



**Parcels 1-4, 5, 7, 8, 9A,  
9B, 10, 12, 12C, 13, 14,  
15 & 16 North Whiteley  
Curbridge**

**Bovis Homes**



# MANAGEMENT PROPOSAL

Delivering bespoke management  
solutions for developments of any  
size and complexity



INVESTORS  
IN PEOPLE



Prepared By - Nicole Baker  
Initial Date - 28th August 2019  
Update - 19th Nov 2020



## DOCUMENT CONTROL SHEET

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Date	Author	Reason for Amendment
19th Nov 2020	Nicole Baker	Added Phase 2, Parcel 4 units to the Service Charge Budget plots 169-311
22nd Apr 2021	Nicole Baker	Added Phase 2, Parcels 6, 7, 10 & 12 to the Service Charge Budget, an additional 306 units
5th May 2021	Nicole Baker	Added Parcel 8 units into the Service Charge Budget - an additional 76 units
30th Mar 2022	Nicole Baker	Removed BI from Block 3 Charge. Units sold to St Arthur Homes; to place own cover
14th June 2022	Nicole Baker	Added 255 units into the budget in relation to Parcels 12C, 13, 14, 15 & 16. Added Block 5 & 6 Charges, 206 units into Private Roadway Charge and 255 into Estate Charge
13th Feb 2023	Nicole Baker	Added Drew Smith Parcel 5 units into the budget, an additional 112 units into the Estate Charge. Added 66 units into the Private Roadway Charge
9th Mar 2023	Nicole Baker	Block A at plots 20-28 has now been sold to Vivid, omitted block provisions from the budget and altered block charges/numbers accordingly
27th Apr 2023	Nicole Baker	Added parcel 9A into the budget, an additional 237 units, including Block 6 Charge
9th June 2023	Nicole Baker	Added Mansafe maintenance provision for block 3, plots 1195-1200, St Arthur Homes confirmed requirement

20th Sept 2023	Nicole Baker	Increased communal cleaning and window cleaning provisions in line with quotations received from Nic Cole
30th Jan 2024	Nicole Baker	Added parcel 9B into the budget, an additional 245 units. Added ten-year forecast page. Omitted parcel 6 provisions, now being adopted by Winchester City Council
21st May 2024	Nicole Baker	Revised Conveyance Plans received for phase 9B parcels. Plots 644 & 645 omitted from the Private Roadway Charge schedule
10th Jun 2024	Nicole Baker	Updated some HA tenure details within the final Matrix pages, regarding parcel 9B, all figures remain unaltered

# DEVELOPMENT NOTES / SERVICE CHARGE

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A new development Phase 1, Parcels 1-3 consisting of 115 private houses, 9 private apartments, 7 private Flats Over Garages (FOGs), 21 Housing Association (HA) houses, 15 HA apartments and 1 HA FOG – 168 units in total

Phase 2, Parcel 4 units added on 19<sup>th</sup> Nov 2020 to the Service Charge Budget, consisting of 9 HA apartments, 6 HA houses, 6 private apartments, 5 private FOGs and 117 private houses – 143 units. Parcels 1-4 now encompasses 311 units in total

Phase 2 Parcels 6, 7, 10 and 12 added 22nd April 2021 as follows;

Parcel 6 - 48 private and 6 HA units - 54 in total. Omitted Parcel 6 provisions on 30-Jan-2024

Parcel 7 - 71 private and 8 HA - 79 units in total, including 6 private apartments

Parcel 10 - 81 private and 9 HA - 90 units in total, including 6 private apartments

Parcel 12 - 75 private and 8 HA - 83 units in total          an additional 306 units = 617 units

Phase 2, Parcel 8 units added, 69 private housing units and 7 HA - 76 in total. There are no apartment blocks within this phase and all roads are to remain private and require management

Phases 1 & 2, Parcels 1-4, 6, 7, 8, 10 & 12 now encompasses 693 units in total

Parcels 12C, 13, 14, 15 & 16 consist of 255 units - 948 in total

Parcel 5 Units added 13/02/23 - Additional 112 units - 1060 in total

Parcel 9A Units added 27/04/23 - Additional 237 units - 1297 in total

Parcel 9B Units added 30-Jan-24 - Additional 245 units - 1542 in total

All 1488 units will be required to contribute equally towards the **Estate Charge** for maintenance of the open space areas etc.

Those 1133 properties that have access over a section of managed roadway will additionally be required to contribute towards the **Private Roadway Charge** for its upkeep and maintenance

The 6 private apartments at plots 190-195, will additionally be required to contribute towards the **Block 1 Charge** for items such as buildings insurance, structural maintenance, communal cleaning, grounds maintenance etc.

The 6 private apartments at plots 486-491, will additionally be required to contribute towards the **Block 2 Charge** for items such as buildings insurance, structural maintenance, communal cleaning, grounds maintenance etc.

The 6 private apartments at plots 1195-1200, will additionally be required to contribute towards the **Block 3 Charge** for items such as structural maintenance, communal cleaning, grounds maintenance etc.

The 6 private apartments at plots 1535-1540 (Parcel 14), will additionally be required to contribute towards the **Block 4 Charge** for items such as buildings insurance, structural maintenance, communal cleaning, grounds maintenance etc.

The 6 private apartments at plots 1387-1392 (Parcel 15), will additionally be required to contribute towards the **Block 5 Charge** for items such as buildings insurance, structural maintenance, communal cleaning, grounds maintenance etc.

The 6 private apartments at plots 1104-1109 (Parcel 9A), will additionally be required to contribute towards the **Block 6 Charge** for items such as buildings insurance, structural maintenance, communal cleaning, grounds maintenance etc.

The main estate roadway and footpaths within the phases and their associated maintenance, surface water drainage and lighting will be adopted and will not be the responsibility of the Management Company

The main estate roadway and footpaths within phase 2, Parcels 4 & 8 and their associated maintenance and lighting will not adopted and will be the responsibility of the Management Company. All units will be required to contribute towards the Private Roadway Charge

The estate roadways and footpaths within phase 2, Parcels 6, 7, 10 & 12, highlighted orange on the Proposed Limits of Adoption Plans, will be adopted, along with their associated surface water drainage and lighting and will not be the responsibility of the Management Company. All remaining roadway un-highlighted will be the responsibility of the Management Company

The Management Company will be responsible for the sections of roadway serving the following plots:

- Plots 1-8 and 15-32
- Plots 53-67
- Plots 69-104
- Plots 107-111
- Plots 112-124
- Plots 160-166
- Plots 156-159 and 167-168
- Plots 169-311
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- Plots 424 - 429      Omitted, now being adopted
- Plots 437-449      Omitted, now being adopted
- Plots 450-455      Omitted, now being adopted
- Plots 457 - 461      Omitted, now being adopted
- Plots 464 - 470      Omitted, now being adopted
- Plots 471-477      Omitted, now being adopted
  
- Plots 478 - 491
- Plot 493
- Plots 500 - 506
- Plots 508 - 520

- Plots 523 - 545
- Plots 550 - 553
- Plot 556
  
- Plots 1114 - 1115
- Plots 1120 - 1123
- Plot 1126
- Plots 1130 - 1131
- Plots 1134 - 1136
- Plots 1143 - 1157
- Plots 1160 - 1186
- Plots 1191 - 1194
- Plots 1195 - 1200
- Plots 1201 - 1203
  
- Plot 1207
- Plots 1209 - 1210
- Plots 1213 - 1216
- Plots 1218 - 1224
- Plots 1227 - 1235
- Plots 1237 - 1238
- Plots 1247 - 1250
- Plots 1253 - 1257
- Plots 1259 - 1262
- Plots 1270 - 1278
- Plots 1282 - 1286
  
- Parcel 8 Plots 1-76
  
- Plot 1289-1290
- Plots 1294-1301
- Plots 1302-1314
- Plots 1315-1326
  
- Plots 1331-1342
- Plots 1350-1360
- Plots 1365-1370
- Plots 1373-1377
  
- Plots 1387-1422
- Plots 1423-1426
- Plots 1429-1449
- Plots 1454-1460
- Plots 1461-1501
  
- Plots 1511-1526
- Plots 1530-1541

- Drew Smith Plots 1 - 21
- Drew Smith Plots 23-25
- Drew Smith Plots 28-38
- Drew Smith Plots 45-50
- Drew Smith Plots 60-72
- Drew Smith Plots 74-78
- Drew Smith Plots 82-85
- Drew Smith Plots 97-99
  
- Parcel 9A Plots 878-883
- Parcel 9A Plots 886-918
- Parcel 9A Plots 937-997
- Parcel 9A Plots 1016-1066
- Parcel 9A Plots 1075-1086
- Parcel 9A Plots 1091-1113
- Parcel 9A Plot 1542
  
- Parcel 9B Plots 644-645      Omitted 2 units, now within HA remit
- Parcel 9B Plot 655
- Parcel 9B Plots 668-718
- Parcel 9B Plots 727-757
- Parcel 9B Plots 768-804
- Parcel 9B Plots 815-840
- Parcel 9B Plots 850-861
- Parcel 9B Plots 871-877

There is lighting within each section of managed roadway and this will be the responsibility of the Management Company

The Management Company will be responsible for all the open space areas within the development as well as any shared parking areas

The foul drainage systems, including the pumping stations, will be adopted and will not be the responsibility of the Management Company

There are 3 Local Equipped Areas of Play within the development – these will both be the responsibility of the Management Company

All attenuation basins/swales located within the development, will be the responsibility of the Management Company

The sections of water course that run through the South of the development will also be the responsibility of the Management Company. Along with the storm water attenuation crates serving the development

The Management Company will be required to ensure that any inlets, outlets or headwalls associated with

the attenuation basins or the water course remain free flowing and clear of any litter or debris

There are 2 communal entrances and 1 main stair core within the private apartment blocks

There are no lifts within the private apartment blocks

The buildings insurance premium for the private apartment blocks is based on a total estimated rebuild cost (including demolition costs and professional fees) of £4,815,000

Cleaning of all private apartments' external window surfaces (excluding those accessible from balconies) and all communal glazing will be provided and included within the Service Charge

Window frames are of uPVC construction

Water supplies do not require pumping

Utility supplies are individually metered – apartments pay charges for their individual utility supplies direct to the provider and not through the Service Charge

The fire defence systems within the private apartment blocks consist of the following components:

- Smoke detectors
- Emergency lighting
- Automatic Opening Vents

Audio entryphone systems and a communal digital TV/Satellite aerial will be installed within the private apartment blocks

The private FOGs will be sold freehold and will not be the responsibility of the Management Company

The HA will be responsible for the maintenance of their own apartment blocks and associated grounds/parking areas on all phases

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

Any fencing, railings or retaining walls located within the managed communal areas of the development will be the responsibility of the Management Company

The substation will be adopted and will not be the responsibility of the Management Company

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



Parcels 1-4, 5, 7, 8, 9A, 9B, 10, 12, 12C, 13, 14, 15 & 16 North Whiteley, Curbridge  
Budget period ending 31/08/24

No.	Item	Budget for the year	NOTES
1	Communal Cleaning	£6,394	Cleaning of all communal areas including entrance areas, hallways, stairs etc. Vacuuming of all carpeted areas, dusting of handrails, ledges etc. Cleaning of internal communal glazing and cleaning of bin and cycle stores
2	Landscape Maintenance	£128,538	Landscape maintenance of open sapce areas, includes cutting of grass, weeding, tending of flower beds, borders and shrubs, litter picking, sweeping of walkways 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
3	Window Cleaning	£1,728	Window cleaning for the private apartment blocks
4	Fire/Emergency Lighting Maintenance	£3,240	Maintenance and testing of communal smoke detectors and emergency lighting etc.
5	Fire Door Maintenance & Repairs	£900	Cost of Annual fire inspections of all communal and apartment fire doors by external professionals including allowance for maintenance and repairs throughout the year in accordance with the Fire Safety Act 2021, for buildings under 11 metres in height as best practice to ensure fire safety in the building
6	Door Entry System Maintenance	£1,800	Annual maintenance for communal door entry systems
7	Play Area Maintenance	£4,200	Maintenance of the play equipment and its safety surface including treatment/painting as required etc.
8	Attenuation Basin/Balancing Pond	£5,900	Maintenance costs associated with the attenuation basins/water course. This includes regular inspections and maintenance as required.
9	Automatic Opening Ventilation Maintenance	£2,520	Annual inspections and maintenance of the AOVs
10	Mansafe/Cradle System/Fall Arrest Systems	£300	Annual Maintenance and testing of the cradle equipment for use by maintenance staff
11	Water Charges	£150	Water Charges do not include individual apartments water usage i.e. individual apartments pay their water charges directly and not through the Service Charge. This item covers 6 x landlords water supply – for use by cleaners, gardeners etc.
12	Electricity Charges	£9,500	Assuming low consumption lighting throughout. Includes estimated amounts for internal and external lighting, communal power points, entryphone equipment etc.
13	General Repairs & Maintenance	£9,600	Budgetary costs to cover for day to day repairs of communal items
14	Private Roadway/Carpark Maintenance	£9,000	Maintenance of the un-adopted roadway and its associated lighting including regular sweeping, replacement of any light bulbs etc.
15	Buildings Insurance	£6,151	Includes comprehensive Buildings Insurance, Public Liability, plus specific Terrorism cover.
16	Insurance Valuation	£423	Amount payable towards the cost of periodic insurance re-valuation by independent surveyors to ensure that the correct level of buildings insurance cover is maintained
17	Directors & Officers Insurance	£588	This is to provide liability cover for the Directors of the Resident Management Company
18	Fire Risk Assessment	£528	** The instruction of professional surveyors to carry out and certify inspections for Fire Risk Risk assessments above and beyond what is already covered in the Health and Safety Assessment
19	Health and Safety Assessment	£1,650	** The instruction of professional surveyors to carry out and certify inspections for required Health and Safety, Fire Risk and General Risk assessments
20	Play Area Inspection Costs	£756	** Costs for regular Health & Safety inspection for play equipment and safety surface
21	Accountancy Fee	£1,068	Annual fee for independent certification of Service Charge Accounts
22	Management Fee	£116,124	Fixed Management Fee (not a percentage of total Service Charge).
23	Company Administration/Secretarial Fee	£336	*** Annual fee for the administration and filing of annual RMC accounts
24	Out of Hours Fee	£258	Costs relating to the 24hr emergency telephone service
25	Banking Charges	£63	Bank Charges relating to scheme trustee bank account
26	Redecoration Fund	£1,440	A fund designed to build up and pay towards the cyclical re-decoration of the internal and external communal areas
27	Block Sinking Fund	£1,440	A fund designed to build up and pay towards the long term maintenance of the blocks for items such as replacement communal carpets and furnishings, lighting, entryphone system, fire systems, windows, roofing etc .
28	Estate Sinking Fund	£2,900	A fund designed to build up and pay towards the future costs of the estate and any associated major works
29	Private Roadway Sinking Fund	£4,500	A fund designed to build up and pay towards the future costs of the private roadway and pavement re-surfacing and any associated items that may include, such as drainage, street lighting, etc.
30	Arboricultural Sinking Fund	£5,900	Contribution to the arboricultural fund for future tree and planting works
31	Play Area Sinking Fund	£1,200	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
<b>Total</b>		<b>£329,095</b>	

Parcels 1-4, 5, 7, 8, 9A, 9B, 10, 12, 12C, 13, 14, 15 & 16 North Whiteley, Curbridge  
Budget period ending 31/08/24

<u>Expenditure Headings</u>	<u>Total</u>	<u>Estate</u>	<u>Private</u>	190-195	486-491	1195-1200	1535-1540	1387-1392	1104-1109
	<u>Charges</u>	<u>Charge</u>	<u>Roadway</u>	<u>Block 1</u>	<u>Block 2</u>	<u>Block 3</u>	<u>Block 4</u>	<u>Block 5</u>	<u>Block 6</u>
	<u>2023/24</u>	<u>1488</u>	<u>1133</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
<b><u>Regular/Cyclical (Contract) Maintenance</u></b>									
1	Communal Cleaning	6394			1066	1066	1066	1066	1066
2	Landscape Maintenance	128538	125658		480	480	480	480	480
3	Window Cleaning	1728			288	288	288	288	288
4	Fire/Emergency Lighting Maintenance	3240			540	540	540	540	540
5	Fire Door Maintenance & Repairs	900			150	150	150	150	150
6	Door Entry System Maintenance	1800			300	300	300	300	300
7	Play Area Maintenance	4200	4200						
8	Attenuation Basin/Balancing Pond	5900	5900						
9	Automatic Opening Ventilation Maintenance	2520			420	420	420	420	420
10	Man-safe/Cradle System/Fall Arrest Systems	300				300			
<b><u>Utilities</u></b>									
11	Water Charges	150			25	25	25	25	25
12	Electricity Charges	9500		6500	500	500	500	500	500
<b><u>General &amp; Reactive Expenditure</u></b>									
13	General Repairs & Maintenance	9600	6000		600	600	600	600	600
14	Private Roadway/Carpark Maintenance	9000		9000					
<b><u>Insurance</u></b>									
15	Buildings Insurance	6151	96		1211	1211	1211	1211	1211
16	Insurance Valuation	423	33		78	78	78	78	78
17	Directors & Officers Insurance	588	588						
<b><u>Health and Safety</u></b>									
18	Fire Risk Assessment	528			88	88	88	88	88
19	Health & Safety Assessment	1650	1650						
20	Play Area Inspection Costs	756	756						
<b><u>Professional Fees/Services</u></b>									
21	Accountancy Fee	1068	1068						
22	Management Fee	116124	98208	13596	720	720	720	720	720
23	Company Administration/Secretarial Fee	336	336						
24	Out of Hours Fee	258			43	43	43	43	43
25	Banking Charges	63	63						
<b><u>Reserve Funds</u></b>									
26	Redecoration Fund	1440			240	240	240	240	240
27	Block Sinking Fund	1440			240	240	240	240	240
28	Estate Sinking Fund	2900	2900						
29	Private Roadway Sinking Fund	4500		4500					
30	Arboricultural Sinking Fund	5900	5900						
31	Play Area Sinking Fund	1200	1200						
<b><u>SERVICE CHARGE TOTAL</u></b>									
		<b>329095</b>	<b>254556</b>	<b>33596</b>	<b>6989</b>	<b>6989</b>	<b>6000</b>	<b>6989</b>	<b>6989</b>

Please see attached Matrix for Individual Service Charges

All service charge monies are held in trust by Trinity Estates' bankers, Royal Bank of Scotland ("the Bank"), 402 Lower 12th Street, Central Milton Keynes, MK9 3LF, in account named "Trinity Estates Property Management Limited - 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.





















## 10 Year Budget Projections of Individual Service Charge Costs

Charge Type	2023/24 Annual Costs per Plot	2024/25 Inflation at 7%	2025/26 Inflation at 7%	2026/27 Inflation at 5%	2027/28 Inflation at 3%	2028/29 Inflation at 2%	2029/30 Inflation at 2%	2030/31 Inflation at 2%	2031/31 Inflation at 2%	2032/33 Inflation at 2%
Estate Charge	£171.07	£183.04	£195.86	£205.65	£211.82	£216.06	£220.38	£224.79	£229.28	£233.87
Private Roadway	£29.65	£31.73	£33.95	£35.64	£36.71	£37.45	£38.20	£38.96	£39.74	£40.53
Block 1,2 & 4-6 Charge	£1,164.77	£1,246.30	£1,333.55	£1,400.22	£1,442.23	£1,471.07	£1,500.50	£1,530.51	£1,561.12	£1,592.34
Block 3 Charge	£1,000.00	£1,070.00	£1,144.90	£1,202.15	£1,238.21	£1,262.97	£1,288.23	£1,314.00	£1,340.28	£1,367.08

**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.