

**MINUTES OF THE PEASLAKE FARM HOUSING PROVIDER
SELECTION SUB-COMMITTEE**

FRIDAY, 10 NOVEMBER 2017

AT TANYARD HALL, GOMSHALL LANE, GOMSHALL

Present: Parish Councillors R Davey (Chairman), R Andrews, C Carlisle and G Reffo and the Parish Clerk, J Millett.

Apologies for absence – apologies for absence were received from Parish Councillors J Cross, P Carter and A Collingwood.

Declaration of personal or prejudicial interests on any of the agenda items below. **NONE** received.

Minutes of the Sub-Committee's meeting held on **28th September 2017. AGREED.**

Contract with Greenoak Housing Association – to formulate Heads of Terms, prior to meeting with the Association on 16th November to discuss the outline contract and next steps.

Heads of Terms:

Set out at the annexe to these minutes are the outline Heads of Terms discussed by the Sub-Committee. These aimed to address the financial, consultative, design and approval principles to be incorporated in a full lease, build and management contract between Shere Parish Council and Greenoak Housing Association (GHA). The Heads of Terms would be drawn up with reference to the content in GHA's presentation and subsequent correspondence with the Parish Council. They would form the basis of a discussion with GHA on 16th November.

Next steps (for discussion with GHA):

- Timescale in more detail
- Notice to existing tenant
- Introductory meeting with local community
- Regular progress meetings between GHA and the Parish Council
- On-going contact between GHA and the Parish Council, after the homes are built and occupied
- Point at which tenants are selected
- Clarification of Guildford Borough Council's role in allocations
- GHA to draw up a draft lease once Heads of Terms are agreed
- Split title, as appropriate

Date of next meeting – to be arranged for the end of November 2017.

**MINUTES OF THE PEASLAKE FARM HOUSING PROVIDER
SELECTION SUB-COMMITTEE**

FRIDAY, 10 NOVEMBER 2017

**OUTLINE HEADS OF TERMS FOR CONTRACT BETWEEN GREENOAK
HOUSING ASSOCIATION (GHA) AND SHERE PARISH COUNCIL (SPC)**

**PEASLAKE FARM SOCIAL HOUSING DEVELOPMENT
CONTRACT FOR LEASE, BUILD AND MANAGEMENT**

HEADS OF TERMS

SUBJECT TO CONTRACT

Vendor

Shere Parish Council (SPC), whose registered office is at Tanyard Hall, 30 Station Road, Gomshall, Surrey GU5 9LF (the **Vendor**).

Purchaser

Greenoak Housing Association (GHA), whose registered office is at 155 Goldsworth Road, Woking GU21 6LS (the **Purchaser**).

Vendors Solicitor

XXXX tba

Contact: XXX

Purchaser Solicitor

XXXX tba

Contact: XXX

Exclusivity

SPC will negotiate with the Purchaser towards completion of the transaction on an exclusive basis unless and until either party withdraws.

Confidentiality

The Purchaser will hold all information confidential under the terms of the Non-Disclosure Agreement.

Right to Buy and Right to Acquire

Covenant of restriction of Right to Buy/Acquire so that homes are kept in perpetuity for local residents

Financial

Premium for grant of lease = £150,000

Ground rent = £100 per annum per property, with 25 year up-lifts

Rents – as per GHA proposal, ie, below statutory description of ‘affordable’ rents.

Project plan

for attachment to Heads of Terms – to include key dates/targets and regular reviews

Timing

contract/grant of lease on planning approval

Design & mix) as per GHA presentation -
) Parish Council to sign off prior to planning
Consultation)

Pre contract work – at GHA’s own risk

Land plan – to be included with a written description

S106 agreement – to be in place

Exchange and Completion Dates

Draft contracts will be drawn up for the confirmation of terms.

Exchange of Contracts is anticipated to take place on XXXXXX at which point a 10% deposit will be payable.

Completion is expected to occur by XXXXXX

Costs

Each party will bear their own costs.

Guarantee as to title

The Vendor will provide a full title guarantee to the land but no warranty will be given by the Vendor. The Purchaser must undertake its own enquiries and the Vendor will cooperate as far as possible.

Signed for and on behalf of the Vendor
(3 signatures required)

Signed for and on behalf of the Purchaser
(?? Signatures required)

Name

Name

Date

Date

Position

Position

Signed for and on behalf of the Vendor

Signed for and on behalf of the Purchaser

Name

Name

Date

Date

Position

Position

Signed for and on behalf of the Vendor

Signed for and on behalf of the Purchaser

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