association Limited |
| Sort Code      | 09-01-50                                   |
| Account Number | 03386813                                   |

Please ensure that you include your reference [No. & Road] in the transfer so that the payment can be traced.

### By Cheque

Please make cheques payable to 'Lynwood Road Residents Association Limited', including your reference [No. & Road] on the back of the cheque and return to 10 **Lynwood Road** (address below).

Owner: [Name]; email address: [email address]  
[Address]

#### Notes:

Please use the LRRRA website to access LRRRA information, accounts, minutes, etc.  
<http://www.lynwoodroad.info/>

To:  
10 Lynwood Road  
Thames Ditton  
Surrey  
KT7 0DJ

| <b>Budget &amp; Expenses for Rent Charge</b> |                                                                                                                                                                                                           | <b>2023-24<br/>Budget</b> | <b>2023-24<br/>Estimate</b> | <b>Variance</b>                    | <b>2024-25<br/>Budget</b>          |   |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------|------------------------------------|------------------------------------|---|
|                                              | Surface water drains                                                                                                                                                                                      | £3,000                    | £2,850                      | £150                               | £6,400                             | a |
|                                              | Repairs & maintenance (incl. streetlamps)                                                                                                                                                                 | £4,000                    | £6,368                      | −£2,368                            | £4,000                             | b |
|                                              | Public liability & material damage insurance                                                                                                                                                              | £1,500                    | £1,413                      | £87                                | £1,500                             |   |
|                                              | Directors' insurance                                                                                                                                                                                      | £750                      | £644                        | £106                               | £750                               |   |
|                                              | OPM spraying & nest removal                                                                                                                                                                               | £2,000                    | £2,616                      | −£616                              | £2,000                             | c |
|                                              | Gardening & grounds Maintenance                                                                                                                                                                           | £7,200                    | £6,943                      | £257                               | £7,200                             | d |
|                                              | Computer costs                                                                                                                                                                                            | £2,550                    | £2,553                      | −£3                                | £2,550                             | e |
|                                              | Accountancy                                                                                                                                                                                               | £600                      | £600                        | £0                                 | £650                               | f |
|                                              | General expenses                                                                                                                                                                                          | £1,000                    | £340                        | £660                               | £1,000                             | g |
|                                              | Future Repairs & Maintenance Provision                                                                                                                                                                    | £2,000                    | £2,000                      | £0                                 | £1,000                             |   |
|                                              | <b>Sub-Total Expenditure</b>                                                                                                                                                                              | <b>£24,600</b>            | <b>£26,326</b>              | <b>−£1,726</b>                     | <b>£27,050</b>                     |   |
|                                              | Operating Surplus t/f to Future Repairs & Maintenance Provision                                                                                                                                           | £0                        |                             | £0                                 | £0                                 | h |
|                                              | Bank Account Interest                                                                                                                                                                                     | −£400                     | −£1,349                     | £949                               | −£1,400                            | i |
|                                              | <b>Total Rent Charge Expenses (all 100 houses)</b>                                                                                                                                                        | <b>£24,200</b>            | <b>£24,978</b>              | <b>−£778</b>                       | <b>£25,650</b>                     |   |
| <b>Budget Notes</b>                          |                                                                                                                                                                                                           |                           |                             |                                    |                                    |   |
| a                                            | <i>Remedial work on the surface water drains identified by recent drain cleaning/ survey work.</i>                                                                                                        |                           |                             |                                    |                                    |   |
| b                                            | <i>Repairs &amp; maintenance budget includes repairs to roadways, paths, fencing, lighting &amp; safety work on trees;</i>                                                                                |                           |                             |                                    |                                    |   |
| c                                            | <i>Separate budget for OPM spraying &amp; nest removal;</i>                                                                                                                                               |                           |                             |                                    |                                    |   |
| d                                            | <i>Gardening &amp; Road Cleaning charges plus plants &amp; planting;</i>                                                                                                                                  |                           |                             |                                    |                                    |   |
| e                                            | <i>Computer Costs: LRRA website hosting, updates, monthly maintenance and security checks;</i>                                                                                                            |                           |                             |                                    |                                    |   |
| f                                            | <i>Accountants fees;</i>                                                                                                                                                                                  |                           |                             |                                    |                                    |   |
| g                                            | <i>General expenses includes costs of external legal &amp; admin support as well as printing, stationery, postage, AGM, Companies House costs plus contribution to Long Ditton Residents Association;</i> |                           |                             |                                    |                                    |   |
| h                                            | <i>Any operating surplus or (deficit) is added to (or subtracted from) the Future Repairs &amp; Maintenance Provision;</i>                                                                                |                           |                             |                                    |                                    |   |
| i                                            | <i>Interest receipts from savings account;</i>                                                                                                                                                            |                           |                             |                                    |                                    |   |
| j                                            | <i>Rent Charge is set to cover budgeted expenses after allowing for prompt payment discounts.</i>                                                                                                         |                           |                             |                                    |                                    |   |
| <b>Rent Charges are due from 1 April:</b>    |                                                                                                                                                                                                           |                           |                             | <b>2023-24<br/>Rent<br/>Charge</b> | <b>2024-25<br/>Rent<br/>Charge</b> |   |
| j                                            | <i>Rent Charge on all properties - 100 houses</i>                                                                                                                                                         |                           |                             | £250                               | £260                               | j |