

LIQ03

Notice of progress report in voluntary winding up



Companies House

For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 2 5 0 6 3 3 8

Company name in full Blakedown Landscapes (Operations) Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Liquidator's name

Full forename(s) Craig James

Surname Povey

3 Liquidator's address

Building name/number 8th Floor

Street One Temple Row

Post town Birmingham

County/Region

Postcode B 2 5 L G

Country

4 Liquidator's name ①

Full forename(s) Richard

Surname Toone

① Other liquidator

Use this section to tell us about
another liquidator.

5 Liquidator's address ②

Building name/number 31st Floor

Street 40 Bank Street

Post town London

County/Region

Postcode E 1 4 5 N R


Country

② Other liquidator

Use this section to tell us about
another liquidator.

LIQ03

Notice of progress report in voluntary winding up

6	Period of progress report											
From date	^d 1	^d 9	^m 0	^m 6	^y 2	^y 0	^y 1	^y 9				
To date	^d 1	^d 8	^m 0	^m 6	^y 2	^y 0	^y 2	^y 0				
7	Progress report											
	<input checked="" type="checkbox"/> The progress report is attached											
8	Sign and date											
Liquidator's signature	<div>Signature</div> <div>  </div>											
Signature date	^d 1	^d 7	^m 0	^m 8	^y 2	^y 0	^y 2	^y 0				

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Peter Johnson**

Company name **Begbies Traynor (Central) LLP**

Address **8th Floor**

One Temple Row

Post town

County/Region **Birmingham**

Postcode **B 2 5 L G**

Country

DX

Telephone **0121 200 8150**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

Blakedown Landscapes (Operations) Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts & Payments

Statement of Affairs £	From 19/06/2019 To 18/06/2020 £	From 10/06/2016 To 18/06/2020 £
ASSET REALISATIONS		
Bank charges refund	15.87	76.20
Bank Interest Gross	735.40	1,450.18
Book Debts	NIL	76,816.28
Furniture & Equipment	NIL	1,707.20
NIL Intercompany Loan	NIL	NIL
Refund of ADM Insurance	NIL	1,691.74
Surplus from Administration	NIL	230,433.89
	751.27	312,175.49
COST OF REALISATIONS		
Agents/Valuers Fees (1)	NIL	1,000.00
Agents/Valuers Fees (2)	NIL	3,264.90
Corporation Tax	114.00	135.52
Debt Collection Commission	NIL	9,889.93
Disbursements - Administration	NIL	601.49
Legal Fees (1)	NIL	7,787.97
Meeting Expenses	147.10	173.80
Office Holders Fees	40,898.07	61,894.43
Specific Bond	NIL	420.00
Stationery & Postage	1,354.83	3,294.78
Statutory Advertising	NIL	154.95
Storage Costs	NIL	96.80
Sundry	13.00	13.00
	(42,527.00)	(88,727.57)
PREFERENTIAL CREDITORS		
DE Arrears & Holiday Pay	NIL	24,312.52
Employee Arrears/Hol Pay	NIL	12,047.16
	NIL	(36,359.68)
UNSECURED CREDITORS		
Directors	NIL	101.81
Employees	NIL	169.55
HM Revenue & Customs	NIL	4,533.82
Trade & Expense Creditors	NIL	32,127.51
	NIL	(36,932.69)
	(41,775.73)	150,155.55
REPRESENTED BY		
Interest Bearing Bank Account		142,580.43
Suspense Account		(424.88)
Vat Receivable		8,000.00
		150,155.55



Craig Povey
Joint Liquidator

ANNUAL PROGRESS REPORT

BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

COMPANY NO: 02506338

**CVR Global LLP
Three Brindleyplace
2nd Floor
Birmingham
B1 2JB
Telephone Number: 01273 421200
E Mail: chopper@cvr.global**

This report has been prepared for the sole purpose of updating the creditors for information purposes. The report is private and confidential and may not be relied upon, referred to, reproduced or quoted from, in whole or in part, by creditors for any purpose other than updating them for information purposes, or by any other person for any purpose whatsoever.

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

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ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

1. EXECUTIVE SUMMARY

This report details the progress of the Liquidation in the period from 19 June 2019 to 18 June 2020, known as the "Review Period". This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

A summary of key information in this report is detailed below.

Assets

Asset	Estimated to realise per Administration final report £	Realisations to date £	Anticipated future realisations £	Total anticipated realisations £
Furniture & Equipment	N/A	1,707.20	NIL	1,707.20
Book Debts	323,733.00	76,816.28	NIL	76,816.28
Bank Interest Gross	N/A	1,450.18	50	1,500.18
Refund of Administration Insurance	N/A	1,691.74	NIL	1,691.74
Surplus from Administration	240,403.72	230,433.89	NIL	230,433.89
Bank charges refund	N/A	76.20	NIL	76.20

*Including £424.88 returned dividend cheque/ payments

Expenses

Expense	Amount per fees and expenses estimates £	Expense incurred to date £	Expense drawn to date £	Anticipated further expense to closure £	Total anticipated expense £
Joint Liquidators' fees	23,403.00	66,663.50	61,894.43	5,740.57	67,635.00
Joint Liquidators' disbursements	2,724.00	3,985.38	3,985.38	800.00	4,785.38
Disbursements from Administration	Nil	601.49	601.49	0	601.49
Solicitors' fees	13,457.00	7,787.97	7,787.97	5,669.03	13,457.00
Agents' fees	13,892.00	13,892.00	4,264.90	9,627.10	13,892.00
Debt Collection Fees	51,825.00	9,889.93	9,889.93	10,000.00	19,889.93
Corporation Tax	Nil	135.52	135.52	Nil	135.52
Statutory Advertising	223.50	154.95	154.95	Nil	154.95
Sundry Expenses	Nil	13.00	13.00	Nil	13.00

Dividend prospects

Creditor class	Distribution / dividend paid to date (£)	Anticipated distribution / dividend, based upon the above
Preferential creditors	36,359.68	100p in the £
Unsecured creditors	36,932.69/0.9p in the £	C5p in the £

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Summary of key issues outstanding

- Agreement and settlement of further dividend to unsecured creditors

Closure

Based on current information, it is anticipated that the liquidation will be concluded within the next 12 months, however, this is subject to the remaining debtor balances being quickly resolved.

2. GENERAL ADMINISTRATION

Statutory information

Statutory information may be found at Appendix 1.

The Joint Liquidators are required to meet a considerable number of statutory and regulatory obligations. Whilst many of these tasks do not have a direct benefit in enhancing realisations for the insolvent estate, they assist in the efficient and compliant progressing of the administration of the case, which ensures that work is carried out to high professional standards. A detailed list of these tasks may be found in the attached appendices.

3. ENQUIRIES AND INVESTIGATIONS

As reported in the final progress report of the prior Administration of the Company, investigations are ongoing into the circumstances surrounding the settlement of the Company's fixed charge liabilities, to ascertain whether, or not, these give rise to any possible actions for the benefit of the estate.

The circumstances surrounding the settlement of the Company's fixed charge liabilities are being reviewed, to ascertain whether, or not, these give rise to any possible actions for the benefit of the estate. Lewis Onions Solicitors have been instructed to assist in this matter.

4. REALISATION OF ASSETS

Detailed below is key information about asset realisation and strategy, however, more details about the work undertaken may be found in the attached appendices. The Joint Liquidators formulated and worked through a realisation strategy that sought to maximise realisations net of costs. The financial benefit of those efforts is described further below.

Details of the assets realised prior to the Review Period were detailed in my previous reports. A summary is provided overleaf; however, if you require further details, please contact Chris Hopper at chopper@cvr.global, or on 01273 421200.

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

	Realisations prior to Review Period
Asset	£
Furniture and Equipment	1,707.20
Book Debts	76,816.28
Bank Interest Gross	714.78
Refund of Admin Insurance	1,691.74
Surplus Funds from Administration	230,433.89
Bank Charges Refund	60.33

Book debts

Creditors will recall that debtor balances totalling £2,431,478 were due at the commencement of the Administration, of which £521,595 was estimated to be recoverable. Debtors of £197,862 were recovered in the Administration, along with settlements for additional works, not on the ledger, of £17,147. Balances totalling £323,733 were, therefore, estimated to remain recoverable at the date of Liquidation.

Following Liquidation, the ledger was referred to specialist recovery agents, Direct Legal Collections LLP ('DLC'), to pursue collection of the remaining balances. A total of £76,816.28 has been received since the Liquidation commenced.

DLC have advised that the majority of the remaining ledger is subject to dispute and counter claims, with some balances also being subject to lengthy defect liability periods before they fall payable.

KW Law were instructed to draft an initial letter of demand to one of the outstanding debtors. They recommended instructing a Henderson & Jones, specialists in maximising litigation claims, to assist with the claim.

Following initial discussions with one of the Company's directors, Henderson & Jones advised they could not continue with the claim due to a lack of supporting documentation. Further action was therefore abandoned, on the clear basis that the costs would exceed any potential realisation with no clear prospect of any realisation if any or at all.

DLC have also advised that based on the supporting evidence held by the Company, they not believe that taking legal action against the remaining debtors would be appropriate and therefore they have recommended that no further action is taken.

Bank Interest Gross

Bank interest in the sum of £735.40 has been received during the review period and a total of £1,450.18 since the commencement of the Liquidation.

Bank Refund

A refund for bank charges of £15.87 was received during the review period.

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

5. CREDITORS

Irrespective of whether sufficient realisations are achieved to pay a dividend to creditors, the Joint Liquidators have had to carry out key tasks which are detailed in the attached appendices. The following sections explain the anticipated outcomes to creditors and any distributions paid.

Secured creditors

The Company had granted a fixed and floating charges as follows:

Charge holder	Date registered	Mortgage description
Lloyds Bank plc	19/07/2001	Debenture comprising fixed and floating charges over the undertaking and all property and assets
Lloyds Bank plc	17/09/2002	Deed of Admission over any sum or sums for the time being standing to the credit of any present or future account of the company
Lloyds Bank plc	01/09/2006	Mortgage Deed over Waresley Green Farmhouse, Hartlebury
Lloyds Bank plc	16/01/2009	Mortgage Deed over freehold land at Elberton Road
Lloyds Bank plc	04/01/2013	Deposit agreement to secure own liabilities
Nucleus Commercial Finance Limited	27/05/2015	Legal charge comprising fixed and floating charges over the undertaking and all property and assets
Nucleus Commercial Finance Limited	29/05/2015	Legal charge over land at Elberton Road
Nucleus Commercial Finance 1 Limited	03/05/2016	Legal charge comprising fixed and floating charges over the undertaking and all property and assets.

No liabilities are understood to be due under the charges set out above.

Preferential creditors

Employee claims

Preferential claims relating to unpaid holiday pay and wage arrears are estimated at £30,516. The relevant information for employees to submit claims has been made to the Redundancy Payments Office and information and help has been given to employees to enable them to submit their claims online.

Preferential claims of £36,359.68 have been received and a distribution of 100p in the £ was made to preferential creditors on 12 September 2018.

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Unsecured creditors

Claims of £4,051,252.07 have been received and admitted to date, however, please be advised that proofs of debt are still being received and, therefore, the total value of unsecured claims is not known at present.

An interim distribution to creditors was made on 27 November 2018. A total sum of £36,932.69 was distributed, which represented 0.9p in the £ on claims.

Dividend prospects

It is anticipated that a dividend in the region of 5-6p in the £ will be made to unsecured creditors; however, this will be dependent upon future asset realisations, and the quantum of final claims agreed.

Where a floating charge is created after 15 September 2003 a prescribed part of the company's net property shall be made available to unsecured creditors.

The Company has no outstanding sums due under its floating charges, and consequently, there will be no prescribed part in this Liquidation.

FEES AND EXPENSES

The Joint Liquidators' fees

It is the firm's practice to ensure that work is conducted by the appropriate staff member at the appropriate level of experience. Junior members of staff deal with the day to day administration on cases and a manager and director or partner then oversees the work undertaken. Where the issues are complex and litigious, the work will be closely supervised or undertaken by a manager or partner.

The basis of the Joint Liquidators' fees was approved by creditors on 12 March 2020 in accordance with the following:

'The Joint Liquidators' remuneration be fixed on a time cost basis in accordance with the time properly given by them and their staff in attending to matters arising during the Liquidation, estimated to be £67,635.00. Such remuneration may be drawn from time to time from funds available'.

The time costs for the period 19 June 2019 to 18 June 2020 total £17,715.00, representing 69.10 hours at an average hourly rate of £256.37. The sum of £61,894.43 has been drawn on account of time costs incurred. The time costs for the period are detailed in the attached appendices.

The total time costs during the period of appointment amount to £66,663.50 representing 301.60 hours at an average hourly rate of £221.03 and a comparison between the original estimate and time costs to date is given in the attached appendices.

Having regard for the costs that are likely to be incurred in bringing this Liquidation to a close, the Joint Liquidators consider that:

- the original fees estimate is likely to be exceeded; and
- the original expenses estimate is unlikely to be exceeded.

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

The reason that costs are expected to exceed the estimate is primarily related to the ongoing investigations into the fixed charge transaction and achieving a possible recovery in respect of this, which would potentially increase funds available to creditors. The Joint Liquidators intend to seek creditors' approval to fees in addition to those previously estimated, together with approval for payment of the Joint Administrators' time costs, and the relevant creditors will be invited to consider the Joint Liquidators' proposals in this regard under separate cover.

Disbursements

The disbursements that have been incurred and not yet paid during the period are detailed in the attached appendices. Also included in the attached appendices is a comparison of the expenses likely to be incurred in the Liquidation as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

There were no category 1 disbursements paid for in the period

The category 2 disbursements for the period 19 June 2018 to 18 June 2019 total £1,069.17 and these may include an element of overhead charges in accordance with the decision approved by creditors on 19 August 2016. The basis of calculation of this category of disbursement was disclosed to creditors prior to the decision being made and is also detailed at in the appendices.

Information about this insolvency process may be found on the R3 website at <http://www.creditorinsolvencyguide.co.uk/>. A copy of 'A Creditors' Guide to Fees' can be found at <https://www.r3.org.uk/index.cfm?page=1591>. A hard copy of both Guides may be obtained on request.

Other professional costs

Agents and valuers

Kumar and Company Limited ('K&C') were retained as agents to provide valuation advice in respect of the Company's chattel assets and arrange for disposal of the same. It was agreed that they be remunerated on the basis of their time properly given, plus disbursements and VAT. Charges of £25,210.40 plus VAT and disbursements of £9,912.43 plus VAT were incurred by Kumar and Company Limited in the Administration period, of which a balance of £13,892 plus VAT remained outstanding at the date of Liquidation. No fees were settled during the Review Period.

Debt collectors

The Company's three directors, along with Direct Legal Collections ('DLC') were retained as debt collectors. The fees have been agreed at 10% plus VAT of all book debts collected to both the Directors and DLC. Their fees for the relevant collections of which the sum of £9,889.93 has been paid prior to this Review Period.

Solicitors

Thursfields Legal Limited were instructed as legal advisors in relation to the prior Administration of the Company, with their costs agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. A balance of £3,766.50 remained outstanding at the date of Liquidation, which was settled in full during the previous review period.

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

KW Law LLP Solicitors were instructed as legal advisors in conjunction with DLC in relation to a substantial debtor sum which has been counter-claimed. Their costs have been agreed on the basis of their standard hourly charge out rates, plus disbursements and VAT. The solicitors' total time costs from the date of appointment amount to c£20,000.00, against which a payment of £4,021.47, plus VAT has been made prior to the Review Period.

Specialist Agents

Munitio Cash Flow Consultants were instructed to review and provide details in respect of a Finance Agreement which the Company had entered into. Fees totalling £3,264.90, plus VAT were paid prior to the Review Period for the services provided.

6. CREDITORS' RIGHTS

An unsecured creditor may, with the permission of the court or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question) request further details of the Liquidators' remuneration and expenses, within 21 days of receipt of this report. Any secured creditor may request the same details in the same time limit.

An unsecured creditor may, with the permission of the court or with the concurrence of 10% in value of the creditors (including the creditor in question), apply to court to challenge the amount and/or basis of the Joint Liquidators' fees and the amount of any proposed expenses or expenses already incurred, within 8 weeks of receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Please note that information relevant and useful to creditors can be found at the following website, www.creditorinsolvencyguide.co.uk and <https://www.r3.org.uk/what-we-do/publications/professional/fees>. Hard copies of these publications are available on request by contacting the Joint Liquidators' office.

7. EC REGULATIONS (WHETHER PROCEEDINGS ARE MAIN PROCEEDINGS OR TERRITORIAL)

The Company's centres of main interest were in Bristol, Worcester, Tamworth, Leeds and Weybridge, all in the UK, and therefore, it is considered that the EC Regulations will apply. These proceedings are main proceedings as defined in Article 3 of the EC Regulation.

8. CONCLUSION

The administration of the case will be continuing to finalise the following outstanding matters that are preventing this case from being closed:

- Agreement and settlement of further dividend to unsecured creditors

If you require any further information, please contact this office. CVR Global LLP's data privacy policy can be found at www.cvr.global.

**ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED -
IN CREDITORS' VOLUNTARY LIQUIDATION**



Signed _____
C J POVEY
Joint Liquidator
17 August 2020

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 1

Statutory Information

Company Name	Blakedown Landscapes (Operations) Limited
Former Trading Name	N/A
Company Number	02506338
Registered Office	CVR Global LLP, 2nd Floor, Three Brindleyplace, Birmingham, B1 2JB
Former Registered Office	Fairhaven Nurseries, Elberton Road, Olveston, Bristol BS35 4AB
Officeholders	Craig Povey and Richard Toone
Officeholders address	CVR Global LLP, 2nd Floor, Three Brindleyplace, Birmingham, B1 2JB
Date of appointment	19 June 2017

**ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN
CREDITORS' VOLUNTARY LIQUIDATION**

Appendix 2

**Receipts and Payments account for the Review Period 19/06/2019 to 18/06/2020 and cumulatively
since 19/06/2017**

Blakedown Landscapes (Operations) Limited
(In Liquidation)
Joint Liquidators' Summary of Receipts and Payments

RECEIPTS	Statement of Affairs (£)	From 19/06/2017 To 18/06/2019 (£)	From 19/06/2019 To 18/06/2020 (£)	Total (£)
Furniture & Equipment		1,707.20	0.00	1,707.20
Book Debts		76,816.28	0.00	76,816.28
Intercompany Loan	NIL	0.00	0.00	0.00
Bank Interest Gross		714.78	735.40	1,450.18
Refund of ADM Insurance		1,691.74	0.00	1,691.74
Surplus from Administration		230,433.89	0.00	230,433.89
Bank charges refund		60.33	15.87	76.20
Suspense Account		424.88	0.00	424.88
		311,849.10	751.27	312,600.37
PAYMENTS				
Specific Bond		420.00	0.00	420.00
Office Holders Fees		20,996.36	40,898.07	61,894.43
Disbursements - Administration		601.49	0.00	601.49
Meeting Expenses		26.70	147.10	173.80
Agents/Valuers Fees (1)		1,000.00	0.00	1,000.00
Agents/Valuers Fees (2)		3,264.90	0.00	3,264.90
Legal Fees (1)		7,787.97	0.00	7,787.97
Corporation Tax		21.52	114.00	135.52
Debt Collection Commission		9,889.93	0.00	9,889.93
Stationery & Postage		1,939.95	1,354.83	3,294.78
Storage Costs		96.80	0.00	96.80
Statutory Advertising		154.95	0.00	154.95
Sundry		0.00	13.00	13.00
DE Arrears & Holiday Pay		24,312.52	0.00	24,312.52
Employee Arrears/Hol Pay		12,047.16	0.00	12,047.16
Trade & Expense Creditors		32,127.51	0.00	32,127.51
Employees		169.55	0.00	169.55
Directors		101.81	0.00	101.81
HM Revenue & Customs		4,533.82	0.00	4,533.82
		119,492.94	42,527.00	162,019.94
Net Receipts/(Payments)		192,356.16	(41,775.73)	150,580.43
MADE UP AS FOLLOWS				
Interest Bearing Bank Account		36,129.86	106,450.57	142,580.43
Three Month Term Deposit		150,000.00	(150,000.00)	0.00
VAT Receivable / (Payable)		6,226.30	1,773.70	8,000.00
		192,356.16	(41,775.73)	150,580.43

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 3

Detailed list of work undertaken the Review Period 19/06/2019 to 18/06/2020

Below is detailed information about the tasks undertaken by the Joint Liquidators.

ADMINISTRATION AND PLANNING	Work involved in this category relates mainly to routine and statutory functions. It does not necessarily provide financial benefit to creditors, but ensures that the case is managed and administered in accordance with legislation and in a professional manner. Specific work is detailed below:
Statutory/advertising	Filing of documents to meet statutory requirements Advertising in accordance with statutory requirements
Document maintenance/file review/checklist	Filing of documents Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
Bank account administration	Bank account reconciliations Correspondence with bank regarding specific transfers Maintenance of the estate cash book Banking remittances and issuing cheques/BACS payments
Planning / Review	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case
Books and records / storage	Dealing with records in storage Sending job files to storage
Creditor reports	Preparing annual progress report, investigation and general reports to creditors
INVESTIGATIONS	The office holders are required to undertake an investigation in to the affairs of the company or individual prior to the commencement of the insolvency process. An office holder is required to submit a report on the conduct of the Directors who were in office in the period three years prior to the commencement of the insolvency process, to the Insolvency Service, in accordance with legislation. Occasionally such investigations identify further potential asset recoveries. Specific work is detailed below:
Litigation / Recoveries	Strategy meeting regarding litigation Liaising with solicitors regarding recovery actions
REALISATION OF ASSETS	This involves work in realising assets of the company or individual, which are known and stated in the statement of affairs. It may also include work involved in asset recoveries identified post appointment, which were either unknown or identified during the office holders' investigations. Specific work is detailed below:
Debtors	Correspondence with debtors Reviewing and assessing debtors' ledgers Liaising with debt collectors and solicitors Dealing with disputes, including communicating with directors/former staff
CREDITORS	This involves work in dealing with creditor queries and correspondence, including reports and where funds permit agreeing creditor claims and provision of dividends to creditors. This may also involve assisting employees. Specific work is detailed below:
Creditor Communication	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
Dealing with proofs of debt	Receipting and filing POD when not related to a dividend Corresponding with RPO regarding POD when not related to a dividend
Processing proofs of debt	Preparation of correspondence to potential creditors inviting submission of POD Receipt of POD Adjudicating POD Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
Dividend procedures	Preparation of correspondence to creditors advising of intention to declare distribution Advertisement of notice of proposed distribution Preparation of distribution calculation Preparation of correspondence to creditors announcing declaration of distribution Preparation of cheques/BACS to pay distribution Preparation of correspondence to creditors enclosing payment of distribution Seeking unique tax reference from HMRC, submitting information on PAYE/Ni deductions from employee distributions and paying over to HMRC Dealing with unclaimed dividends

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Current Charge-out Rates for the firm

Time charging policy

Charge-out rates are normally reviewed annually when rates are adjusted to reflect such matters as inflation; increases in direct wage costs; and changes to indirect costs such as Professional Indemnity Insurance. It is the firm's policy for the cashier's time spent on an assignment to be charged to the case. However, secretarial and office admin support time is charged only in respect of identifiable blocks of time devoted to the case where we consider it to be viable to do so. All time is recorded in 6 minute units.

Staff	Charge out rates £
Insolvency Practitioner/Partners	390-495
Consultants	390-495
Directors	360-390
Associate Directors	330-360
Managers	300-330
Assistant Manager	290-310
Senior Executive	240-275
Executive	155-190
Cashier	135-185
Secretarial/Admin/Analyst	90-125

Direct expenses ("Category 1 Disbursements")

Category 1 disbursements as defined by SIP 9, which can be specifically identified as relating to the administration of the case, will be charged to the estate at cost, with no uplift. These include but are not limited to such items as advertising our appointment, meetings and requesting claims from creditors, storage in relation to the books and records of the company or individuals and the assignment records, online reporting facilities in relation to the uploading of documents and reports for creditors, bonding and other insurance premiums to protect the estate and its assets, and properly reimbursed expenses incurred by personnel in connection with the case.

Indirect expenses ("Category 2 Disbursements")

It is our normal practice to also charge the following indirect disbursements ("Category 2 Disbursements as defined by SIP 9) to the case, where appropriate:

Circulars to creditors:

Plain/headed paper including photocopying	12p per side
Envelopes	12p each
Postage	Actual cost

Room Hire

For the convenience of creditors and to save the cost of booking an outside hotel room, meetings of creditors are occasionally held internally at our offices. Where meetings of creditors are held in one of our internal meeting rooms, a charge of £100 plus VAT may be levied to cover the cost of booking the room.

Travel

Mileage incurred as a result of any necessary travelling is charged to the estate at the H M Revenue & Customs approved rate, currently 45p per mile.

All of the above costs are subject to amendment by the firm at any time and if amended will be notified to creditors with the next circular sent to all creditors.

Company Searches & Electronic Verification of Identity

Included in expense and/or disbursements, Company Searches and electronic Verification of Identity include an element of shared costs. Such expenses are of an incidental nature but are generally incurred on each case. In line with the cost of the external provision of such services, a charge of £15 plus VAT is levied to cover the cost of these searches.

BLAKEDOWN LANDSCAPES (OPERATIONS) LTD - CVL - BLAK65244

Time and Chargeout Summary for the period 19/06/2017 to 18/06/2020							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning							
(A)Appointment Documents	0.00	0.00	3.00	0.00	3.00	720.00	240.00
(A)Case Reviews	0.60	2.30	4.50	0.40	7.80	2,390.00	306.41
(A)Cashiering	0.30	0.10	1.60	27.00	29.00	4,763.00	164.24
(A)General Administration	10.60	8.80	3.50	21.80	44.70	10,022.50	224.22
(A)JA Correspondence	0.00	0.00	0.00	1.10	1.10	108.00	98.18
(A)Money Laundering & ethics	0.00	0.00	0.00	0.50	0.50	60.00	120.00
(A)Statutory Filing, advertising & bordereau	0.00	0.30	0.10	0.00	0.40	133.00	332.50
Total for Administration & Planning	11.50	11.50	12.70	50.80	86.50	18,196.50	210.36
Investigations							
(I)Antecedent Transactions	3.00	0.50	4.80	0.00	8.30	2,853.00	343.73
(I)Investigations (not SIP2/CDDA)	1.10	1.00	2.00	0.00	4.10	1,349.00	329.02
Total for Investigations	4.10	1.50	6.80	0.00	12.40	4,202.00	338.87
Realisation of Assets							
(R)Agents & Valuations	0.70	1.90	0.20	0.00	2.80	907.00	323.93
(R)Book Debts	0.90	6.30	8.90	0.50	16.60	5,021.00	302.47
(R)Motor Vehicles	0.10	0.00	0.70	0.00	0.80	207.00	258.75
(R)Other Assets	12.50	2.50	0.40	0.00	15.40	5,736.00	372.47
Total for Realisation of Assets	14.20	10.70	10.20	0.50	35.60	11,871.00	333.46
Creditors							
(C)Claims & Proofs	1.10	3.30	2.00	22.30	28.70	4,544.50	158.34
(C)Correspondence	0.60	6.90	5.60	5.50	18.60	4,423.00	237.80
(C)Dividends	2.00	11.30	2.70	21.30	37.30	6,676.00	178.98
(C)Employees claims & dividends	0.50	9.40	0.00	2.40	12.30	2,749.50	223.54
(C)Pension Creditors	0.10	0.00	0.30	0.00	0.40	141.00	352.50
(C)Preferential claims & proofs	0.00	1.70	0.00	0.70	2.40	492.00	205.00
(C)Preferential Creditors	0.00	7.30	0.00	0.30	7.60	1,788.00	235.26
(C)Reports & Circulars	0.80	8.70	5.60	21.80	36.90	6,821.00	184.85
(C)Sec Claims & Proofs	0.00	0.00	0.10	6.00	6.10	754.00	123.61
(C)Sec Correspondence	0.00	0.00	0.00	1.10	1.10	132.00	120.00
(C)Sec Dividends	0.00	0.00	0.00	2.30	2.30	276.00	120.00
Total for Creditors	5.10	48.60	16.30	83.70	153.70	28,797.00	187.36
Case Specific Matters							
(CS)Legal Matters (non invest)	0.70	2.90	3.50	0.00	7.10	1,944.00	273.80
(CS)Other Special Issues	0.40	0.10	0.80	0.00	1.30	377.00	290.00
(CS)Post appointment tax returns	0.00	0.30	1.10	0.00	1.40	402.00	287.14
(CS)Pre Appointment Taxation	0.00	0.00	3.60	0.00	3.60	874.00	242.78
Total for Case Specific Matters	1.10	3.30	9.00	0.00	13.40	3,597.00	268.43
Total Hours	36.00	75.60	55.00	135.00	301.60	66,663.50	221.03
Total fees Claimed	13,893.00	20,219.00	15,690.00	16,861.50	66,663.50		

**ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN
CREDITORS' VOLUNTARY LIQUIDATION**

Appendix 4

**Time cost information for the Review Period 19/06/2019 to 18/06/2020 and cumulatively since
19/06/17**

Time and Chargeout Summary for the period 19/06/2019 to 18/06/2020							
Classification of work function	Hours					Time Cost £	Average hourly rate £
	Partner / Director	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours		
Administration & Planning	7.50	10.00	0.10	12.80	30.40	7,387.50	243.01
Investigations	0.00	0.10	0.00	0.00	0.10	30.00	300.00
Realisation of Assets	3.60	9.90	0.00	0.00	13.50	4,309.00	319.19
Creditors	1.60	14.80	0.00	8.30	24.70	5,841.50	236.50
Case Specific Matters	0.30	0.10	0.00	0.00	0.40	147.00	367.50
Total Hours	13.00	34.90	0.10	21.10	69.10	17,715.00	256.37
Total fees Claimed	4,923.00	10,184.00	24.00	2,584.00	17,715.00		

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 5

Time costs summary for review Period 19/06/2019 to 18/06/2020, cumulative & comparison with estimate

	Original fees estimate			Actual time costs incurred during the Review Period			Total time costs incurred to date		
Work category	Number of hours	Blended hourly rate £ per hour	Total fees £	Number of hours	Average hourly rate £ per hour	Total time costs £	Number of hours	Average hourly rate £ per hour	Total time costs £
Administration (including statutory reporting)	34.70	226.28	7,852.00	30.40	243.01	7,387.50	86.50	210.35	18,196.50
Investigations	4.70	256.49	1,205.50	0.1	300	30.00	12.40	338.87	4,202.00
Realisation of assets	7.00	275.00	1,925.00	13.50	319.18	4,309.00	35.60	333.45	11,871.00
Creditors (claims and distribution)	45.70	238.69	10,908.00	24.70	236.47	5,841.50	153.70	187.36	28,797.00
Case Specific	6.80	222.35	1,512.00	0.4	367.50	147.00	13.40	268.44	3,597.00
TOTAL	98.90	236.63	23,402.50	69.10	256.37	17,715.00	301.6	221.04	66,663.50

ANNUAL PROGRESS REPORT OF BLAKEDOWN LANDSCAPES (OPERATIONS) LIMITED - IN CREDITORS' VOLUNTARY LIQUIDATION

Appendix 6

Expenses summary for Review Period 19/06/2019 to 18/06/2020, cumulative & comparison with estimate

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses				
Legal costs	13,457.00		7,787.97	
Agents' and valuers' costs	13,892.00		4,264.90	
Agents fees (2)				Costs involved in specialist review of records
Debt collection	51,825.00		9,889.93	
Advertising	223.50		154.95	
Bonding	-		420.00	
Storage	-		96.80	
Meeting Expenses	-	147.10	264.56	
Category 2 Expenses				
Postage and Stationery	2,500.00	1354.83	3,854.83	
Sundry		13.00	13.00	
TOTAL	81,897.50	1,514.93	34,809.79	