

Venture House, 27-29 Glasshouse Street,  
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Residents/Occupiers  
Newhall  
Harlow  
CM17

Date: 13 December 2016

Our Ref: FB/NewhallBudget2017

Your Ref:

**Please note that our offices will be open until close of business on  
Friday 23<sup>rd</sup> December 2016. We will re-open on Tuesday 3<sup>rd</sup> January 2017**

Dear Sir/Madam,

**Newhall Projects Limited  
Newhall Estate – 2017 Budget & 2016 Forecast**

In preparation for the new Service Charge year, please find enclosed the following documentation for your information and retention:-

- 2017 Estate Budget
- Notes of Explanation (2017 Estate Budget)
- Application for Payment (invoice)
- Contact Details request sheet
- Invitation for Residents Association Meeting

The enclosures detail the annual service charge budget and notes of explanation for each expenditure heading where you will find details of the marginally increased budget.

We have pleasure in enclosing the expenditure Statement for 2015 which details the overall expenditure for the Estate for the period 1<sup>st</sup> January 2015 – 31<sup>st</sup> December 2015. Details of each heading are within the Notes of Explanation column to the right hand side.

Whilst writing, we would like to provide you with an update on some key issues at Newhall.

**Parking**

Parking enforcement has been active for nearly three years, we have seen a decrease in inconsiderate parking however would like to take this opportunity to remind all owners and residents of Newhall that there is to be no parking on the pathed or landscaped areas.

I would like to remind you that North Essex Parking Partnership are responsible for parking matters on adopted highways at Newhall including The Chase and Great Auger Street. We understand Essex Police are able to instigate action against any motorist who is considered to be parked in a dangerous manner.

**Community Centre & Montessori Nursery**

Newhall Projects are progressing with the construction of the new Community Centre. Completion of this exciting facility is anticipated during 2018. More news will follow in our next newsletter. Construction work for the new nursery (that is temporarily housed in New

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Pond Street) is due to commence in 2017 and further information, along with the anticipated opening date, will follow in due course.

### Contact Information

We have enclosed a Contact Details sheet so that we can obtain your up to date correspondence email address. Our aim is to send you as much information as possible electronically. Please kindly complete and return the completed contact details sheet via the Newhall email: [newhall@shw.co.uk](mailto:newhall@shw.co.uk) or by post to FAO: Fleur Best, Stiles Harold Williams, Venture House, 27-29 Glasshouse Street, London, W1B 5DF.

Finally, we would encourage those that previously paid by cheque or standing order, to set up a Direct Debit to avoid delays and also save on postage. If you would like to pay by Direct Debit please contact the Property Management Accounts Department on 01273 876200 and they will send you a mandate for completion. You can also pay by internet banking, the account details are included on the reverse of your enclosed Application for Payment to enable you to do this. Please ensure that you quote your unique reference number, which can be found at the top right corner of the Application for Payment.

With Compliments of the Season and wishing you a prosperous New Year!

Yours sincerely,



**Fleur Best AIRPM**  
**Assistant Property Manager**  
for and on behalf of  
**Stiles Harold Williams Partnership LLP**

