trinity

Management Proposal

Site Name:	Cherrywood Place
Location:	Fordham Road, Soham
Developer:	Vistry - East Anglia
Prepared by:	Nicole Baker
Submission Date:	25-Nov-2024
Revision:	E

Taking Care of Property

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Executive Summary

Trinity (Estates) Property Management Limited are pleased to be invited to tender for the future of management of your development. This proposal sets out the services we will provide and how we will organise them to ensure the smoothest possible transition into management.

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Proactive Management

Health & Safety Expertise

Financial Control

Excellent Customer Communications

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About Trinity

At Trinity, we have worked hard to build an excellent reputation with our clients. Our extensive residential management portfolio covers mixed-use, riverside & city apartment developments, housing estates with public open space and new and refurbished developments.

With extensive knowledge and expertise, Trinity is driven by exceptional people with a commitment to delivering a high service level to our customers.

6
National coverage split into 6 regions

44
Field Based Property Managers

94,000
Homes in management

53,000
Awaiting handover

Our regionally based Property Managers provide effective localised services and are supported by the full Trinity team based at our headquarters in Herefordshire. Working together, they ensure that the services we provide focus on the local community they serve, and we deliver services with the benefits and security that come from an established national service provider.

We are proud to have been the first managing agent to achieve the coveted full ARMA-Q (Association of Residential Managing Agents) status. This allows us to continually benchmark the quality of the services provided to our clients and means that we adhere to agreed regulated standards.

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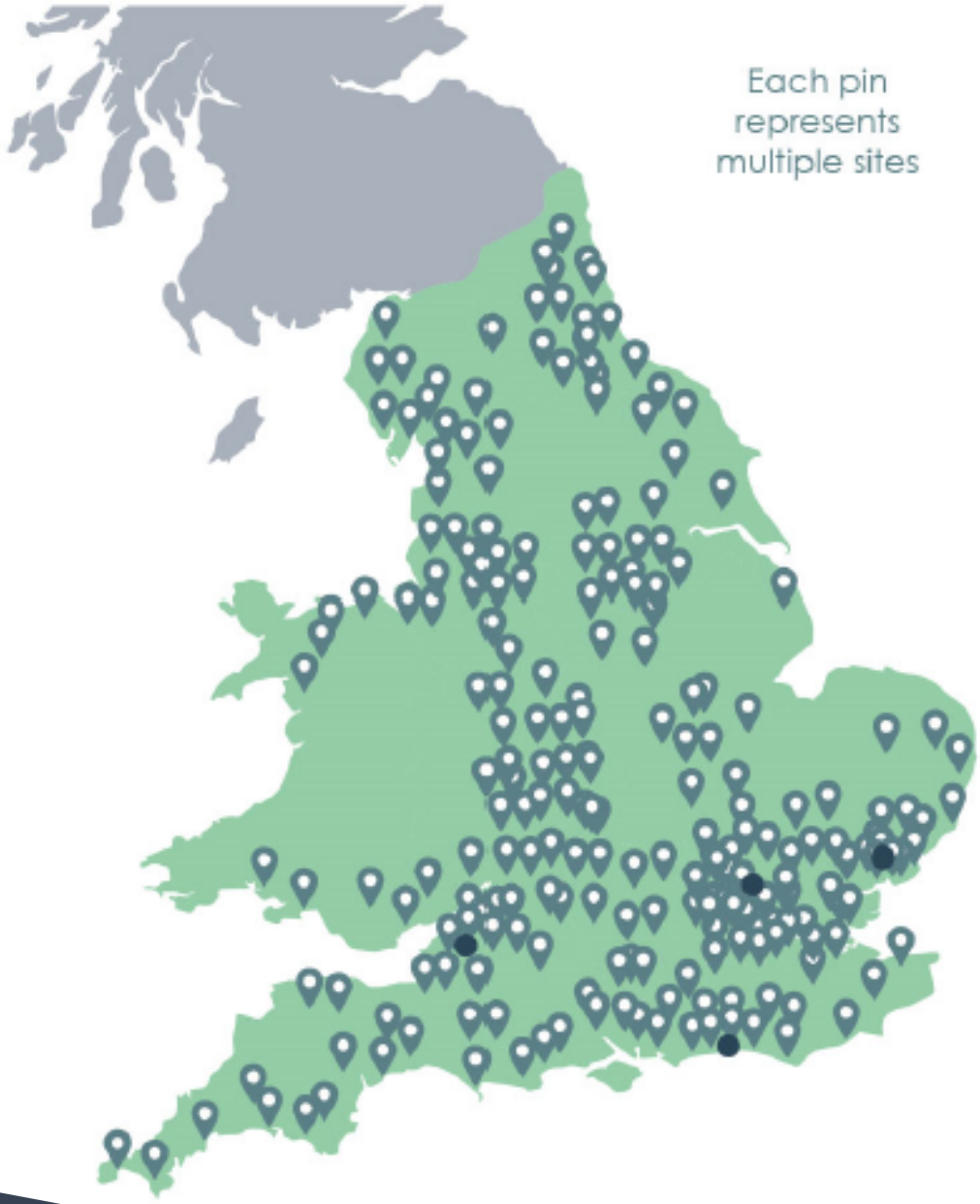
National Coverage

Providing tailored Block & Estate Management with a national coverage

Working with leading house builders across the country, Trinity provide residential management services nationally. Our property professionals are home based and are located locally to the sites they manage.

They are fully supported by a comprehensive team in our Hertfordshire head office which comprises, Surveyors, Accountants, Legal professionals and a large customer support team.



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Core Services

Utilising our teams of dedicated New Business Managers, Handover specialists and 44 Property Managers located Nationally. Backed up with full financial, legal and administration teams at our Head Office. Trinity provide a one stop shop for all property management services.

Property Management - New Build

- Technical support and advice from planning through to completion
- Full budget preparation for clients
- Dedicated handover team to ensure smooth management transition from Developer to Trinity to Residents
- National presence with localised service

Property Management - Residents Management Company

- Residential Management Company accounting & management -full finance, surveying and legal health check completed when an RMC comes into management
- Contractor management
- Experienced team of 44+ Property Managers, supported by extensive industry knowledge/expertise throughout the company
- On-line maintenance portal for residents and contractors
- National presence with localised service

In House Services

- Finance
- Legal
- Insurance
- Surveying
- Ottimo Property Services Ltd – maintenance and cleaning contractor

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All Under One Roof

By listening to our client's requirements, we can offer you an extensive range of property management services. We manage every project independently to ensure that your precise needs are met, and we tailor our approach to ensure you receive the right services required to deliver your project.

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Handover Process

Management Packs

Sales Support

Resident Support

We recognise our services are an extension of yours and appreciate the significance of this when considering the Residents journey.

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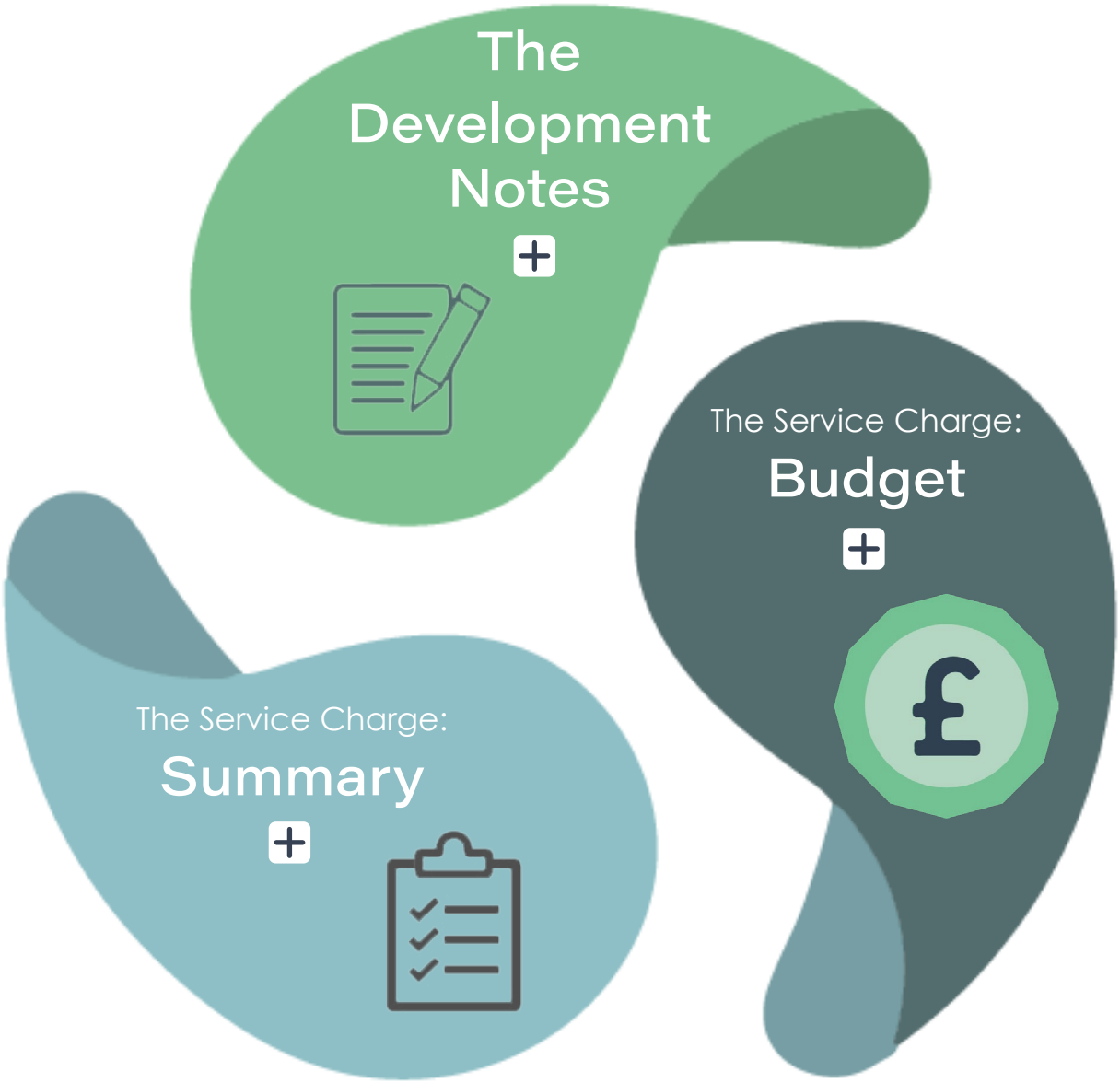
The 3 Elements

Trinity Estates provide a scheme specific Management Proposal to our developer clients to show how we intend to manage their property. The proposal assists both our own Legal Team and the Developers' solicitors when setting out the management requirements of Leases, Transfers and Management Agreements.



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DOCUMENT CONTROL SHEET

Date	Author	Reason for Amendment
15-May-25	Simon Byrd	Reference to LMP added
12-Aug-25	Nicole Baker	Increased provisions for play areas/litter picking/refuse, as requested by developer
28-Aug-25	Nicole Baker	Added Sinking Fund regarding 4x private roadway visitor parking bays
31-Oct-25	Nicole Baker	Added plots 211-214 HA apartment block units, into the budget
01-Jun-26	Nicole Baker	Added provisions for additional landscaping requirements and updated budget for Dec-26 YE date

Development Notes

A new development consisting of private houses, Housing Association (HA) house, apartments & maisonette units and Self-Build plots – 214 units in total, split over two phases

All **214** units will be required to contribute towards the **Estate Charge** for maintenance and upkeep of the areas of public open space, attenuation features, equipped play area, visitor parking bays, H&S assessments, PL and professional fees etc.

The HA units will be required to contribute towards the Estate Charge in line with the private units, there are no HA caps in place

The HA will be responsible for the maintenance and upkeep of their own maisonette & apartment units

The estate roadways, footpaths and associated lighting will be adopted by Cambridgeshire County Council and will not be the responsibility of the Management Company. However, the Management Company will be responsible for 4x visitor parking bays

The estate foul and surface water drainage systems will be adopted by the Local Authority and will not be the responsibility of the Management Company

The pumping station will be adopted and will not be the responsibility of the Management Company

The Management Company will be responsible for the landscape maintenance and upkeep of all areas of public open space (POS) within the development, as highlighted on the Management Areas Plan - the open space areas will be managed in accordance with the Landscape Management Plan (Ref GL2253)

The Management Company will be responsible for the informal pathways, benches, litter & dog waste bins, railings, signage, bird/bat boxes etc. located within the areas of managed POS

Arboriculturalist services will be required to maintain the older trees on the development

There are Attenuation features (basin/swales) serving the development – these will be the responsibility of the Management Company

There is an equipped play area within the development; this will be the responsibility of the Management Company to maintain, inspect and ROSPA Certify etc.

The Management Company will be responsible for any railings, benches, cycle stands, bins etc. associated within the managed play area

Public liability insurance will be provided through the Service Charge to cover all the managed areas of public open space

Refuse removal will be provided by the Local Authority as part of the Council Tax Charge

There will be a RMC (Residential Management Company) set up for the development and we have accounted for the related Secretarial Services, Directors & Officers Insurance etc.

Prior to commencement of management of the development by Trinity, the developer (or the developer's solicitors) shall provide a list of all those documents that Trinity is to observe in their management. The Developer shall indemnify Trinity against any liability resulting from any omission in that list and any failure of Trinity to meet any obligation in a document not included in that list

The Developer and Trinity agree that Trinity's management of the development shall be on the same terms as its management of developments it has already taken into management on behalf of the developer

This proposal has been prepared using plans and specifications provided by the developer. The proposal contains an estimate of the first years' service charge budget, and should any amended drawings or specifications be subsequently received they may cause the service charge budget to require adjustment

The contents of this proposal do not constitute a contract, part of a contract or warranty

Budget Summary

Fordham Road, Soham
Budget period ending 31/12/26

No.	Item	Budget for the year	NOTES
1	**Landscape Maintenance**	£22,500	Landscape maintenance of communal POS, includes cutting of grass, weeding, tending of flower beds, borders and shrubs, litter picking, sweeping of gullies, walkways, visitor parking bays, play area inspections etc. Frequency and duration of visits will vary throughout the year i.e. more frequent and longer during growing season, less frequent and shorter during winter months
2	**Play Area Maintenance**	£1,100	Maintenance of the play equipment and its safety surface including treatment/painting as required etc.
3	**Attenuation/Balancing Pond**	£2,000	Maintenance costs associated with the attenuation features, including any aquatic and marginal plant weeding/removal as necessary, maintenance of any water inlets, outlets and overflows, repair and maintenance of the banks etc.
4	**General Repairs & Maintenance**	£642	Budgetary costs to cover for day to day repairs of external communal items such as signage, informal pathways, railings, fencing, litter & dog waste bins, visitor parking bays etc. Such repairs exclude any work to private units or anything within their demise
5	**Arboriculturalist Costs**	£1,000	Costs relating to minor tree works that are required
6	**Reactive Refuse Removal**	£1,500	Removal of larger items of refuse or items not placed in bins properly
7	**Directors & Officers Insurance**	£475	This is to provide liability cover for the Directors of the Resident Management Company
8	**Public Liability Insurance**	£800	Includes comprehensive Public Liability cover
9	**Health & Safety Assessment**	£1,320	The instruction of professional surveyors to carry out and certify inspections for required Health and Safety, Fire Risk and General Risk assessments
10	**Play Area Inspection Costs**	£296	Costs for regular Health & Safety inspection for play equipment and safety surface
11	**Accountancy Fee**	£1,195	Annual fee for independent certification of Service Charge Accounts
12	**Management Fee**	£16,692	Trinity Management Fee based on £65 plus vat per unit for the first year of management, (not a percentage of total Service Charge)
13	**Company Administration/Secretarial Fee**	£336	Annual fee for the administration and filing of annual RMC accounts
14	**Banking Charges**	£63	Bank Charges relating to scheme trustee bank account
15	**Estate Sinking Fund**	£321	A fund designed to build up and pay towards the future costs of the estate and any associated major works
16	**Private Roadway Sinking Fund**	£32	A fund designed to build up and pay towards the future costs of the privatevisitor parking bay roadway and pavement re-surfacing and any associated items that may include, such as gullies, line painting etc.
17	**Arboricultural Sinking Fund**	£642	Contribution to the arboricultural fund for future tree and planting works
18	**Play Area Sinking Fund**	£428	A fund designed to build up and pay towards the future costs of the play area including re-surfacing and associated items such as replacement play equipment, gates or benches etc.

Total		**£51,343**

Proposed Budget

Fordham Road, Soham **Units:** **214**
Budget period ending 31/12/26

	Expenditure Headings	**2026**
	Regular/Cyclical (Contract) Maintenance	
1	Landscape Maintenance	£22,500
2	Play Area Maintenance	£1,100
3	Attenuation/Balancing Pond	£2,000
	General & Reactive Expenditure	
4	General Repairs & Maintenance	£642
5	Arboriculturalist Costs	£1,000
6	Reactive Refuse Removal	£1,500
	Insurance	
7	Directors & Officers Insurance	£475
8	Public Liability Insurance	£800
	Health & Safety	
9	Health & Safety Assessment	£1,320
10	Play Area Inspection Costs	£296
	Professional Fees/Services	
11	Accountancy Fee	£1,195
12	Management Fee	£16,692
13	Company Administration/Secretarial Fee	£336
14	Banking Charges	£63
	Reserve Funds	
15	Estate Sinking Fund	£321
16	Private Roadway Sinking Fund	£32
17	Arboricultural Sinking Fund	£642
18	Play Area Sinking Fund	£428
	SERVICE CHARGE TOTAL	**£51,343**

All service charge monies are held in trust by Trinity Estates' bankers, Barclays ("the Bank"), 1 Churchill Place, London, E14 5HP, in account named "Trinity Estates Property Management Ltd - Client Account". This is an interest bearing account with no restrictions on withdrawal of funds, where any interest payable in respect of sums credited to that account is also credited to that account. All money credited to that account is Client Money, where the Bank is not entitled to combine the account with any other account or to exercise any right of set-off or counterclaim against money in that account in respect of any sum owed to it on any other of Trinity Estates' accounts.

Plot Matrix

Fordham Road, Soham
Budget period ending 31/12/26

Plot Number	Type	Tenure	Estate Charge £	Estate Charge %	Total Service Charge £
1	House	Private	£239.92	0.47%	£239.92
2	House	Private	£239.92	0.47%	£239.92
3	House	Private	£239.92	0.47%	£239.92
4	House	Private	£239.92	0.47%	£239.92
5	House	Private	£239.92	0.47%	£239.92
6	House	Private	£239.92	0.47%	£239.92
7	House	Private	£239.92	0.47%	£239.92
8	House	Private	£239.92	0.47%	£239.92
9	House	Private	£239.92	0.47%	£239.92
10	House	HA	£239.92	0.47%	£239.92
11	House	HA	£239.92	0.47%	£239.92
12	House	HA	£239.92	0.47%	£239.92
13	House	HA	£239.92	0.47%	£239.92
14	House	HA	£239.92	0.47%	£239.92
15	House	HA	£239.92	0.47%	£239.92
16	House	Private	£239.92	0.47%	£239.92
17	House	Private	£239.92	0.47%	£239.92
18	House	Private	£239.92	0.47%	£239.92
19	House	Private	£239.92	0.47%	£239.92
20	House	Private	£239.92	0.47%	£239.92
21	House	Private	£239.92	0.47%	£239.92
22	House	Private	£239.92	0.47%	£239.92
23	House	Private	£239.92	0.47%	£239.92
24	Maisonette	HA	£239.92	0.47%	£239.92
25	Maisonette	HA	£239.92	0.47%	£239.92
26	House	HA	£239.92	0.47%	£239.92
27	House	HA	£239.92	0.47%	£239.92
28	House	HA	£239.92	0.47%	£239.92
29	House	Private	£239.92	0.47%	£239.92
30	House	Private	£239.92	0.47%	£239.92
31	House	Private	£239.92	0.47%	£239.92
32	House	Private	£239.92	0.47%	£239.92
33	House	Private	£239.92	0.47%	£239.92
34	House	Private	£239.92	0.47%	£239.92
35	House	Private	£239.92	0.47%	£239.92
36	House	Private	£239.92	0.47%	£239.92
37	House	Private	£239.92	0.47%	£239.92
38	House	Private	£239.92	0.47%	£239.92
39	House	Private	£239.92	0.47%	£239.92
40	House	HA	£239.92	0.47%	£239.92
41	House	HA	£239.92	0.47%	£239.92
42	House	HA	£239.92	0.47%	£239.92
43	Maisonette	HA	£239.92	0.47%	£239.92
44	Maisonette	HA	£239.92	0.47%	£239.92
45	House	HA	£239.92	0.47%	£239.92
46	House	HA	£239.92	0.47%	£239.92
47	House	HA	£239.92	0.47%	£239.92
48	House	HA	£239.92	0.47%	£239.92
49	House	HA	£239.92	0.47%	£239.92
50	House	HA	£239.92	0.47%	£239.92
51	House	HA	£239.92	0.47%	£239.92
52	House	HA	£239.92	0.47%	£239.92

Plot Number	Type	Tenure	Estate Charge £	Estate Charge %	Total Service Charge £
53	House	HA	£239.92	0.47%	£239.92
54	House	HA	£239.92	0.47%	£239.92
55	House	Private	£239.92	0.47%	£239.92
56	House	Private	£239.92	0.47%	£239.92
57	House	Private	£239.92	0.47%	£239.92
58	House	Private	£239.92	0.47%	£239.92
59	House	Private	£239.92	0.47%	£239.92
60	House	Private	£239.92	0.47%	£239.92
61	House	Private	£239.92	0.47%	£239.92
62	House	Private	£239.92	0.47%	£239.92
63	House	Private	£239.92	0.47%	£239.92
64	House	Private	£239.92	0.47%	£239.92
65	House	HA	£239.92	0.47%	£239.92
66	House	HA	£239.92	0.47%	£239.92
67	House	HA	£239.92	0.47%	£239.92
68	House	HA	£239.92	0.47%	£239.92
69	House	HA	£239.92	0.47%	£239.92
70	House	HA	£239.92	0.47%	£239.92
71	House	HA	£239.92	0.47%	£239.92
72	House	HA	£239.92	0.47%	£239.92
73	House	HA	£239.92	0.47%	£239.92
74	House	Private	£239.92	0.47%	£239.92
75	House	HA	£239.92	0.47%	£239.92
76	House	HA	£239.92	0.47%	£239.92
77	House	HA	£239.92	0.47%	£239.92
78	House	Private	£239.92	0.47%	£239.92
79	House	Private	£239.92	0.47%	£239.92
80	House	Private	£239.92	0.47%	£239.92
81	House	Private	£239.92	0.47%	£239.92
82	House	Private	£239.92	0.47%	£239.92
83	House	Private	£239.92	0.47%	£239.92
84	House	Private	£239.92	0.47%	£239.92
85	House	Private	£239.92	0.47%	£239.92
86	House	Private	£239.92	0.47%	£239.92
87	House	Private	£239.92	0.47%	£239.92
88	House	HA	£239.92	0.47%	£239.92
89	House	HA	£239.92	0.47%	£239.92
90	House	HA	£239.92	0.47%	£239.92
91	House	HA	£239.92	0.47%	£239.92
92	House	HA	£239.92	0.47%	£239.92
93	House	HA	£239.92	0.47%	£239.92
94	House	HA	£239.92	0.47%	£239.92
95	House	HA	£239.92	0.47%	£239.92
96	House	HA	£239.92	0.47%	£239.92
97	House	Private	£239.92	0.47%	£239.92
98	House	Private	£239.92	0.47%	£239.92
99	House	Private	£239.92	0.47%	£239.92
100	House	HA	£239.92	0.47%	£239.92
101	House	HA	£239.92	0.47%	£239.92
102	House	HA	£239.92	0.47%	£239.92
103	House	HA	£239.92	0.47%	£239.92
104	House	HA	£239.92	0.47%	£239.92
105	House	HA	£239.92	0.47%	£239.92
106	House	HA	£239.92	0.47%	£239.92
107	House	HA	£239.92	0.47%	£239.92
108	House	Private	£239.92	0.47%	£239.92
109	House	HA	£239.92	0.47%	£239.92

Plot Number	Type	Tenure	Estate Charge £	Estate Charge %	Total Service Charge £
110	House	HA	£239.92	0.47%	£239.92
111	House	HA	£239.92	0.47%	£239.92
112	House	HA	£239.92	0.47%	£239.92
113	House	HA	£239.92	0.47%	£239.92
114	House	HA	£239.92	0.47%	£239.92
115	House	Private	£239.92	0.47%	£239.92
116	House	Private	£239.92	0.47%	£239.92
117	House	Private	£239.92	0.47%	£239.92
118	House	Private	£239.92	0.47%	£239.92
119	House	Private	£239.92	0.47%	£239.92
120	House	Private	£239.92	0.47%	£239.92
121	House	Private	£239.92	0.47%	£239.92
122	House	Private	£239.92	0.47%	£239.92
123	House	Private	£239.92	0.47%	£239.92
124	House	HA	£239.92	0.47%	£239.92
125	House	HA	£239.92	0.47%	£239.92
126	House	HA	£239.92	0.47%	£239.92
127	House	HA	£239.92	0.47%	£239.92
128	House	HA	£239.92	0.47%	£239.92
129	House	Private	£239.92	0.47%	£239.92
130	House	Private	£239.92	0.47%	£239.92
131	House	Private	£239.92	0.47%	£239.92
132	House	Private	£239.92	0.47%	£239.92
133	House	Private	£239.92	0.47%	£239.92
134	House	Private	£239.92	0.47%	£239.92
135	House	Private	£239.92	0.47%	£239.92
136	House	Private	£239.92	0.47%	£239.92
137	House	Private	£239.92	0.47%	£239.92
138	House	Private	£239.92	0.47%	£239.92
139	House	HA	£239.92	0.47%	£239.92
140	House	HA	£239.92	0.47%	£239.92
141	House	HA	£239.92	0.47%	£239.92
142	House	HA	£239.92	0.47%	£239.92
143	House	HA	£239.92	0.47%	£239.92
144	House	HA	£239.92	0.47%	£239.92
145	House	HA	£239.92	0.47%	£239.92
146	House	HA	£239.92	0.47%	£239.92
147	House	HA	£239.92	0.47%	£239.92
148	House	HA	£239.92	0.47%	£239.92
149	Maisonette	HA	£239.92	0.47%	£239.92
150	Maisonette	HA	£239.92	0.47%	£239.92
151	House	HA	£239.92	0.47%	£239.92
152	House	HA	£239.92	0.47%	£239.92
153	House	HA	£239.92	0.47%	£239.92
154	House	HA	£239.92	0.47%	£239.92
155	House	HA	£239.92	0.47%	£239.92
156	House	HA	£239.92	0.47%	£239.92
157	House	HA	£239.92	0.47%	£239.92
158	House	HA	£239.92	0.47%	£239.92
159	House	HA	£239.92	0.47%	£239.92
160	House	HA	£239.92	0.47%	£239.92
161	House	Private	£239.92	0.47%	£239.92
162	House	Private	£239.92	0.47%	£239.92
163	House	Private	£239.92	0.47%	£239.92
164	House	Private	£239.92	0.47%	£239.92
165	House	HA	£239.92	0.47%	£239.92
166	House	HA	£239.92	0.47%	£239.92

Plot Number	Type	Tenure	Estate Charge £	Estate Charge %	Total Service Charge £
167	House	HA	£239.92	0.47%	£239.92
168	House	Private	£239.92	0.47%	£239.92
169	House	HA	£239.92	0.47%	£239.92
170	House	HA	£239.92	0.47%	£239.92
171	House	HA	£239.92	0.47%	£239.92
172	House	HA	£239.92	0.47%	£239.92
173	House	HA	£239.92	0.47%	£239.92
174	House	HA	£239.92	0.47%	£239.92
175	Maisonette	HA	£239.92	0.47%	£239.92
176	Maisonette	HA	£239.92	0.47%	£239.92
177	House	HA	£239.92	0.47%	£239.92
178	House	HA	£239.92	0.47%	£239.92
179	House	HA	£239.92	0.47%	£239.92
180	House	HA	£239.92	0.47%	£239.92
181	House	HA	£239.92	0.47%	£239.92
182	House	HA	£239.92	0.47%	£239.92
183	House	HA	£239.92	0.47%	£239.92
184	House	HA	£239.92	0.47%	£239.92
185	House	HA	£239.92	0.47%	£239.92
186	House	HA	£239.92	0.47%	£239.92
187	House	HA	£239.92	0.47%	£239.92
188	House	HA	£239.92	0.47%	£239.92
189	House	HA	£239.92	0.47%	£239.92
190	House	HA	£239.92	0.47%	£239.92
191	House	HA	£239.92	0.47%	£239.92
192	House	HA	£239.92	0.47%	£239.92
193	House	HA	£239.92	0.47%	£239.92
194	House	HA	£239.92	0.47%	£239.92
195	House	HA	£239.92	0.47%	£239.92
196	House	HA	£239.92	0.47%	£239.92
197	House	Private	£239.92	0.47%	£239.92
198	House	Private	£239.92	0.47%	£239.92
199	House	Private	£239.92	0.47%	£239.92
200	House	Self Build	£239.92	0.47%	£239.92
201	House	Self Build	£239.92	0.47%	£239.92
202	House	Self Build	£239.92	0.47%	£239.92
203	House	Self Build	£239.92	0.47%	£239.92
204	House	Self Build	£239.92	0.47%	£239.92
205	House	Self Build	£239.92	0.47%	£239.92
206	House	Self Build	£239.92	0.47%	£239.92
207	House	Self Build	£239.92	0.47%	£239.92
208	House	Self Build	£239.92	0.47%	£239.92
209	House	Self Build	£239.92	0.47%	£239.92
210	House	Self Build	£239.92	0.47%	£239.92
211	Apartment	HA	£239.92	0.47%	£239.92
212	Apartment	HA	£239.92	0.47%	£239.92
213	Apartment	HA	£239.92	0.47%	£239.92
214	Apartment	HA	£239.92	0.47%	£239.92
			£51,342	**100.00%**	**£51,342**

10 Year Budget Projections of Individual Service Charge Costs

Property Type	2026 Annual Costs per Plot	2027 Inflation at 6%	2028 Inflation at 6%	2029 Inflation at 5%	2030 Inflation at 3%	2031 Inflation at 3%	2032 Inflation at 2%	2033 Inflation at 2%	2034 Inflation at 2%	2035 Inflation at 2%
All units	£239.92	£254.32	£269.57	£283.05	£291.54	£300.29	£306.30	£312.42	£318.67	£325.04

Please Note: Whilst TPG have prepared these estimates using reasonable skill and care, the actual constituent costs at the relevant time in each case may be higher or lower depending on various factors including (without limitation) inflation, changes in legislation, availability of supplies and services or the amendment of the contracted services. TPG therefore accepts no liability including (without limitation) liability for any loss damage or expenses howsoever arising from any reliance on the accuracy of these estimates or any part of them.

Next Steps

Revision Requests:

Trinity have Developer and Residents clients. Both clients' needs differ greatly our New Business and Handover Teams work hard to ensure the services we are providing meet the needs of each client.

We won't knowingly underestimate charges to win instructions as this has a negative impact on both the developer and Trinity but we are happy to review service levels with you to ensure they meet your requirements fully.

Once you are happy with this proposal, please sign and date below

Name:

Position in Company:

Date:

Signature:

We would like to open communications with your Legal Team to start work on the Management Agreement. Please can you provide details of your appointed Solicitor

Company Name:

Contact Name:

Address:

Email:

Phone Number:

Submit

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