

The Insolvency Act 1986

**Administrator's progress report**

Name of Company

Coast Developments (NW) Limited

Company number

06714088

In the

High Court of Justice, Chancery Division,  
Companies Court

(full name of court)

Court case number

9609 of 2012

(a) Insert full  
name(s) and  
address(es) of  
administrator(s)

I/We (a)

Simon Thomas  
Moorfields Corporate Recovery Limited  
88 Wood Street  
London  
EC2V 7QFNicholas O'Reilly  
Moorfields Corporate Recovery Limited  
88 Wood Street  
London  
EC2V 7QF

administrator(s) of the above company attach a progress report for the period

From

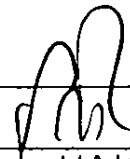
To

(b) Insert date

(b) 9 November 2014

(b) 5 May 2015

Signed



Joint / Administrator(s)

Dated

05/06/15

**Contact Details**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form

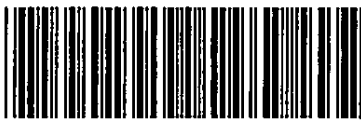
The contact information that you give will be visible to searchers of the public record

Simon Thomas  
Moorfields Corporate Recovery Limited  
88 Wood Street  
London  
EC2V 7QF

DX Number

0207 186 1144  
DX Exchange

SATURDAY



\*A48YKOZN\*

A28

06/06/2015

#193

COMPANIES HOUSE

When you have completed and signed this form, please send it to the Registrar of Companies at -  
**Companies House, Crown Way, Cardiff CF14 3UZ DX 33050 Cardiff**

**Coast Developments (NW) Limited - In Administration**

**Joint Administrators’ Extension Progress Report**

**in accordance with**

**Rule 2.47 of the Insolvency Rules 1986 (as amended)**

**5 May 2015**

Coast Developments (NW) Limited – In Administration (“the Company”)  
Joint Administrators' Fifth Progress Report

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*Disclaimer*

*This report has been prepared for the sole purpose of updating 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*

## **Coast Developments (NW) Limited – In Administration**

### **1. Background and Statutory Information**

This is the Joint Administrators' fifth progress report on the conduct of the Administration from 9 November 2014 to 5 May 2015 in accordance with the requirements of Rule 2.47 of the Insolvency Rules 1986 (as amended) ("the Rules")

This report should be read in conjunction with the Joint Administrators' previous reports dated 16 July 2013, 18 December 2013, 8 May 2014 and 19 November 2014. There has been no major deviation from the strategy as set out in the Joint Administrators' proposals 13 February 2013.

The Company entered administration on 19 December 2012 and Simon Thomas and Shelley Bullman, both Licensed Insolvency Practitioners of Moorfields Corporate Recover Limited ("Moorfields"), 88 Wood Street, London EC2V 7QF were appointed to act as Joint Administrators.

On 20 November 2013, Shelley Bullman was replaced, by an Order of the Court, as Joint Administrator of the Company by Nicholas O'Reilly, who is also a licensed Insolvency Practitioner at Moorfields.

To date no fees have been drawn in respect of the Administration. Further information regarding fees is provided in Section 3.

Based on current information, there will be no distribution to the unsecured creditors.

On the basis of an expectation that there will be unrealised assets upon the expiry of the Administration (19 June 2015) it is the Joint Administrators' intention to apply for an extension of time. Details of the application are given at Section 8.

Statutory information relating to the Company and the Joint Administrators' appointment is attached at Appendix I.

### **2 Progress of the Administration**

The affairs, business and property of the Company are managed by the Joint Administrators who act as agents of the Company and contract without personal liability.

There has been no change to the strategy outlined in the proposal report. Delays realising the principal asset, as set out in Section 2.2, have resulted in the Administration being extended. Further information regarding Administration extensions is provided in Section 8.

The Joint Administrators' receipts and payments account for the period 9 November 2014 to 5 May 2015 is attached at Appendix II, together with a cumulative Receipts and Payments Account for the period from the date of appointment, 19 December 2012.

No Statement of Affairs figures were provided by the directors and comparisons are not, therefore, possible.



1

2

Separate trading accounts are also shown at Appendix II

The Receipts and Payments Account has been reformatted from previous reports to better illustrate the separation between trading and non trading receipts and payments. The service charge certificates at Appendix II cover the periods from appointment to 31 July 2014. The accounts covering the period from 1 August 2014 to the date of this report will be incorporated in the certificates covering the period to 31 July 2015 which will be issued to residents in due course.

I would comment specifically as follows:

## **2.1 Realisation of assets**

### ***Trading & Site Management – Middleton Retirement Village***

As previously reported the Company has retained an on-site property manager to oversee the site and report directly to the Administrators in respect of any issues arising.

During the reporting period the on-site leisure facilities were closed because they are not commercially viable and the Company is not in a position to subsidise them.

The leisure centre closed on 22 March 2015 and all leisure centre employees have been made redundant.

Leisure centre members who had prepaid at the point of closure are entitled to a refund.

Local agents, Royle Estates ("Royles") manage the service charge on behalf of the Company. Residents pay their service charge contributions directly to Royles and service charge payments are paid by Royles, subject to the Joint Administrators' approval.

To date the Company's service charge liability for void properties has been funded by Allied Irish Bank ("AIB").

Excess service charge receipts over payments will be held in a reserve fund. At the requests of residents, service charge certificates for all periods have been audited and revised certificates will be issued as required.

### ***Ground Rent***

The Company owns the freehold title to the Middleton Towers site ("the Site") and has the right to collect Ground Rent from residents. The Ground Rent collected from each occupied leasehold property is £600 per annum.

Ground rent of £17,178.00 has been received to date. The Joint Administrators are taking steps to collect ground rent arrears.

***Bank Interest***

Interest of £336 65 has been earned from funds held in the Joint Administrators account

***Third Party Refund***

As previously reported the sum of £480 has been refunded back to the Company by a third party following an overpayment

**2.2 Assets still to be realised**

***Freehold Land & Property – Middleton Towers***

At an appeal hearing held on 24 September 2014, a number of planning restrictions over the site were removed, following which various parties came forward with revised offers

A date for best and final offers was set for 27 March 2015 and the Joint Administrators are in negotiations with potential purchasers. They do not expect to be in a position to complete sale contracts until the end of July 2015 at the earliest

**2.3 Sale of assets to a connected party**

In accordance with Statement of Insolvency Practice (“SIP”) 13, the Joint Administrators confirm there have been no transactions with connected parties in the period of the Administration, or in the two years preceding the Administration Order

**2.4 Joint Administrators’ Expenses**

The expenses paid by the Joint Administrators in the period of this report are reflected in the receipts and payments account at Appendix II

There are unavoidable legal requirements which involve detailed site plans being produced so formal notices can be issued to certain parties. At present, the Joint Administrators expect the plans to be available in the week commencing 25 May 2015. The formal notice period referred to above will last two months and thereafter the sale will proceed

Coast Developments (NW) Limited – In Administration ("the Company")  
Joint Administrators' Fifth Progress Report

The following expenses have been incurred by the Joint Administrators' since appointment but not paid

Expenses	Total expenses outstanding as at 01/05/2015 £
Statutory Advertising	76 50
Bond	40 00
Conference Calls	60 80
Postage	35 21
Transfer	29 41
Storage	319 35
Travel	712 22
Accommodation & subsistence	114 17
	<u>1,387 66</u>

The statement excludes any potential tax liabilities that may be payable as an expense of the Administration in due course because amounts due will depend upon the position at the end of the tax accounting period

## 2.5 Professional Advisers

The Joint Administrators have used the professional advisers listed below

Name of Adviser	Brief description of services provided	Basis of fee arrangement	Costs incurred to date £	Costs paid to date £	Amount unpaid £
Savills plc	Submitting proposals to the council in respect of the proposed planning amendments	Fixed fee	60,573	10,573	50,000
Savills plc	Day-to-day management of the site and leisure centre	£20,000 per annum	20,000	8,683	11,316
Eversheds LLP	Legal advice encompassing all aspects of the Administration	Time costs	147,215	40,000	107,215



Savills were appointed due to their prior involvement with the site having advised AIB in respect of pre appointment valuations

Eversheds were appointed as they have sufficient expertise to advise across the broad range of legal issues arising

The Joint Administrators’ choice was based upon their perception of the advisers’ experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of the fee arrangement with them. The Joint Administrators have reviewed the fees charged and are satisfied that they are reasonable in the circumstances of the case.

### **3 Joint Administrators’ Remuneration**

3.1 The statutory provisions relating to remuneration are set out in Rule 2.106 of the Rules. Further information is given in the Association of Business Recovery Professionals’ publication ‘A Creditors’ Guide to Administrators’ Fees’, a copy of which may be accessed from the web site of the Insolvency Practitioners Association at [www.insolvency-practitioners.org.uk](http://www.insolvency-practitioners.org.uk) (follow ‘Regulation and Guidance’ then ‘Creditors’ Guides to Fees’), or is available in hard copy upon written request to the Joint Administrators’ offices.

3.2 The Joint Administrators intend to realise assets subject to a fixed charge on behalf of the secured creditor and will receive a fee in respect of work undertaken. No fees have been agreed to date and any future fees will be reported in due course.

3.3 Attached at Appendix III is a SIP 9 time and cost analysis which provides details of the activity costs incurred by staff grade by reference to time properly spent by the Joint Administrators in managing the Administration during this period. Time costs for the period from 9 November 2014 to the date of this report are £71,190.38. This represents 254.18 hours of work performed at an average hourly rate of £280.08 per hour. No fees have been drawn in this period.

I also attach as Appendix III a cumulative time analysis for the period from 19 December 2012 to the date of this report which provides details of my time costs since appointment. Time costs for this period are £271,135.68. This represents 1,025.96 hours at an average hourly rate of £264.28. No fees have been drawn to date.

It is the Joint Administrators’ policy to delegate the routine administrative tasks to less senior staff in order to maximise the cost effectiveness of the work performed. These staff are supervised by senior staff and the Joint Administrators. Any matter of complexity or significance is dealt with by the senior staff on the team and the Joint Administrators.

The following activities have been undertaken during the reporting period

*Administration and Planning*

- Statutory reporting
- Meetings and conference calls with secured lender
- Forming and implementing the strategy of the Administration

*Asset Realisations*

- Corresponding with agents in relation to marketing, planning and offers
- Corresponding with solicitors in relation to sale and overage
- Corresponding with and meeting with interested parties

*Trading*

- Dealing with various property matters in relation to ongoing site management
- Liaising with Royles and authorising payments
- Ad hoc correspondence with residents.
- Collection of ground rent receipts
- Site updates from site manager
- Insurance claims
- Closure of the leisure centre

- 3 4 Attached at Appendix IV is a schedule detailing activities undertaken together with supporting information in accordance with the Association of Business Recovery Professionals’ SIP 9. This also contains additional information in relation to this firm’s policy on staffing, disbursements and details of our current charge-out rates by staff grade

**4. Joint Administrators’ Disbursements**

In accordance with SIP 9, where expenses are incurred in respect of the insolvent estate they will be recharged. Such expenses can be divided into two categories

**4 1 Category 1 Disbursements**

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying (if external provider), statutory advertising and other expenses made on behalf of the assignment. Such disbursements can be paid from the insolvent’s assets without approval from the Creditors’ Committee or the general body of creditors. In line with Statement of Insolvency Practice No. 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. I am prepared to provide such additional information as may reasonably be required to support the disbursements drawn.

The Joint Administrators’ have incurred disbursements of £1,387.66 since appointment.

No expenses have been drawn in this respect. These are shown on the receipts and payments account at Appendix 1. Disbursements incurred in the period but not yet drawn are detailed in Section 2.4.

#### 4.2 Category 2 Disbursements

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No. 9 provides that such disbursements are subject to approval as if they were remuneration. Accordingly, at the aforementioned meeting, creditors passed a resolution authorising the Joint Administrators to recover Category 2 expenses and disbursements. It is our policy, in line with the Statement, to advise of any Category 2 disbursements before they are drawn.

Category 2 disbursements of £50 have been incurred in relation to the creditors’ portal. No category 2 disbursements have been drawn in this period.

The following Category 2 disbursements are currently charged by this firm:

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter
- A charge of £10 for identification search’s per director to comply with Money Laundering Regulations

#### 5 Prescribed Part

- 5.1 Under the provisions of Section 176A of the Insolvency Act 1986 the Administrators must state the amount of funds available to unsecured creditors in respect of the prescribed part. This provision only applies where the company has granted a floating charge to a creditor after 15 September 2003.
- 5.2 A floating charge was granted in favour of AIB on 5 June 2009 and the prescribed part would therefore ordinarily apply.

The Prescribed Part (section 176A of the Insolvency Act 1986 (Prescribed Part) Order 2003) applies where there are floating charge realisations, net of costs and preferential claims (the ‘net property’), to be set aside for unsecured creditors. This equates to:

- 50% of net property up to £10,000
- Plus, 20% of net property in excess of £10,000
- Subject to a maximum of £600,000

The Company’s net property is the amount of its property subject to any floating charges created by the Company after allowing for costs and claims of preferential creditors

5.3 Based on present information the Joint Administrators estimate that, after allowing for costs, there will be no net property from which to retain and distribute the prescribed part

5.4 Please note that the net property and prescribed part calculation can only be estimated at this stage. The value of any prescribed part may be subject to change once creditor claims and the Joint Administrators’ costs and expenses have been finalised

## **6 Estimated outcome for creditors**

### **6.1 Secured Creditors**

AIB holds a Legal Mortgage and a Mortgage Debenture, both dated 5 June 2009, over the assets of the Company. At the date of the Administration the indebtedness was estimated at £15.6m

To date no distributions have been paid to the debenture holder under their charge

As detailed in Section 5 a floating charge was granted in favour of AIB on 5 June 2009 and the prescribed part would therefore ordinarily apply. However, based on present information it is anticipated that there will be no net property available to create a prescribed part

### **6.2 Preferential Creditors**

There were no wage arrears or claims for holiday pay at the date of our appointment. To date I have not received any claims from preferential creditors. It is therefore assumed that there are no preferential creditors in the Administration

### **6.3 Unsecured Creditors**

The Joint Administrators have received claims totalling £222,936 from four creditors. I have yet to receive claims from fourteen creditors identified in the directors’ statement of affairs

No defined clarification of creditors’ claims has been undertaken. Based on current information, and in accordance with information available at the time of the Joint Administrators’ proposals, the Joint Administrators do not anticipate there being sufficient funds to enable a distribution to be paid to the unsecured creditors of the Company

## **7 Investigations**

In accordance with the Company Directors Disqualification Act 1986 I would confirm that I have submitted a report on the conduct of the Directors of the Company to the Department for Business Innovation & Skills. As this is a confidential report, I am not able to disclose the contents.

To complete this report a review of the Company's financial accounts, bank statements and directors' questionnaires was undertaken regarding the period leading up to the Administration to ascertain whether or not there had been any misconduct by the director in the form of any preference payments, transactions at an undervalue or wrongful trading.

If creditors wish to bring any matters they believe to be relevant to the attention of the Joint Administrators, they are invited to do so in writing to Simon Thomas and Nicholas O'Reilly at Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF.

## **8. Extension of Time**

It is the Joint Administrators' intention to make an application to Court to obtain a one year extension of the Administration period to allow sufficient time to realise the Company's interest in the site, as detailed in Section 2.2, and to finalise its tax and financial affairs.

### **8.1 Freehold Land – Middleton Retirement Village**

Negotiations are ongoing with interested parties as outlined in Section 2.2, and I am hopeful of progressing towards a sale. However, it will not be possible to complete a sale and fulfil the Administrators' final duties and obligations in closing the case prior to the current expiry of the Administration on 19 June 2015.

### **8.2 The value to the secured creditor in obtaining an extension of the Administration period is significant. A sale of the site through a Liquidation is likely to result in a significant decrease in market value. The moratorium affords the Joint Administrators the necessary protection from creditors whilst the site is sold with a view to obtaining the best possible sale price.**

### **8.3 Extension Request**

A one year extension is required for the following reasons:

- to facilitate the sale of the site and to ensure maximum realisations for the secured creditor
- to avoid additional costs being incurred requesting further extensions to the administration should the timescales for selling the site not be met
- to complete all Administration duties and obligations

The Joint Administrators have sought and received the consent of the secured creditor to extend the Administration by 12 months.

The Administration has previously been extended by a period of 6 months and then a further 12 months with the consent of the secured creditor.

Legal costs in relation to this extension application have been estimated at £3,500

- 8 4 The cost of the extension will be met by the secured creditor, AIB, through a contribution to Administration costs and not from the Administration estate. AIB are supportive of the extension application which will provide the Joint Administrators with the necessary time to complete the sale of the site. There is no perceived detriment to the body of creditors as a whole.
- 8 5 This report constitutes the extension application progress report to court in accordance with Rule 2.112(4) of the Insolvency Rules 1986.

## **9 Exit from Administration**

- 9 1 Upon the application of the Joint Administrators dated 8 May 2014 it was ordered that, pursuant to paragraph 76(2)a of Schedule B1 to the Insolvency Act 1986 the Administrators' term of office be extended until 19 June 2015. A further 12 month extension has been applied for as set out in Section 8.

As outlined in the initial report to creditors it is the Joint Administrators' intention to exit the Administration into Creditors Voluntary Liquidation should there be sufficient asset realisations to allow a distribution to unsecured creditors, failing which the Company will be dissolved.

- 9 2 The Joint Administrators will be discharged from liability under Paragraph 98(3) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrators ceasing to have effect.

## **10 Creditors' rights**

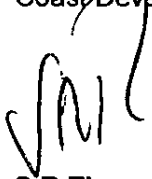
- 10 1 Within 21 Days of the receipt of this report, a secured creditor, or an unsecured creditor (with concurrence of at least 5% in value of the unsecured creditors) may request in writing that the Joint Administrators provide further information about his remuneration or expenses (other than pre-administration costs) which have been itemised in this progress report.
- 10 2 Any secured creditor, or an unsecured creditor (with the concurrence of at least 10% in value of the unsecured creditors) may within 8 weeks of receipt of this progress report make an application to court on the grounds that the basis fixed for the Joint Administrators' remuneration, the remuneration charged or the expenses incurred by the Joint Administrators as set out in the progress report are excessive (Rule 2 109).



Coast Developments (NW) Limited – In Administration ("the Company")  
Joint Administrators' Fifth Progress Report

If you have any queries regarding this report please contact Tom Anderson of this office in the first instance. I will report to you again at the conclusion of the Administration or in six months' time, whichever is the sooner.

For and on behalf of  
Coast Developments (NW) Limited



**S R Thomas**  
**Joint Administrator**

DDI 0207 186 1163  
Fax 0207 186 1177  
Email [tanderson@moorfieldscr.com](mailto:tanderson@moorfieldscr.com)

Simon Thomas and Nicholas O'Reilly of Moorfields Corporate Recovery Limited, 88 Wood Street, London, EC2V 7QF were appointed Joint Administrators on 19 December 2012. The Administrators now manage the affairs, business and property of the Company. The Joint Administrators act as agents only and without personal liability.



**Coast Developments (NW) Limited  
Statutory Information**

**Company Information**

Company Number	06714088
Registered Office	c/o Moorfields Corporate Recovery Limited, 88 Wood Street, London EC2V 7QF
Principal Activity	Retirement Village

**Appointment details**

Joint Administrators	Simon Thomas (8920) and Nicholas O'Reilly (8309)
Joint Administrators' address	Moorfields Corporate Recovery Limited, 88 Wood Street London EC2V 7QF
Date of appointment	19 December 2012
Court	High Court of Justice, Chancery Division, Companies Court
Court Reference	9609/2012
Appointed by	The directors of the Company
Functions	Any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Joint Administrators acting jointly or alone
EC Regulations	The Company's registered office is from where the Company carries on its business. Therefore in the absence of proof to the contrary, the Company's centre of main interests is in the United Kingdom and as such these proceedings will be the main proceedings as defined in article 3 of the EC regulation
Extensions	The Joint Administrators have sought and been granted an extension to the period defined by Paragraph 76(1) of Schedule B1 of the Act that provides for the automatic end of the Administration after 12 months from the date of appointment

**Coast Developments (NW) Limited - In Administration**  
**Joint Administrators' Receipts & Payments Account**

	From 09/11/2014 To 05/05/2015	From 19/12/2012 To 05/05/2015	
<b>RECEIPTS - NON TRADING</b>			
Bank Interest Gross	336 65	361 25	
Refund of Duplicate Payment	-	480 00	
Groun Rent Receipts	<u>250 00</u>	<u>17,178 00</u>	
	586 65		18 019 25
<b>PAYMENTS - NON TRADING</b>			
Insurance	-	434 48	
Agents Fees - Planning fees	-	27 540 46	
Agentst Fees - Non planning fees	1 025 00	19,686 00	
Agents Disbursements	1,007 70	1 007 70	
Storage	-	212 00	
Legal Fees	219 00	41 365 90	
Bank overdraft interest	2 437 93	9 576 98	
Non service charge contractor payments	236 00	236 00	
Bank charges	<u>150 00</u>	<u>175 00</u>	
	5,075 63		100 234 52
<b>NET NON TRADING</b>	(4,488 98)		(82,215 27)
<b>RECEIPTS - TRADING</b>			
Funding for Trading	<u>-</u>	<u>11,217 41</u>	
	-		11,217 41
<b>PAYMENTS - TRADING</b>			
Contribution to service charge for voids	15,918 77	112 263 61	
Leisure Centre operating costs	<u>15,795 88</u>	<u>89,328 33</u>	
	31,714 65		201,591 94
<b>NET TRADING</b>	(31,714 65)		(190,374 53)
	<u>(36,203 63)</u>		<u>(272 589 80)</u>
<b>REPRESENTED BY</b>			
Balance on non trading bank account			110 155 78
Balance on trading bank account			0 77
Admin overdraft			(407 553 66)
VAT Receivable			24 807 31
			<u>(272,589 80)</u>

## Cumulative Detailed SIPs Time &amp; Cost Summary

## Coast Developments (NW) Limited - In Administration

From 09/11/2014 To 05/05/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
10 Case Planning	0.00	0.50	0.40	0.00	0.90	298.00	331.11	4.40	1,498.00
11 Administrative Set Up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20	204.00
12 Appointment Notification	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.55	1,633.50
13 Maintenance of Records	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	220.00
14 Statutory Reporting	0.00	0.00	12.85	0.00	12.85	2,914.50	226.81	70.75	15,411.00
15 Case Monitoring	0.20	12.50	0.70	0.00	13.40	5,551.00	414.25	109.55	38,369.00
16 IPS Case Set Up	0.00	0.07	0.00	0.00	0.07	31.88	425.07	0.07	31.88
17 General Administration	1.00	1.90	13.70	0.00	16.60	4,613.00	277.89	38.35	9,768.00
18 Cashiering	0.00	3.50	7.15	4.45	15.10	3,879.25	256.90	38.33	8,794.55
19 Partner Review	0.25	0.00	0.00	0.00	0.25	128.75	515.00	4.85	2,359.75
70 Post appoint VAT and CT returns	0.00	0.00	2.05	0.00	2.05	448.25	218.66	4.85	1,048.25
Admin & Planning	1.45	18.48	36.85	4.45	61.22	17,884.63	291.79	281.00	79,337.93
77 Managing Agent	0.00	0.00	87.00	0.00	87.00	20,759.25	238.61	216.20	50,999.25
30 Freehold / Leasehold Property	0.80	28.90	23.60	0.00	51.30	17,410.75	339.39	198.15	54,807.75
35 Sale of Business	0.00	1.00	2.60	0.00	3.60	920.00	255.56	9.10	2,420.00
36 Identifying, Securing, Insuring	0.00	0.00	1.35	0.00	1.35	328.00	242.96	15.35	3,359.00
38 Asset related legal matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	300.00
Asset Realisation	0.80	27.90	114.55	0.00	143.25	39,418.00	275.17	440.30	111,886.00
72 Legal Matters	0.00	0.00	9.50	0.00	9.50	2,206.00	232.21	33.85	7,516.00
60 Case Specific	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.50	1,282.00
Case Specific Matters	0.00	0.00	9.50	0.00	9.50	2,206.00	232.21	40.35	8,798.00
63 Secured creditor reports	0.00	4.40	17.20	0.00	21.60	5,721.75	264.90	111.60	26,157.25
50 Creditor Correspondence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.60	2,168.00
52 Secured creditor claims/Reporting	0.00	0.50	0.00	0.00	0.50	212.50	425.00	36.65	11,258.50
54 Final report	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	100.00
57 Employee creditor claims	0.20	0.00	2.70	0.00	2.90	643.00	221.72	3.70	845.00
59 Creditors meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	533.50
Creditors	0.20	4.90	19.90	0.00	25.00	6,577.25	263.09	160.15	41,062.25
20 SIP2 Review	0.00	0.00	2.50	0.00	2.50	600.00	240.00	3.40	780.00
21 CDDA Reports	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.85	2,645.00
Investigations	0.00	0.00	2.50	0.00	2.50	600.00	240.00	12.25	3,425.00
40 Management of Operations	4.00	3.10	5.00	0.00	12.10	4,377.50	361.78	47.90	16,017.50
41 Accounting for Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.60	3,843.00
42 On going employee issues	0.00	0.00	0.60	0.00	0.60	147.00	245.00	6.20	1,302.00
43 Planning Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.30	348.00
45 Negotiating with Suppliers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20	240.00
49 Tax on post appointment trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.90	180.00
Trading	4.00	3.10	5.60	0.00	12.70	4,524.50	356.26	73.10	21,930.50
Total Hours	6.45	54.37	188.90	4.45	254.18	71,190.38	280.08	1,007.15	266,439.68
Total Fees Claimed						0.00			

## Cumulative Detailed SIP9 Time &amp; Cost Summary

Coast Developments (NW) Limited - In Administration  
From 19/12/2012 To 05/05/2015

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)	Hours Cum (POST Only)	Time Costs Cum (POST Only)
10 Case Planning	0.00	3.00	17.70	0.00	20.70	5,573.00	269.23	4.40	1,498.00
11 Administrative Set Up	0.00	0.00	1.20	0.00	1.20	204.00	170.00	1.20	204.00
12 Appointment Notification	0.20	0.00	7.35	0.00	7.55	1,633.50	216.36	7.55	1,633.50
13 Maintenance of Records	0.00	0.00	1.10	0.00	1.10	220.00	200.00	1.10	220.00
14 Statutory Reporting	0.40	2.00	68.35	0.00	70.75	15,411.00	217.82	70.75	15,411.00
15 Case Monitoring	0.90	78.45	30.20	0.00	109.55	38,369.00	350.24	109.55	38,369.00
16 IPS Case Set Up	0.00	0.07	0.00	0.00	0.07	31.88	425.07	0.07	31.88
17 General Administration	1.00	5.80	32.95	0.00	39.75	10,114.00	254.44	38.35	9,768.00
18 Cashiering	0.00	6.55	18.00	13.78	38.33	8,794.55	229.44	38.33	8,794.55
19 Partner Review	4.85	0.00	0.00	0.00	4.85	2,359.75	486.55	4.85	2,359.75
70 Post appoint VAT and CT returns	0.00	0.20	4.65	0.00	4.85	1,048.25	216.13	4.85	1,048.25
Admin & Planning	7.35	98.08	181.50	13.78	298.71	83,758.93	280.41	281.00	79,337.93
77 Managing Agent	0.00	22.00	194.20	0.00	216.20	50,999.25	235.89	216.20	50,999.25
30 Freehold / Leasehold Property	3.60	59.00	136.65	0.00	199.25	55,082.75	276.45	198.15	54,807.75
35 Sale of Business	0.00	3.00	6.10	0.00	9.10	2,420.00	265.93	9.10	2,420.00
36 Identifying, Securing, Insuring	0.00	0.00	15.35	0.00	15.35	3,359.00	218.83	15.35	3,359.00
38 Asset related legal matters	0.00	0.00	1.50	0.00	1.50	300.00	200.00	1.50	300.00
Asset Realisation	3.60	84.00	353.80	0.00	441.40	112,161.00	254.10	440.30	111,886.00
72 Legal Matters	0.00	2.20	31.65	0.00	33.85	7,516.00	222.04	33.85	7,516.00
60 Case Specific	0.00	0.00	6.50	0.00	6.50	1,282.00	197.23	6.50	1,282.00
Case Specific Matters	0.00	2.20	38.15	0.00	40.35	8,798.00	218.04	40.35	8,798.00
63 Secured creditor reports	2.30	13.30	96.00	0.00	111.60	26,157.25	234.38	111.60	26,157.25
50 Creditor Correspondence	0.00	4.20	2.40	0.00	6.60	2,168.00	328.48	6.60	2,168.00
52 Secured creditor claims/Reporting	1.10	17.40	18.15	0.00	36.65	11,258.50	307.19	36.65	11,258.50
54 Final report	0.00	0.00	0.50	0.00	0.50	100.00	200.00	0.50	100.00
57 Employee creditor claims	0.20	0.00	3.50	0.00	3.70	845.00	228.38	3.70	845.00
59 Creditors meetings	1.10	0.00	0.00	0.00	1.10	533.50	485.00	1.10	533.50
Creditors	4.70	34.90	120.55	0.00	160.15	41,062.25	256.40	160.15	41,062.25
20 SIP2 Review	0.00	0.00	3.40	0.00	3.40	780.00	229.41	3.40	780.00
21 CDDA Reports	2.30	0.80	5.75	0.00	8.85	2,645.00	298.87	8.85	2,645.00
Investigations	2.30	0.80	9.15	0.00	12.25	3,425.00	279.59	12.25	3,425.00
40 Management of Operations	4.00	25.50	18.40	0.00	47.90	16,017.50	334.39	47.90	16,017.50
41 Accounting for Trading	0.00	3.30	12.30	0.00	15.60	3,843.00	246.35	15.60	3,843.00
42 On going employee issues	0.00	0.00	6.20	0.00	6.20	1,302.00	210.00	6.20	1,302.00
43 Planning Trading	0.00	0.00	1.30	0.00	1.30	348.00	267.69	1.30	348.00
45 Negotiating with Suppliers	0.00	0.00	1.20	0.00	1.20	240.00	200.00	1.20	240.00
49 Tax on post appointment trading	0.00	0.00	0.90	0.00	0.90	180.00	200.00	0.90	180.00
Trading	4.00	28.80	40.30	0.00	73.10	21,930.50	300.01	73.10	21,930.50
Total Hours	21.95	246.78	743.45	13.78	1,025.96	271,135.68	264.28	1,007.15	266,439.68
Total Fees Claimed						0.00			

**Coast Developments (NW) Limited**

**1 Explanation of office-holders charging and disbursement recovery policies**

In accordance with best practice we provide below details of policies of Moorfields Corporate Recovery Limited, in respect of fees and disbursements for work in relation to insolvency estates

This summary outlines the activities undertaken during this matter to date together with details of charge out rates for time costs incurred and the basis of disbursements incurred and recharged

The activities are summarised as follows.

**1 1 Administration and planning**

The following activities have been undertaken

- Statutory duties associated with the appointment including the filing of relevant notices,
- Notification of the appointment to creditors, members, employees and other interested parties,
- Setting up of case files
- Reviewing available information to determine the appropriate strategy,
- Setting up and maintaining bank accounts,
- Implementing the strategy for the Administration,
- 6 monthly progress review of the case,
- Completion of statutory returns to the Insolvency Compliance Unit of the Department for Business Innovation and Skills

Staff of different levels were involved in the above activities depending upon the experience required

**1 2 Realisation of assets**

Appendix II shows the realisations made for the benefit of the creditors. In this case the assets belonging to the Company were as follows,

- Middleton Towers Retirement Village

The time spent includes the following matters

- Corresponding with agents in relation to marketing, planning and offers
- Corresponding with solicitors in relation to sale and overage
- Corresponding with and meeting with interested parties

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Joint Administrators' Fifth Progress Report

1 3 Creditors

The time spent includes the following matters

- Recording and maintaining the list of creditors
- Dealing with employee related matters
- Employee communications and liaising with Government agencies to facilitate employee claims for unpaid entitlements
- Recording creditor claims
- Dealing with specific creditor calls and correspondence.
- Reporting to creditors,
- Dealing with creditor queries

1 4 Investigations and communications

The time spent includes the following matters

- Corresponding with Company directors for purposes of conduct report
- Issuing questionnaires and requests for Statement of Affairs
- Reviewing Company records and questionnaires and preparing the statutory return in accordance with the requirements of the Department for Business Innovation and Skills

2 0 Time recording

The Partners will engage managers and other staff to work on the insolvent estate and statutory compliance diaries. The work required is delegated to the most appropriate level of staff taking account of the nature of the work and the individual's experience. Additional assistance is provided by accounting and treasury executives dealing with the estate's bank accounts. Work carried out by all staff is subject to the overall supervision of the Partners.

All time spent by staff working directly on case related matters is charged to a time code established for the case. Each member of staff has a specific hourly rate, which is subject to change over time.

The current charge out rates per hour of staff within the firm who may be involved in working on the insolvency follows, this in no way implies that staff at all such grades will work on the case.

GRADE	£
Partner	515
Director/ Senior Manager	425
Manager	355
Assistant Manager	280
Senior Administrator	245

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Administrator	195-225
Cashier/ Support	195

The rates charged by Moorfields Corporate Recovery Limited are reviewed periodically in January & July each year and are adjusted to take account of inflation and the firm’s overheads

Our rates increased on 1 January 2015 The charge out rates per hour for the period from 1 January 2013 to 31 December 2014 were

<b>GRADE</b>	<b>£</b>
Partner	485
Director/ Senior Manager	400
Manager	325
Assistant Manager	270
Senior Administrator	200-240
Administrator	125-200
Cashier/ Support	160

Time spent on casework is recorded directly to the relevant case using a computerised time recording system and the nature of the work undertaken is recorded at that time in units of 6 minutes

Where an officeholder’s remuneration is approved on a time cost basis the time invoiced to the case will be subject to VAT at the prevailing rate

Where remuneration has been approved on a time cost basis the time invoiced will be provided to any committee appointed by the creditors or in the absence of a committee to the creditors, the report will provide a breakdown of the remuneration drawn and will enable the recipients to see the average rates of such costs The current hourly rates may be higher than the average rates, if hourly rates have increased over the period covered by the fee request

Approved remuneration will be drawn at such times that sufficient funds are available

For your information, A Creditor’s Guide to Administrators’ Fees can be obtained at <http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-to-administrators-fees-england-and-wales-apr-10.pdf>

3 0 Disbursement recovery

**Category 1 Disbursements**

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as travelling, postage, photocopying if external provider, statutory advertising and other expenses made on behalf of the assignment

Such disbursements can be paid from the insolvent’s assets without approval from the Creditors’ Committee or the general body of creditors. In line with Statement of Insolvency Practice No 9, it is our policy to disclose Category 1 disbursements drawn but not to seek approval for their payment. We are prepared to provide such additional information as may reasonably be required to support the disbursements drawn

**Category 2 Disbursements**

Category 2 disbursements do require approval from creditors. These disbursements can include costs incurred by Moorfields Corporate Recovery Limited for the provision of services which include an element of recharged overhead, for example, room hire or document storage. Statement of Insolvency Practice No 9 provides that such disbursements are subject to approval as if they were remuneration. It is our policy, in line with the Statement, to seek approval for Category 2 disbursements before they are drawn

The following Category 2 disbursements may be charged by this firm

- Stationery and postage charge for sending out circulars – 5 pence per sheet plus postage at cost
- A set-up charge of £50 per case for online creditor reporting where applicable
- Mileage allowances are paid at HM Revenue & Customs approved rates. For personnel using their own vehicles, these are currently 45 pence per mile for the first 10,000 miles and 25 pence per mile thereafter
- A charge of £10 for identification search’s per director to comply with Money Laundering Regulations

It should be noted that disbursements costs might increase from time to time, however, increases would only be in line with inflation or increases from our supplier