

HS 008



**HAVEBURY HOUSING PARTNERSHIP**

**DEVELOPMENT  
POLICY**

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# THE HAVEBURY HOUSING PARTNERSHIP

## DEVELOPMENT POLICY

### 1.0 PURPOSE

1.1 The Havebury Housing Partnership (hereafter known as Havebury) aims to provide new homes which meet the long term housing needs identified in our area of operation. This policy is set in accordance with Havebury's vision, values and objectives, specifically our growth objective to:

1. Strengthen the business and our social impact by building more affordable homes:
  - Investing £60 million in new homes;
  - Building 1,352 affordable new homes by 2022;
  - Managing our increased number of homes without a proportionate increase in overheads.

### 2.0 TARGETS AND PROGRAMME

2.1 In 2017 Havebury successfully secured additional funding providing capacity to deliver a further 1352 new homes by 2022. This total includes our HE contract to deliver 144 new shared ownership properties by March 2021. The balance of additional new homes will be delivered via a mix of S106 acquisitions as well as further land-led developments supported by grant funded bids to Homes England (HE) for both rent and shared ownership.

### 3.1 UNIT TYPES AND STOCK PROFILE

3.2 Current demand for rented homes across our operating area is skewed in favour of one and two bed accommodation:

	Total households on waiting list	Number of bedrooms required			
		1	2	3	4+
Babergh	761	386 (51.6%)	255 (34.1%)	99 (13.2%)	8 (1.1%)
Breckland	2,184	1,057 (49.4%)	698 (32.6%)	281 (13.1%)	102 (4.8%)
East Cambridgeshire	1,164	589 (50.6%)	476 (40.9%)	61 (5.2%)	38 (3.3%)
Forest Heath	949	463 (48.8%)	349 (36.8%)	104 (11.0%)	33 (3.5%)
Huntingdonshire	3,079	1,535 (49.9%)	1,028 (33.4%)	398 (12.9%)	118 (3.8%)

Mid Suffolk	676	366 (55.1%)	216 (32.5%)	71 (10.7%)	11 (1.7%)
South Cambridgeshire	2,152	1,215 (56.5%)	635 (29.5%)	245 (11.4%)	57 (2.6%)
South Norfolk	588	307 (52.2%)	158 (26.9%)	87 (14.8%)	36 (6.1%)
St Edmundsbury	1,557	793 (50.9%)	546 (35.1%)	148 (9.5%)	70 (4.5%)
Suffolk Coastal	1,797	887 (49.4%)	628 (34.9%)	233 (13.0%)	49 (2.7%)
<b>Total</b>	<b>14,907</b>	<b>7,598 (51.2%)</b>	<b>4,989 (33.6%)</b>	<b>1,727 (11.6%)</b>	<b>522 (3.5%)</b>

Source: MHCLG Local Authority Housing Statistics 31/3/17

3.3 The table below shows Havebury's stock profile as at April 2018 (excludes sheltered, shared ownership and leasehold):

Size	2018	
	Number	%
Bedsits	139	2.3
1 bed	1140	19.1
2 beds	2113	35.4
3 beds	2393	40.1
4+ beds	179	3
<b>TOTAL</b>	<b>5964</b>	

3.4 There remains an imbalance between Havebury's existing stock profile compared to demand. Our land-led rented development programme will therefore continue to be minded to local need, but also take into consideration management demands of particular unit types when delivered in significant numbers in a single location.

#### 4.0 AREA OF OPERATION

4.1 Havebury will ordinarily seek development opportunities within a one-hour journey by road from Bury St. Edmunds. In exceptional circumstances Havebury will consider developments beyond a one-hour radius of its offices, but only where the development is large enough to justify an exception and where there are strategic reasons for developing outside our usual area of operation. In all instances, exceptions will be raised with the Chair of Strategic Board for an initial view as to whether full Strategic Board approval is required.

## 5.0 Viability

- 5.1 All developments will ordinarily accord with our financial parameters set in our appraisal model and approved by Strategic Board on an annual basis. Schemes will be considered financially viable provided they show a positive net present value, pay back within 35 years and require levels of subsidy which can be absorbed within the tolerances of our HE allocation. Subsidy is defined as HE grant, Local Authority grant, and cross-subsidy from the disposal of existing stock. Both the overall programme viability as well as analysis of individual schemes will be reported through to Strategic Board at each meeting.
- 5.2 Exit strategies will be considered at approval stage for all shared ownership properties; the default position will be to convert shared ownership to affordable rent.

## 6.0 Charging

- 6.1 We will target that all new developments achieve Market Value Subject To Tenancy (a higher value than Existing Use Value Social Housing) when approved as part of the securitisation process.

## 7.0 STANDARDS AND SPECIFICATION

- 7.1 All developments will be built in accordance with Building Regulations and National standards. Best endeavours will be used to meet relevant LA standards where these do not conflict with the above and can be met without compromising financial viability. All developments requiring HE grant will also be built in accordance with any standards set by the HE.
- 7.2 Havebury's approach to quality standards and details of its required specification are set out in its Client's Brief (appendix 1).

## 8.0 TENURE

### 8.1 Affordable Rent

The default rent position for Havebury developments will be to charge affordable rent. Affordable rent will be set at 80% of the prevailing local market rent and will be inclusive of service charges. In areas where there exists a dual rental market due to the presence of the USAF, formal valuations will be instructed on the basis of the domestic rather than the USAF market.

- 8.2 Havebury will consider developing properties at social rent or a level between social rent and 80% of market rent provided its viability parameters are met. In practice it is likely that rents lower than 80% of market rent will only be considered in the following circumstances:

1. When supported housing is developed;
2. When social rent becomes a cost-floor because affordable rent net of service charge is lower than social rent;
3. Where affordable rents are considered too expensive and rents below 80% of market rent is supported by both the relevant Local Authority and where grant funded HE;
4. Where Havebury is acquiring S106 developer stock and the S106 stipulates rents below 80% of the market.

#### 8.4 Shared Ownership

Shared ownership will offer a minimum entry point of 25% first tranche sale and rent will be charged on the unsold equity at 2.75% in accordance with HE requirements. We shall target achieving a minimum of 35% first tranche sales in accordance with our appraisal parameters.

8.5 Forecasts on completions and demand for shared ownership will be reported through to each Strategic Board meeting.

8.6 A separate Shared Ownership Policy will cover the marketing, sales and on-going management of our shared ownership portfolio.

#### 8.7 Tenure Mix: Affordable Rent vs Shared Ownership

##### Grant funded, land-led schemes:

Under our Homes England Shared Ownership and Affordable Homes Programme 2016-2021 (SOAHP), Havebury has a grant allocation to deliver 144 shared ownership properties. It is our expectation to deliver at least a further 144 affordable rented properties as part of our SOAHP

##### S106 schemes:

The standard split on S106 schemes is for 2/3 of the properties to be rented and 1/3 to be intermediate tenure which includes shared ownership.

#### 8.8 Market Sale, Commercial and Private Rent

Havebury will refer sites considered appropriate to include market sale to its commercial subsidiary Four Sail Homes. Strategic Board approval will be required in all instances where land is purchased with the intention of disposing of an element to Four Sail Homes for the purposes of delivering market sale.

8.9 Other tenures will be considered (including private rent and commercial) where it is appropriate or demand led and required on the development. Strategic Board approval will be required for the development of any tenure other than affordable rent, shared ownership and social rent. It is likely that any tenure other than

affordable rent, shared ownership and social rent will be procured via Four Sail Homes.

## **9.0 S106**

**9.1** To date 65% of the new homes developed by Havebury have been grant funded schemes. More recently the balance has shifted to 50% of our developments being our own land-led schemes and the remaining 50% made up of acquisitions from private developers via S106 agreements. There are currently a significant number of S106 opportunities in our area of operation, and in order to achieve our objective of 1,352 new homes by 2022, which represents a step-change in delivery, we need to target that up to 70% of delivery until 2022 is via acquisition of developer S106 stock.

## **10.0 REMODELLING AND EMPTY PROPERTIES**

10.1 Havebury will consider remodelling development opportunities where they meet the housing and regeneration needs of a local community and provide good quality accommodation. It is not anticipated that remodelling will exceed 20% of Havebury's land-led development programme

## **11.0 SUPPORTED HOUSING**

11.1 Supported housing (excluding Care and Extra Care products) will be considered when commissioned by a relevant strategic body. In all instances a physical exit strategy will be required for the fabric of the building as well as a documented revenue guarantee. In most instances the exit strategy will be a conversion to general needs accommodation. All supported housing schemes will require Strategic Board approval.

## **12.0 ACQUISITIONS AND LAND BANKING**

12.1 Havebury will ordinarily look to purchase land subject to planning approval. Any unconditional purchases of land will require strategic board approval.

## **13.0 LOCAL AUTHORITY SUPPORT AND PLANNING APPROVAL**

13.1 Havebury will seek Local Authority Strategic Housing support for all of its affordable housing developments.

13.2 Havebury and its consultants will work with the Planning Officers of the relevant Local Authorities and will make best endeavours to submit planning applications that receive Officer recommendation for approval.

13.3 Where planning applications are refused or where planning applications exceed their statutory determination period, Havebury will seek independent expert advice on the merits of an appeal. The Executive Team will consider the advice provided and, should the decision be to undertake an appeal, inform the Chair of Strategic Board prior to submitting an appeal.

#### **14.0 PROCUREMENT**

14.1 All developments will be procured in accordance with Havebury's Procurement Policy.

#### **15.0 APPROVALS**

15.1 The approval process in relation to development is set out in the Project Appraisal Risk Committee (PARC) process (appendix 2)

#### **16.0 CONSORTIUM WORKING**

16.1 Havebury has successful experience acting as Development Manager for both Babergh and Mid Suffolk District Councils. Following completion of 65 homes this arrangement will cease in 2018-19.

16.2 Havebury will consider selling its development and HE services to other Registered Providers and Local Authorities subject to a business case and Strategic Board approval.

#### **17.0 MONITORING AND RESPONSIBILITIES**

17.1 The Strategic Board, having formally adopted the Development Policy, accepts responsibility for its implementation and for monitoring its effectiveness. Havebury's Chief Executive and Director of Development accept responsibility for reporting development matters through to Strategic Board.

# Client's Development Brief



*Creating homes and communities*





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## 1. Introduction

Havebury Housing Partnership was established in 2002 and has become a well-known and respected housing association mainly within St Edmundsbury but also into the surrounding local authority areas. It has some key principles which we believe makes it the success it has become today:

Owning and managing over 6000 properties Havebury has a strong local presence reflecting local needs. Working with local partners and delivering value for money remain key drivers within the business.

Not only providing homes for those in housing need but also creating opportunities for those living within our homes and communities. Helping people back into work, encouraging them to undertake training to increase their chances of gaining employment, and initiating a workplace apprenticeship programme are just some of the activities Havebury has been involved with.

Striving to lower its carbon footprint by 80% by 2050 both within Havebury's offices, and also by designing energy efficient and sustainable homes, keeping tenants' bills lower and helping to reduce fuel poverty. Havebury is a member of the Sustainable Housing Index for Tomorrow (SHIFT), which is a best practice group developed by Sustainable Homes to reduce CO<sub>2</sub> emissions within housing.

Havebury has partnership status with the Homes and Communities Agency and, as such, achieves government funding to build its homes. This comes with strict standards which must be achieved in order to gain this funding, and thus ensures that good quality homes are built, and built to last.

Havebury's Development Team has been expanded to enable us to deliver a growing programme of new build and refurbished homes. Our team benefits from a wealth of differing skills and experience which will ensure that we are best placed to continue to optimise opportunities and provide homes which are sustainable and that people want to live in.

## 2. Project Description

Project Name:

Project Address:

Description:

Target Start on Site:

Target Completion:

### 3. Project Standards

- 3.1 It is the responsibility of all consultants and contractors to design and build this scheme to the most current form of these standards. This scheme will be delivered to the following standards and Havebury will require written, relevant evidence of adherence to these requirements before a scheme starts on site:

Latest version of the Building Regulations  
Havebury's Client Brief

Specification as attached in the Appendix A

Technical Housing Standards - Nationally Described Space Standards -  
March 2015 (Level 1 requirement unless otherwise indicated by Havebury)

Construction (Design and Management) Regulations 2015  
Secured by Design full certification

Building for Life 12 Assessment

Considerate Constructors Scheme

- 3.2 On all new build schemes the design must accommodate the need for access to all dwellings and movement around the site by people with disabilities.
- 3.3 The completed project will be subjected to audit by the Homes and Communities Agency and any breaches to the standards will result in the contractor/consultant having to rectify the situation, or compensate Havebury for a breach in the essential requirements. Any contradictions or ambiguity in the design and specification guidance should be referred to Havebury.

## 4. Delivery Requirements

### 4.1 Warranties and Insurance

- 4.1.1 All works are to be designed and executed in accordance with the requirements of NHBC (or other warranty scheme designated by Havebury), Building Regulations, and the Construction Design & Management Regulations 2015 as in force at the date of commencement of contract.
- 4.1.2 An approved building warranty (NHBC or other warranty scheme designated by Havebury) is to be provided which includes contractor's insolvency cover and 12 years structural defect insurance, professional fees and ancillary costs.
- 4.1.3 All registration and insurance fees are the responsibility of the contractor and must be in place prior to the certification of the first valuation. Evidence will be required.
- 4.1.4 All consultants' and contractors' appointments will be executed under a deed and will be required to carry Professional Indemnity Insurance as follows:

Scheme value	Cover required
Under £800,000	£1m
£800,001 - £1,800,000	£2m
£1,800,001 - £2,800,000	£3m
£2,800,001 - £3,800,000	£4m
£3,800,001 - £4,800,000	£5m
£4,800,001 - £5,800,000	£6m

- 4.1.5 A Collateral Warranty will be required for any design function carried out by the contractor or their sub-contractors. Havebury accepts unamended forms of the JCT or CIC suite of warranty documents and will be executed as a deed. All warranties (architect, engineers, contractor, sub-contractor, etc.) will be required to be in place before consultants' fees will be paid. Havebury reserves the right to withhold any amounts due to the contractor in respect of the works to be undertaken by the relevant consultant, sub-contractor, etc. where said Collateral Warranty is outstanding. Collateral Warranties will need to be signed and in place prior to handover. Copies of Collateral Warranties will be required as part of the prior to handover information/documentation as indicated in Appendix B.
- 4.1.6 The Employer's Agent will be responsible for checking that contract requirements, such as insurances, warranties, performance bond, etc. are provided as stated in the Contract Documents; and will highlight to Havebury (the Employer) any payment request inclusive of consultant, sub-contractor, etc. works where said Collateral Warranty is outstanding.

## **4.2 Site Requirements**

- 4.2.1 All site inspection records should be made available to Havebury and its representatives at the monthly site meeting and a copy of the site records should be sent to Havebury on Practical Completion.
- 4.2.2 Unless otherwise notified a site investigation, including topographical and soil survey, will be provided by Havebury. It is the contractor's responsibility to procure further investigation or testing to enable the foundations and drainage to be fully designed.
- 4.2.3 Whilst information may be provided by Havebury, the contractor shall be deemed to have satisfied themselves as to the accuracy and reliability of the information provided and shall seek further surveys or reports to enable all works to be completed in accordance with the requirements of the contract. Havebury will not accept liability or extra costs for any deviations from the information provided.
- 4.2.4 An ecological report will be commissioned by Havebury prior to start on site unless deemed unnecessary due to the existing nature of the site.
- 4.2.5 It is the responsibility of the contractor to obtain the necessary consents and bonds and to cover all costs to ensure the following areas achieve adoption by the local authority: all drainage, lighting, footpaths, open spaces, roads etc. These are to be constructed to the appropriate specification and the expiry date of the contractor's maintenance liability period for these items is to be no sooner than the date which the local authority formally adopts these areas.
- 4.2.6 At planning / pre-commencement design stage a proposed planting and landscaping scheme detailing proposed species will be provided for consultation with Havebury's Grounds Maintenance contractor on sustainability, suitability of location, future maintenance requirements and costs, etc.
- 4.2.7 During the defects liability period Havebury will maintain the landscaping, including grass cutting and weeding of beds, however the replacement of failed planting, within this 12 months rectification period, will remain the responsibility of the contractor. All planting to take place at an appropriate time of year as agreed with Havebury.
- 4.2.8 Contractors must provide a signboard in accordance with the latest version issued by the Homes and Communities Agency. Havebury will require a scheme signboard to be erected in a prominent position on site with wording agreed by Havebury, within six weeks of building work commencing on site. If not erected within this time the contractor will forego the right to payment for the work.

### **4.3 Handover**

- 4.3.1 The contractor is responsible for providing a programme for anticipated property handovers. Written notice is to be forwarded to Havebury at least eight weeks in advance of any forthcoming handovers (12 weeks in respect of very sheltered housing schemes). Havebury lets most of its properties on either the day of handover or shortly after. Havebury will therefore require further written confirmation of the forthcoming handovers at least four weeks prior to the expected handover date.
- 4.3.2 Handover meetings will be held on site and is to be attended by the consultant, contractor, and representatives from Havebury's Development, Housing Management and Allocations Teams. At this meeting instruction on the operation of the heating system, other appliances and any ongoing servicing requirements will be demonstrated by the contractor.
- 4.3.3 The contractor should allow for potential residents to view their properties prior to handover. If access to all properties is not available then at least one of each property type should be available for viewing. It is expected that viewings would be at least one month prior to handover. Viewings will be arranged by Havebury's Allocations Team directly with the contractor. All potential residents viewing their properties will be accompanied by a member of Havebury's employee team.
- 4.3.4 The contractor should allow for viewings by select members of Havebury's employee team, including representatives of Havebury's Neighbourhoods, Ranger, Assets, Repairs, Performance Teams, etc. Havebury's employee viewings can take place at any time during the contract period up to the date of handover and will be pre-arranged by a member of Havebury's Development Team.
- 4.3.5 The properties viewed will remain in the possession of the contractor throughout the viewing period. The contractor will ensure that the company's insurances fully cover visitors to the site.
- 4.3.6 Prior to handover Havebury will require an extremely high standard of finish and expect that:
- a. All work and services have been completed and access provided.
  - b. All windows, external door, internal doors, cupboard and drawers should open and close satisfactorily.
  - c. All locks handles and catches should operate easily and all necessary keys should be supplied.
  - d. Sanitary fittings and glass are free from damage and manufacturer's labels and have been thoroughly cleaned.
  - e. Splashes of mortar, paint and the like have been removed from internal and external surfaces.
  - f. Floors have been cleaned and are suitable to accept floor coverings.
  - g. Rubbish and debris have been removed from the property and all communal areas.



- h. The property should be thoroughly cleaned to Havebury's satisfaction including a 'sparkle' clean so the property is ready for a tenant to move straight in.
  - i. All trickle vents to be left open.
  - j. All cupboard doors left open.
  - k. The property will have been adequately heated and ventilated.
- 4.3.7 At least two weeks prior to handover the developer/contractor will provide Havebury with contact details for reporting of defects, including relevant email address and 24-hour emergency telephone number for emergency defects. This information will be passed to Havebury's Responsive Repairs Manager, along with details of the rectification period arrangements. If the developer/contractor fails to respond within the required time Havebury will carry out the repair and re-charge the developer/contractor or deduct the cost from the retention held.
- 4.3.8 Havebury's response times for day to day repair and maintenance matters are to be included as a contract requirement, and will include the payment of compensation by contractors where they fail to perform to the required standards, or the deduction of retention should the defect have to be rectified by an alternative contractor.
- 4.3.9 Havebury's requirements in respect of this matter are as follows:
- i. Emergency Repairs: those repairs which are required to avoid danger to the health or a risk to the safety of residents, or serious damage to the building -to be carried out within 24 hours.
  - ii. Urgent Repairs: those repairs, which substantially affect the comfort or convenience of residents -to be carried out within 5 working days.
  - iii. Routine: dripping taps etc. to be carried out within 10 working days
  - iv. Non-urgent Repairs: all repairs not covered by i), ii) and iii) above - these are to be carried out within 28 working days or may be grouped together for completion at 6 or 12 months after practical completion - this to be agreed with Havebury.
- 4.3.10 Havebury's consultant and the contractor will record all meter readings on the day of handover and send copies to Havebury for recording of individual property information on Havebury's housing management system. Payment of services used prior to handover and informing the services provider of the change of occupier will be the responsibility of the contractor.
- 4.3.11 All services are to be left connected for the in-going resident but turned off at the mains. During the winter months, however, heating systems are to be left on tick-over in all properties to prevent freezing up.
- 4.3.12 Havebury will accept properties for hand over at 10.00am. Havebury will not accept handovers in the last two full weeks of December prior to Christmas or until the Friday of the first full week in January.
- 4.3.13 All de-snagging should be completed by the day prior to handover and the contractor's compound and equipment should be removed.

- 4.3.14 Three sets of keys are to be provided for collection prior to handover. All keys are to be properly labelled with the postal number of the property. Prior to handover the contractor is to provide a Key Log for the scheme, detailing numbers of keys provided, door number, door location, suiting details, etc. In addition, on flatted schemes with communal door entry systems, the contractor is to provide a completed PAC Easikey 250 Programming Worksheet, Users Data List, and confirmation of key fob 'chip/serial' numbers. All windows, meter box and radiator bleed keys should be left in the kitchen drawer or as agreed with Havebury.
- 4.3.15 The contractor/developer is to provide a Home User Guide for each new address that is specific to that home. The contractor is also to provide Havebury with an electronic master copy of the Home User Guides. The Home User Guide is to include all operating instructions for the heating system, together with information packs from the water authority, electricity, gas and oil. The Home User Guide must be given to Havebury to provide to each incoming residents prior to handover. The contractor/developer is to provide a draft copy of the Home User Guide for review no later than four week prior to the anticipated handover. Full copies of all instruction documents should be provided in the Health and Safety file and handed to Havebury upon handover. The contractor will arrange a demonstration of the heating system and other technologies.
- 4.3.16 It must be ensured that any system full commissioning procedures are carried out, including flushing out the system and balancing as required. As well as providing the instruction manual, a full system description manual in bound copy format showing workings, names and makes of principal components should be provided to Havebury.
- 4.3.17 Prior to handover and again at the end of the defects period, a test must be made of the distribution pipework to check for water loss.
- 4.3.18 All documentation relating to life, health and safety certification, gas and electricity certification (testing, commissioning, etc.) and any other certification for aspects of the build (including but not limited to legionella, entry systems, automatic doors, lifts, fire safety equipment, etc.) must be provided two weeks prior to handover for checking and verification by Havebury's Asset Investment Manager. Failure to produce these may result in the handover being delayed and/or refused and the contractor being charged for any temporary accommodation required by incoming tenants. Any delays attributed will be at no extra cost to Havebury and an Extension of Time to the contract will not be entertained.
- 4.3.19 On completion of the works, the lead consultant/contractor shall provide the information listed in Appendix B at practical completion or before to enable Havebury to meet its funding conditions, maintain its properties in the future and ensure that its Quality Assurance procedures are maintained.
- 4.3.20 Should any of the contractor's requirements not be met, Havebury reserves the right to refuse handover and will seek damages in accordance with the JCT contract.

#### **4.4 Defect Rectification Period**

- 4.4.1 At the end of the defect rectification period, the contractor and lead consultant should arrange for all properties to be inspected. Havebury will expect to be represented at the inspection and agree the final defects list.
- 4.4.2 All works identified during the 12 months' maintenance inspection should be completed within an agreed timescale, reasonable to the level and type of defects to be rectified. If the contractor fails to complete these works within the agreed time period, Havebury will agree one further date and if the works remain outstanding beyond this new date, Havebury will undertake such works and deduct the cost from the retention monies held.

## 5. Design Requirements

- 5.1 In all aspects of design and specification, architects and designers should always comply with the obligations under the Construction (Design and Management) Regulations 2015 and seek to eliminate hazards. All elements of these delivery requirements are to be met and included in any contractor's tender submission. The Architect will produce a detailed specification which is appropriate to the form of contract to be used. This specification will cover materials and workmanship and will be approved by Havebury prior to any tender process.
- 5.2 Principal Designer - As part of Havebury's obligations under the Construction (Design and Management) Regulations 2015, Havebury will appoint in writing a Principal Designer. This role will generally be undertaken by the Employer's Agent consultant. However, there may be circumstances where this role will be undertaken by the Architect or Contractor.
- 5.3 Principal Contractor - The Contractor is to allow for fulfilling the role of Principal Contractor and carrying out all associated duties under the Construction (Design and Management) Regulations 2015, as referred to in the JCT Contract, Development Agreement, etc.
- 5.4 The future maintenance of the building should always be considered, and facilities to ensure that the buildings are able to be maintained easily and safely should be incorporated into the design.
- 5.5 Havebury is committed to ensuring equality of opportunity in all its commissioning and therefore requires that all consultants and contractors (and subcontractors employed by the contractor in relation to these works), comply in all respects with the duties and responsibilities within the provisions of The Equality Act 2010 when working on behalf of Havebury.
- 5.6 The design of the scheme should provide a safe and secure environment for the residents by enabling natural surveillance and creating secure private areas around individual dwellings, restricting unauthorised access to communal areas around flats and maisonettes by the provision of walls, fences and gates.
- 5.7 Private gardens should be capable of containing sheds/outside stores, washing lines, patios and fuel storage vessels (if required). Areas of existing, high quality landscape, or valuable ecologies which support plants, mammals, birds and insects must be protected. Manhole covers in garden are to be avoided.
- 5.8 The design layout must comply with the Local Authority Waste Management guidance, ensuring access to all dwellings and turning for refuse collection, emergency vehicles, delivery and removal vehicles, and people with disabilities.
- 5.9 The design of the street and car access must not allow speeds over 20mph on development roads. Change from public road to residential road should be marked by a change in the use of material.

- 5.10 Havebury is committed to providing new homes that are high quality, affordable and provide environmentally friendly accommodation. Consultants and contractors will be expected to provide, on completion of each new home, a SAP certificate confirming the rating achieved and an Energy Performance Certificate.
- 5.11 When considering the specification of materials, designers should follow the 'Green Guide for Housing' aiming for materials which have an 'A' rating. Developments should make the best use of reused and recycled parts and materials. For example, using reclaimed bricks instead of new bricks, using demolition material instead of new materials to build up roads, footpaths or underground floors, or using aggregate for ground slabs, foundations or concrete pavements. The newly constructed buildings should be designed and built so that materials that are incorporated can be easily reused or recycled when the buildings are demolished.
- 5.12 Homes should enable ventilation that controls humidity and odours without causing discomfort from draughts, and provide a minimum requirement for mechanical heating by using natural solutions such as shading and positioning of the building and windows to make maximum use of the heat from solar gain.
- 5.13 Individual bins are to be stored at the rear of the dwellings where possible in an area that is secure and accessible for residents to place their bins out on rubbish collection days. Identifiable bin collection points should be made available that meet the Local Authority standard. The design should take into account attractive and practical storage for refuse and recycling bins.
- 5.14 Communal refuse bin stores must be designed and situated in conjunction with Local Authority Waste Management requirements and CFPA European Guidelines. These stores must be secured with FB2 key system, be robust and enable ease of access for occupants and waste disposal teams. These stores should provide sufficient space to allow bin rotation by residents, wall protection (e.g. sacrificial timber battening), and a lockable water supply outlet / wash down point to be provided with trapped drainage. All mechanical and electrical fittings must be fit for location and provided with appropriate protection necessary to prevent damage.

## 6. Design Specification

### 6.1 General

6.1.1 It is expected that all aspects of scheme design comply with this Brief and, where this is not possible, written approval must be obtained from Havebury. Any variation in specification items which are not included within this Brief must be submitted in writing to Havebury prior to execution of contracts. Four weeks before handover the contractor is to provide a detailed specification of all the materials used in the construction of the scheme via schedules provided by Havebury. Examples of the information required and a sample of the forms/schedules are included as Appendix C and Appendix D.

### 6.2 External Areas

- 6.2.1 Layout of the scheme should provide a clear delineation between public, community and private space. Public spaces should be connected via a clear and well-lit route. All homes should be grouped and orientated in a manner which enhances privacy for occupants and minimises noise.
- 6.2.2 A level paved patio area (minimum size 9m<sup>2</sup>) and an accessible rotary clothes dryer are to be provided in the rear garden of all houses and bungalows. A lockable external store/shed to be provided with access to path. Sheds should be located in the rear gardens on a cement base, comprising timber shiplap with apex roof and supplied **without** a window to accord with Secured by Design requirements.
- 6.2.3 A level path is to be provided from the property to the garden entrance gate, clothes dryer and shed. A hard surface mowing area is to be located between all grassed areas and external walls
- 6.2.4 Adequate anti climb, close-boarded, pressure-treated fences are to be provided between gardens and between private and public areas. These must be at least 1.8 m in height with concrete gravel board secured by concrete posts and decorated to achieve five year protection, a gate must also be provided in an appropriate position. Gates are to be fitted with a key operated lock in accordance with the Secured by Design full certification scheme requirements.
- 6.2.5 In communal, external areas a screened drying area is to be provided to flats, finished in coated macadam to receive one large accessible rotary clothes dryer per four flats. An accessible rotary dryer is to be included on wheelchair and very sheltered housing projects.
- 6.2.6 Road designs and layouts are to restrict vehicle speeds. Parking will be provided in line with current local and national planning policies and should reflect the requirements of the end user. Individual spaces to comprise a suitable hard surface area of minimum 2.4m x 4.8m and should be in curtilage where possible. Where in curtilage parking is provided, one space to have a 900mm adjoining firm even surface to make space 3.3m x 4.8m overall.

- 6.2.7 Group parking areas are to be identifiable to the groups of dwellings they serve and be within 30m of the dwelling entrances. All communal car parking areas should be provided with a sign stating "Residents Parking Only. Vehicles and contents are left at owners own risk". 10% of communal parking spaces to be provided as accessible spaces.
- 6.2.8 All dwelling entrances (front and rear) should be provided with a PIR external light. Lights are to be energy efficient and be set dusk to dawn. All homes are to have a canopy, porch or recess to the main point of access to the dwelling.
- 6.2.9 Light fittings (street and dwelling) must be carefully selected and agreed with Havebury. All lighting should be adopted by the local authority where possible and, where unadopted lighting is provided, a metered landlord's supply is to be provided.
- 6.2.10 Contractors should provide the refuse bins to the size and number required by the local authority (following appropriate consultation with the Local Authority Waste Management Team).
- 6.2.11 The contractor should allow to provide a lockable notice board within communal entrance areas to flats or a weather proof, external version in a location to be agreed with Havebury.
- 6.2.12 The contractor is required to design a proper signage system for the project and obtain Havebury's and the Local Authority's approval. Signs are to be constructed of cast iron, brass, stainless steel, anodised aluminium or stoved enamel steel. Plastic signs will not be permitted.
- 6.2.13 Areas of soft or hard landscaping should be suitably located, be sustainable and easily maintained.
- 6.2.14 Rear access paths must be well lit and avoid any recesses. All main paths should be a minimum of 1000mm wide with a firm and even surface. Where a change in level is unavoidable ramps are to be provided in lieu of steps with a gradient of no more than one in twelve.
- 6.2.15 Access to the front and rear gardens must be possible without having to pass through the dwelling.
- 6.2.16 Gardens to the front and rear of dwellings are to be well drained, levelled and cleared of builder's rubble. Front and rear gardens to be turfed up to a maximum of 40m<sup>2</sup>. The remaining garden to be rotavated, provided with 150mm topsoil and grass seeded.
- 6.2.17 The contractor is to allow for the provision of cigarette disposal bins at entrances to flat blocks and within external communal areas (specification to be agreed by Havebury).

- 6.2.18 Where existing trees are to be retained within the curtilage of the site and/or are present adjacent to the site and may or may not be within Havebury's ownership, the contractor is to allow for reducing these trees as much as possible with the appropriate permissions. This is particularly relevant where existing trees will overhang proposed car parking areas or are likely to touch buildings in the near future.
- 6.2.19 Lockable water supply outlet is to be provided to all external communal parking areas, communal refuse bin storage areas, communal garden areas, etc. for purposes of external cleansing by Havebury's Grounds Maintenance contractor.
- 6.2.20 In flatted schemes lockable bicycle storage facilities are to be provided at a minimum rate of one space per flat, or at a rate as required by the Local Planning Authority, whichever is the greater provision. Bicycle storage facilities are to be secured with a coded lock system.

### **6.3 Internal Environment**

- 6.3.1 All floor plans are to show indicative furniture layouts to comply with the furniture schedule detailed in Annex B2 'Furniture for use in demonstrating compliance with space standard' and 'Furniture Schedule' dated 29/04/2013 based on diagrams from former HQI and London Housing Design Guide 2010. The consultant/ contractor shall provide confirmation of unit gross internal floor areas and room sizes scheduled on block plan for Havebury's approval prior to start on site and again at practical completion. A wheelchair turning circle should be demonstrated in all ground floor habitable rooms.
- 6.3.2 Space for a pushchair or pram to be provided in family homes.
- 6.3.3 In flats with communal entrances/areas, secure internal space for the storage of prams, pushchairs, buggies, etc. is to be provided. These storage areas are to be secure with an FB2 key system.
- 6.3.4 Hat and coat hooks must be provided on an appropriate wall, or in a separate cloakroom where provided, and appropriate to the number of occupants the property is designed for.
- 6.3.5 The lead consultant/contractor must prepare detailed drawings (1:50) of every kitchen layout, showing door swings, tiling layout, electrical outlets etc. including capacity of kitchens and gas/water connections. Drawings will be considered and agreed with Havebury prior to site commencement. Havebury's preference is for kitchen/diners however, all options will be considered.
- 6.3.6 Where possible direct access from the kitchen to open space is to be provided.
- 6.3.7 Secure storage is required for harmful substances, medicines etc. Enclosed storage is required for food, utensils, washing and cleaning items, brooms and tall equipment.



- 6.3.8 The staircase is to be designed to allow for the future provision of a chair/stair lift. A handrail should be fitted which is continuous and unbroken for the full length of the stair. Open risers are not acceptable.
- 6.3.9 Living rooms are not to be an essential part of circulation and essential storage should not be accessed only in the living room.
- 6.3.10 In flats with internal communal areas, a secure Landlord's caretakers' cupboard is to be provided for the storage of janitorial items and equipment. The caretakers' cupboard should include a low level sink with hot and cold water supply and drainage. Isolation valves for the hot and cold water supply are to be provided and should be accessible and easy to use (e.g. quarter turn lever) to enable the water supply to be turned off when not in use. These cupboards are to be secured with an FB1 key system.
- 6.3.11 In flatted schemes with Landlord facilities for communal services and building systems, separate secure internal cupboards are to be provided for both the Landlord facilities and the tenants' services meters, etc. The Landlord's cupboards are to house communal services meters, consumer unit, door entry system equipment, fire safety systems equipment, communal TV systems equipment, etc. and the Tenants' cupboards are to house individual services meters for electricity, water, gas, etc.

It is Havebury's preference that Tenants' individual services meter cupboards are located within each individual flat, or in a cupboard adjacent the front door of each individual flat accessed of the communal space/corridor. Where this is not possible, communal cupboard(s) for Tenants' individual services meters will be accepted.

The Landlord's cupboards to be secured with an FB1 key system. The Tenants' cupboards to be secured with an FB2 key system.

- 6.3.12 The contractor is to allow for the provision of relevant Fire Safety signage and 'No Smoking' signs within internal communal areas.

## **Space Standards**

- 6.3.13 The following should be used as minimum guidance for gross internal floor and storage areas but are subject to alteration if circumstances dictate. This is in line with the Nationally Described Space Standards.

## **Gross internal floor areas**

- 6.3.14 Unless otherwise advised all properties and room sizes should be designed in accordance with Level 1 of the Technical Housing Standards - Nationally Described Space Standards.

## Room Sizes

- 6.3.15 All dwellings with two or more bedspaces must provide at least one double (or twin) room.
- 6.3.16 Every single bedroom must have a floor area of at least 7.5m<sup>2</sup> and be at least 2.15m wide.
- 6.3.17 Every double (or twin) bedroom is to have a floor area of at least 11.5m<sup>2</sup> and at least one double (or twin) bedroom is to be 2.75m wide as a minimum, with every other double (or twin) to be 2.55m minimum wide.
- 6.3.18 Any area which has a headroom of less than 1.5m is not counted within the gross internal area (GIA) unless it is used solely for storage (if the area under the stairs is to be used as storage, assume a general floor area of 1m<sup>2</sup> within the GIA). Any other area which is used solely for storage and has a headroom of 900-1500mm (such as under eaves) is counted at 50% of its floor area, and any area lower than 900mm is not counted at all.

Built-in wardrobe counts towards the GIA and bedroom floor area requirements, but should not reduce the effective width of the room below the minimum widths set out above. The built-in area in excess of 0.72m<sup>2</sup> in a double bedroom and 0.36m<sup>2</sup> in a single bedroom counts towards the built-in storage requirement.

- 6.3.19 The minimum floor to ceiling height of the main living space is 2.3m for at least 75% of the GIA.
- 6.3.20 GIAs for one storey dwellings includes enough space for one bathroom and one additional WC (or shower room) in dwellings with five or more bedspaces.
- 6.3.21 GIAs for two and three storey dwellings include enough space for one bathroom and one additional WC (or shower room).
- 6.3.22 Built in storage areas are included within the overall GIA and include an allowance of 0.5m<sup>2</sup> for fixed services or equipment such as hot water cylinder, boiler or heat exchanger.
- 6.3.23 Dwelling layouts should provide good daylighting within kitchens, living rooms and dining rooms designed to meet the daylighting criteria set out in BS8206:Part 2 and should also have a view of the sky as set out in this standard.

## Kitchens

- 6.3.24 Kitchen designs/layouts should be based on the requirements of Annex B2 'Furniture for use in demonstrating compliance with space standard' and 'Furniture Schedule' dated 29/04/2013 based on diagrams from former HQI and London Housing Design Guide 2010. The kitchen design/layout is to be approved by Havebury prior to placing orders with supplier.

- 6.3.25 Internal kitchens are not permitted. A window must be provided.
- 6.3.26 A worktop should be provided on each side of the cooker space and adjacent to the sink, providing a minimum clear space of 500mm either side. Working surfaces should not be obstructed and the worktop-cooker-worktop-sink-worktop sequence is not to be broken by doors, passages or tall units. A 1.2m run of worktop between the cooker and the sink bowl to be included. Wall mounted central heating boilers must be at least 450mm clear from the worktop with the pipework neatly concealed and accessible.
- 6.3.27 A 600mm wide fridge/freezer space is to be provided. Fridge/freezer space is not to be located adjacent to the cooker space. Fridge/freezer space can be located in an adjacent room to the Kitchen, subject to Havebury's approval.
- 6.3.28 Electric cooker points must be provided and, where a gas supply is available, a capped gas point must be provided in addition. In flatted developments the provision of a gas supply to the cooker space is generally not accepted and will be confirmed by Havebury.
- 6.3.29 Wall cupboards should be set back 150mm when located adjacent to a cooker, or boiler position, or in a position where they cannot be reasonably reached.
- 6.3.30 Space and connections are to be provided for cooker, fridge/freezer and washing machine. The washing machine space should be adjacent to the sink unit, unless a separate utility area is provided, and must be provided with suitable water supplies and waste connections, stop valves and holes to feed connection pipes through. A fourth appliance space should be provided in 4 person homes if possible. All connections should be easily accessible and enable the incoming resident to connect their appliances.
- 6.3.31 Space is to be provided for a minimum of two people to have a casual meal in kitchens.
- 6.3.32 Tiling is to extend full height between kitchen worktops and wall units and extend behind the cooker recess from floor to top of wall unit height; or underside of cooker hood extractor if supplied.
- 6.3.33 No electrical sockets shall be within reach of the sink or drainer.
- 6.3.34 Sink units are to be located under windows wherever possible and the drainer should be adequately supported from beneath.
- 6.3.35 Internal recycling bins to be provided as part of the kitchen design.

## **Bedrooms**

- 6.3.36 All double bedrooms to be designed to allow double or twin beds to be accommodated in the bedroom with adequate circulation space and allowing for furniture etc.

- 6.3.37 All main bedrooms are to be provided with a built in wardrobe, incorporating a hanging rail and a shelf above.
- 6.3.38 In all bedrooms it should be possible to locate the bed in two different positions.
- 6.3.39 Provision of a space for an occasional cot to main bedroom is required.
- 6.3.40 Space for a small worktop or similar is to be provided in single bedrooms.
- 6.3.41 All bedrooms are to have easy access to washing and WC facilities.

### **Storage**

- 6.3.42 Properties should be designed in such a way as to maximise storage space. Slatted shelving to be provided in linen/airing cupboards and a heat source should be provided.

## **7. Technical Brief**

### **7.1 General**

- 7.1.1 Havebury's appointed consultants shall be responsible for issuing the specification of materials, which incorporates those included at Appendix A, and for monitoring workmanship. The following general specification should be regarded as a Brief. If the consultant or contractor has a conflicting opinion or view, it should be brought to Havebury's notice in writing for confirmation of Havebury's opinion.
- 7.1.2 All materials shall be the best of their respective kind and must wherever possible be British Standard approved and Kite marked or carry a BBA certificate.
- 7.1.3 British Standard Codes of Practice and the latest recommendations of the BRE should always be referred to in respect of the use, application, procedure and tolerances acceptable for all products and workmanship, along with any specific requirements made by the manufacturer. Workmanship should be to the minimum standards set out in BS 8000 'Workmanship on Building Sites' and always to the satisfaction of the Architect or Havebury's appointed site representative.

### **7.2 External Walls**

- 7.2.1 Where brickwork is to be used as an external finish, a facing brickwork sample panel is to be constructed and approved by Havebury in consultation with the local authority planning department. Only through colour bricks will be accepted. Where any other external facing material is to be used, samples and specification details will be required for approval by Havebury and the local authority planning department. If an external render finish is proposed, only through colour render systems will be accepted.
- 7.2.2 Brickwork below ground level is to be in frost resistant bricks in cement mortar. Any brick screen walls or garden walls are to be built and capped in engineering bricks.

### **7.3 Ground Floor Construction**

- 7.3.1 If decking is used in kitchens and bathrooms, it is to be 22mm moisture resistant tongue and grooved plywood and care should be used to ensure that floors do not squeak once constructed.

### **7.4 Drainage**

- 7.4.1 As a large proportion of the underground drainage system should be adopted by the Local Authority under Section 104 of the Water Services Act 1991 (previously Section 18 of the Public Health Act 1936), this drainage should comply in every respect with the adopting authority specification. In unadopted drainage there should be an inspection chamber at each change of level or direction.

- 7.4.2 Soil vent pipe (SVP) access eyes must be provided at each floor level and at the base of the stack. Where SVPs are internal (in ducts or in the roof space) they must be fully lagged and insulated against noise transmission. Wastes from hand basins and baths should not be combined and should lead directly to the stack.
- 7.4.3 Overflow pipes should project 150mm from the face of the dwelling with no backfall, the pipe should slope 10° and the end teed.
- 7.4.4 Bottle traps should be specified to sinks and wash hand basins.
- 7.4.5 To facilitate the repair and maintenance of gutter installations, fixings should be used which enable replacement without stripping off roof finishes.

## **7.5 Roofs**

- 7.5.1 Valley gutters are unacceptable unless they can be maintained easily with overflows provided. Chipboard decking must not be used.
- 7.5.2 Loft access must be provided in all dwellings that allows access to every part of the roof. A purpose made product should be specified and shall be insulated and draught proof, and lockable if in a communal area.
- 7.5.3 Bitumen felt is not acceptable as a covering except to sheds and stores.

## **7.6 Doors and Windows**

- 7.6.1 All windows must be provided with security fittings so that they can be locked in a part-open position. Window design should allow for safe operation and be cleaned easily from the inside. Glazing lines to be no higher than 810mm above finished floor level in living, kitchen (unless above a kitchen worktop), dining and bedroom areas. Living rooms must have at least one opening light in addition to other doors or windows provided.
- 7.6.2 All window and door designs must be approved by Havebury prior to planning permission and manufacture.
- 7.6.3 50 x 25mm softwood battens to be fitted over windows and external door openings. Battens are to extend 150mm beyond opening on either side.
- 7.6.4 Where Velux (or similar) roof lights are installed, locking restrictors are to be provided as are opening devices or poles and blinds. Blinds should be specific to the manufacturer of the roof light, manually operated, and approved by Havebury prior to purchase and installation. Colour of roof light blinds to be confirmed by Havebury.
- 7.6.5 Georgian wired glass is not acceptable in either windows or doors.
- 7.6.6 Any external door that opens outwards, is communal or is an inter-communicating door must be fitted with a restrictor.

- 7.6.7 An entrance barrier mat/carpet should be provided inside the front entrance door to all dwelling types, to the full width of the door and to a depth to allow for the full opening of the door. In flatted schemes with communal entrances, barrier mat/carpet should be provided inside all external entrance doors. Barrier mat/carpet to be Heckmondwicke Battleship/Hippo or equal and approved.
- 7.6.8 Sliding and folding doors should only be used with the express permission of Havebury.
- 7.6.9 Fire doors are to be provided to all flat front entrance doors and service door doorsets. See Appendix A for Havebury's preferred specification.

## **7.7 Ironmongery**

- 7.7.1 Ironmongery must be sufficiently strong and robust and be of long life and low maintenance. The exact design, make and type to be approved by Havebury. All external fittings must be stainless steel in a satin or chrome polished finish.
- 7.7.2 Front entrance doors must have fitted: 3 hinges, bolts top and bottom, 2 hinge bolts, viewer, security chain, letter plate with internal flap or draught seal, number, bell or knocker, to Secured by Design specification.
- 7.7.3 Rear doors must be fitted with: 3 hinges, bolts to top and bottom and 2 hinge bolts, to Secured by Design specification.
- 7.7.4 Suiting of locks to flatted schemes with a communal entrance and individual flat entrance doors will not be permitted. *It has been found that the suiting of locks in these circumstances has proven to increase costs to both Havebury and our tenants and has been difficult to manage when a property becomes void.* In flatted schemes communal entrance doors to have fob operated door entry system as approved by Havebury. Communal entrance doors are to be fitted with a self-closing device, sufficiently robust to ensure the door closes fully with the appropriate compliant force to reengage lock mechanism.
- 7.7.5 All bathroom and WC doors to be fitted with a privacy bathroom lock set.

## **7.8 Internal Walls**

- 7.8.1 Walls in bathrooms and WCs to be designed to take support aids. Ceilings in bathroom and main bedroom to be designed to take hoists and rails which will be able to support a person of up to 190kg.

## **7.9 Finishes**

- 7.9.1 All decorative finishes to be approved by Havebury and are to require minimum future maintenance.
- 7.9.2 Slip resistant flooring with welded joints and sealed edges should be provided to all kitchens, kitchen diners, cloakrooms and bathrooms. Coved skirting to be provided in wet areas such as flush floor shower rooms, etc.

- 7.9.3 Walls to be painted with one coat mist and two coats emulsion. Generally walls to be painted one colour throughout, colours to be agreed with Havebury. Bathroom and WC walls to be painted white. All softwood joinery to be knotted first and painted with one coat of primer, one undercoat and one gloss or satin as directed by Havebury, colour: white. If stain is used it must be applied in accordance with manufacturer's instructions.
- 7.9.4 Ceilings to be plasterboard with one skim coat of plaster. 127mm plaster coving should be provided in all habitable rooms. Ceilings and covings to be painted with one coat mist and two coats emulsion, colour: white.
- 7.9.5 Timber skirtings to be provided to all walls except wet areas.
- 7.9.6 Wall tiling to be in colours and borders as approved by Havebury. Hand wash basin to have 450mm splash back, baths and showers to have full height tiling to all sides. Tiles to be fixed with waterproof adhesive and grouted with white waterproof cement.
- 7.9.7 In flatted schemes with internal communal areas, carpeting is to be provided to halls, stairs, landings, corridors, etc. Carpeting to communal areas to be Heckmondwicke Supacord or equal and approved. Colour to be agreed by Havebury.
- 7.9.8 In flatted schemes with communal stairs, proprietary colour contrasting staircase tread nosings are to be provided. Contrasting colour to be agreed by Havebury and Building Control.

## **7.10 Hot and Cold Water Services and Supply**

- 7.10.1 General Water Services must conform to the requirements and recommendations of all the appropriate authorities including:

Building Regulations.

Equipment Manufacturers.

British Standards.

Water Board ~ Model Water by-laws - Environment Agency.

- 7.10.2 A check must be made with the Water Authority regarding local water composition which may give rise to lime scale or similar problems. Advice should be sought from the Board or other testing Authority if there are problems present and a suitable treatment implemented.
- 7.10.3 A hard water scale inhibitor shall be fitted within 2m of the mains water supply, such as Scalemaster manufactured by Salamander, which meets Havebury's long term maintenance requirements. The incoming main must be positioned so as not to restrict the use of the cupboard space.
- 7.10.4 Kitchen sinks must always be served directly off the rising main.



- 7.10.5 Pipework should be concealed wherever possible, but should also be reasonably accessible. If pipes are run in floors they should be in ducts, in boxed out skirting or in proprietary trunking. Pipes should not be chased into walls. No micro-bore pipework will be permitted.
- 7.10.6 All services must be contained within the dwelling. On flatted developments services which can only be accessed through the floor of the flat above will not be permitted.
- 7.10.7 All pipework is either to be copper with either Conex or Yorkshire capillary fittings, or Plastic flexi pipe. If Plastic flexi pipe is used, copper pipe is to be used where exposed. Pipework must be adequately fixed particularly in hidden areas. All pipework along external walls, in roof spaces or floor slabs and below timber ground floors must be insulated with Armaflex or similar. This also applies to overflows and vent pipes.
- 7.10.8 In addition to stop valves on each main in each dwelling, a further stop valve should be provided in all flatted schemes located in the common area in a concealed but accessible position. All stop valves must identify the number of the dwelling it serves.
- 7.10.9 Sure Stop switches should be provided to all accommodation for older people or people with a disability; or in general needs housing where stop valve locations are difficult to access (e.g. refurbishment schemes).

Stop valves must be provided at the following points:

- Rising main - on entry to dwelling and shall include a drain tap.
- Rising main - on entry to cold water storage tank.
- On each down service from cold water storage tank.
- To each service connection to all fittings.

- 7.10.10 Stop valves must be clearly labelled with metal or plastic tags, must be easily accessible and should not involve the use of a screwdriver. If placed in an access duct, etc. a hinged cover should be provided. Stop valves and drain taps must be Conex brass or gunmetal compression fitting.
- 7.10.11 In line service valves should be provided adjacent to all taps or ball valves and be accessible.
- 7.10.12 Each dwelling must contain a drain tap at the lowest point in order that the system can be drained and at sufficient height to allow easy access.
- 7.10.13 Cold water storage tanks should be avoided where possible but if they are used these should be Key Terrain G.R.P. or P.V.C. complete with lid. If used cold water storage tanks should be located in roof spaces wherever possible. Access to roof spaces must be from communal areas where more than one tank is located within it. Tanks should be fully lagged except on the underside in roof spaces. Havebury will not permit the use of Harcopacks or Elson tanks.
- 7.10.14 In properties designed for the elderly, quarter turn stopcocks should be provided.

## 7.11 Heating

- 7.11.1 Whole house heating or an equivalent low energy, super insulated building solution is required.
- 7.11.2 All radiator, boiler and storage heater positions are to be agreed with Havebury prior to fixing. Havebury does not accept boilers positioned where vents are required to run through living areas. Boilers should be located on an outside wall.
- 7.11.3 For centralised systems, the preference would be for a gas fired wet system. Consideration should be given to a multi-boiler system with thermal stores, external temperature monitors and, where there is a hard water supply, a built in descaling unit. Furnox should be used in all wet systems.
- 7.11.4 Design should assume that there is an external ambient temperature of  $-2^{\circ}\text{C}$  with two air changes and the boiler flow temperature does not exceed  $82^{\circ}\text{C}$ .
- 7.11.5 Standards to be achieved are:
- |                 |                      |
|-----------------|----------------------|
| Living rooms    | $21^{\circ}\text{C}$ |
| Dining/Kitchens | $18^{\circ}\text{C}$ |
| Bedrooms        | $18^{\circ}\text{C}$ |
| Bathrooms       | $21^{\circ}\text{C}$ |
| Hall Landing    | $18^{\circ}\text{C}$ |
- 7.11.6 In old persons' dwellings and wheelchair dwellings, all areas should be  $21^{\circ}\text{C}$  with an external temperature assumption of  $-2^{\circ}\text{C}$ .
- 7.11.7 Design of systems should be included in the consultant's fees and Havebury will not pay fees for an additional M and E Engineer unless agreed at the beginning of the works.
- 7.11.8 The design of each system must be provided with independent hot water thermostat controls and one or more heating zones, each controlled by a carefully sited and calibrated thermostat and radiators installed on a two pipe system. Bathroom radiators should be installed on the heating circuit and not on the hot water primary circuit.
- 7.11.9 Wall mounted boilers are preferred. Boilers should be agreed by the client. Refer to Appendix A for preferred manufacturer.
- 7.11.10 Whole house thermostats are preferred, located where possible in the hall. Programmers should be located in kitchen.
- 7.11.11 An appointed Gas Safe member must install all gas-fired systems.
- 7.11.12 Provision must be made to drain down the system by a drain valve located at the lowest part of the system draining externally.
- 7.11.13 Pipework should be concealed wherever possible, whilst still being accessible; i.e. not chased into walls or in concrete screed.

7.11.14 An annual estimate of fuel consumption should also be given by the consultant from the appropriate supplier to allow Havebury to ensure that economic systems are selected.

7.11.15 Hot water storage cylinders should be installed on a 150mm plinth and be provided with an adjacent, accessible, drain valve stop valve to enable the cylinder to be accessed for maintenance.

7.11.16 Sufficient hot water should be available, as follows:

Hot water storage should not be less than 115L, except in the case of systems using off-peak electricity, which should generally have at least 200L capacity.

They must be fully self-lagged or covered with a suitable lagging jacket of minimum size.

Where central heating is being installed, the cylinder should be fitted with a primary heating coil, a cylinder thermostat and a 3 k.w. thermostatically controlled immersion heater.

7.11.17 Wherever possible, hot water cylinders should be installed in a linen/airing cupboard. Where this is not possible, a small electric heater should be installed in the linen/airing cupboard via the installation of a convector heater, up to 300 watts in size and thermostatically controlled with a guard, or a heating pipe running through the cupboard in gas systems.

7.11.18 Combination boilers will only be considered where a 'traditional' system would be inappropriate, for example, in flats.

7.11.19 Where electric immersions are provided they are to be titanium sheathed type suitable for use in hard water areas.

## **7.12 Ventilation**

7.12.1 Havebury's preference would be for mechanical ventilation and heat recovery (MVHR) systems to be used. Where MVHR systems are not used, properties should be adequately ventilated using mechanised or passive systems.

## **7.13 Electrical Services**

7.13.1 The system should be designed to comply with the latest edition of the regulations for the electrical equipment of buildings issued by the Institute of Electrical Engineers. Full electrical drawings are to be provided to Havebury for their approval.

7.13.2 The contractor should be a member of the NICEIC - National Inspection Council for Electrical Installation Contracting. Test certificates shall be provided to all electrical services at practical completion. All equipment and cables used should comply with the relevant British Standards specification and be installed with the British Standards Codes of Practice where applicable.

7.13.3 In flatted schemes with internal communal areas, Havebury's preference would be for electricity meters to be located inside each individual flat. The electricity meter is to be located at an appropriate height, in a suitably accessible area of the dwelling flat. Final location of electricity meter and all other electrical fittings will be subject to Havebury approval prior to installation.

#### **7.14 Internal / External Lighting**

7.14.1 In flatted schemes with internal communal areas, timed PIR activated lighting with low energy lamps should be provided to each entrance hall, stairway, corridor, etc. with sufficient cover by sensors and appropriate timer length.

7.14.2 External lighting should be provided to sufficiently illuminate all external areas and this should be of a low maintenance design. Where it is not adoptable it should be controlled using a solar time switch but have an over-ride and be connected to an unmetered landlord's supply. All external lighting should be designed and specified at the design stage and be approved by Havebury.

7.14.3 Where external lighting systems are provided, low energy lamps and low level, easily accessible, lighting systems are to be installed. Fittings are to be approved by Havebury.

7.14.4 Lighting requirements:

Area	Code Service Illuminance (Lux)
General lighting for rooms and areas used either infrequently and/or casual or simple visual tasks	+100
General lighting for working interiors	+750
Lighting to both entrance doors of the property to be provided and controlled by a photoelectric cell with internal switch	
Switch lighting is to be provided in stores over 1.2m <sup>2</sup>	

#### **7.15 Wiring**

7.15.1 Trip proof, mains wired, smoke detectors and carbon monoxide detectors are to be provided to the hallways and near boilers as appropriate in each dwelling.

7.15.2 Consumer units only to be situated in non-habitable areas.

7.15.3 In flatted schemes, a secure socket outlet to be provided on each floor of communal areas, connected to a landlords' supply.

7.15.4 One fuse spur to be provided at high level in the hall for future security alarm and one to be provided at low level in the hall for a stair lift.

7.15.5 All spur sockets above worktops should be labelled as to which appliance space they serve.

7.15.6 The following tables set out Havebury’s minimum design requirements. All sockets should be positioned conveniently to the probable furniture layouts and agreed with Havebury. All ground floor sockets are to be RCD protected. All sockets should be double socket outlets where possible. Double outlets count as one socket in the table. i.e.: 3 sockets = 6 outlets.

Area	Sockets
Kitchen	4
Dining	2
Living	4 (2 nr. minimum double sockets adjacent TV outlet)
Main Bedroom	3
Double Bedroom	3
Single Bedroom	3
Upper Landing	1
Hall	1
Bathroom	1 x shaver socket and light fitting
Communal corridors in flats	1 x secure socket in every corridor

7.15.7 In addition to the above, provision should be made for a home office space, where a further 2 double sockets will be required.

7.15.8 All socket outlets should be switched and those for appliances in kitchens, utilities, etc. shall each have a labelled spur switch above worktop height and a socket outlet for each appliance should be provided below worktop level.

7.15.9 Socket outlets and other electrical accessories / equipment to general-purpose dwellings will be located at fixing heights above finished floor level to bottom or top edge of accessory / equipment as follows:

Socket, TV, Telephone outlets	450mm to bottom edge
Light switches	1200mm to top edge
Socket outlets above worktops	1050mm to bottom edge
Cooker control	1050mm to bottom edge
Central heating thermostat	1200mm to top edge
Consumer control unit	1200mm to top edge

7.15.10 Socket outlets and other electrical accessories / equipment to older persons' dwellings and wheelchair accessible dwellings will be located at fixing heights above finished floor level to centre of accessory / equipment as follows:

Socket, TV, Telephone outlets	900mm
Light switches	1000mm
Socket outlets above worktops	1050mm
Cooker control	1050mm
Central heating thermostat	900mm
Consumer control unit	900mm

## **7.16 Media Services**

7.16.1 Family Housing - a digital system for the whole TV outlet within the property should be provided, minimising the number of aerials and satellite dishes required. A TV outlet is to be provided in the lounge, kitchen or kitchen/diner and each bedroom. Panelling/sheathing to walling to provide a robust fixing point for the tenant's TV installation on the wall above all outlets is to be provided.

7.16.2 Flatted schemes - a satellite dish sharing system, including the aerial, should be included on all schemes. This should be able to facilitate Sky Q and 4K Ultra HD TV.

7.16.3 All installations should include digital amplifiers and wide band television aerials as appropriate for digital television. Where necessary boosters, as well as mobile phone 4G filters, must be provided in order to ensure a clear picture is received for all Freeview channels.

7.16.4 In shared accommodation or supported housing schemes, TV points are to be installed in all bedrooms.

7.16.5 Where a communal system is used, the cable runs should be on the 'tee wire' principle and not looped with a 13amp fused outlet adjacent to the system amplifier. The equipment needs to be on its own power supply and easily accessible.

7.16.6 The system must be tested and commissioned prior to handover to the CAI (Confederation of Aerial Industries Limited) standards and the certificate given to Havebury confirming that this has been carried out and all is satisfactory.

7.16.7 On some larger installations the Home Office may require form MPT 133. An effort should be made to establish if this is necessary and, if it is, the form submitted to Havebury so this can be passed on to the Home Office.

## **7.17 Digital Telephone Points**

7.17.1 Provision of telephone services should be made in all schemes and dwellings as follows:

Outlet in entrance hall, living room (adjacent TV outlet) and main bedroom.

2 nr. outlets in Home Office.

British Telecom ducting for cable insulation is to be provided at ground floor level and on each landing.

## **7.18 Lifts**

7.18.1 Havebury's general criteria for lift provision is lifts should be provided on general needs flatted schemes of three storeys and above; or on sheltered schemes, flatted schemes for older persons or wheelchair users, of two storeys and above. The scheme design proposal should include the provision of a lift on all schemes that meet the above criteria and include adequate provision for all associated services, equipment, sumps, lift pits, motor-rooms, servicing spaces, etc. However, the overall decision for the provision of a lift will be assessed by Havebury on a scheme by scheme basis and communicated to the architect, designer, contractor, developer, etc. accordingly. Should Havebury decide that the provision of a lift be required, the use of a 'platform' type lift will not be permitted.

7.18.2 Shafts and motor rooms should be sited away from dwellings to limit noise transmission and nuisance. The lift motor should be suppressed to avoid radio and TV interference.

7.18.3 Lifts should be not less than eight persons and manufactured in accordance with the appropriate British Standard.

7.18.4 Lifts should be capable of accommodating a wheelchair and all lift buttons should be operable from a wheelchair. A mirror should be provided on the wall opposite to the entrance.

7.18.5 The lift should be internally faced with laminate or stove enamel, with washable floor finish. Entrance columns should be in stainless steel. All finishes to be agreed with Havebury prior to manufacture.

7.18.6 Provision should be made for an emergency Warden Call System or a BT connection to an off-site call centre to be linked into the lift. Where an emergency call system is installed, appropriate emergency information signage is to be supplied.

7.18.7 Handrails should be provided to the rear of the car and a car seat situated to the side or rear. The door should give a clear opening width of 800 mm.

7.18.8 Each landing entrance should be protected by sliding doors of stainless steel construction with a full height safety sensor.

7.18.9 Should the lift sump be below drain level then it must be pumped to avoid flooding.

## **7.19 Fire Alarms, Equipment and Fire Risk Management**

7.19.1 Full consultation should take place with the Chief Building Control Officer and Fire Officer as appropriate. All Fire Risk Management (FRM) specifications should be agreed with Havebury prior to the construction phase and any amendments affecting the FRM should be agreed prior to implementation. On completion of the project and prior to occupation the contractor will provide Havebury's "Responsible Person" with documents relating to Regulation 38, details of inclusions within this document are as follows:

### **Regulation 38:**

Where a building is erected, extended or has undergone material change of use, and the Regulatory Reform (Fire Safety) Order 2005 applies to that building or extension, Regulation 38 requires that a package of fire safety information which records the fire safety design of the building or extension must be assembled and given to the Responsible Person for the premises.

The fire safety information provided should include all fire safety design measures in appropriate detail and with sufficient accuracy to assist the Responsible Person to operate and maintain the building safely. Where a fire safety strategy or a preliminary fire risk assessment has been prepared these should also be included.

The exact amount of information and level of detail necessary will vary depending on the nature and complexity of the building's design. Appendix G of Approved Document B, Volume 2, 2006 edition (with 2007 and 2010 amendments) provides a guide for the type of information that should be provided which will depend on the complexity of building. This information includes, among other details, the location of:

Escape routes.

Compartmentation and separation.

Fire doors, self-closing doors and other doors with relevant hardware (e.g. panic locks).

Specifications of any fire safety equipment, in particular, routine maintenance schedules.

Any assumptions in the design of the fire safety arrangements regarding building management.

The position and specification of all fire alarms should be approved by Havebury and communicated to Havebury's 'Responsible Person' and Neighbourhood Team. The contractor is to allow for the provision of appropriate training of Havebury employees (Neighbourhoods / Asset Team, etc. trainees to be confirmed) to ensure future testing of alarm equipment, etc. can be carried out correctly.



7.19.2 On sheltered schemes Redcare links will be required. Their requirements should be established in writing and accompany any negotiation or tender documents for the scheme against which costings have been made. All systems should be of an open protocol and/or be able to be maintained by any competent engineer.

7.19.3 Smoke detectors / alarms should be installed in all dwelling types in accordance with the requirements of Building Regulations, Fire Officer, etc. See Appendix A for Havebury's specification requirements. Where smoke detector / alarms are installed in dwellings requiring Carbon Monoxide (CO) detectors / alarms, Havebury expressly forbid the linking of the CO detectors with the smoke detection / alarm system.

7.19.4 Heat detectors should be installed in all kitchens and located in accordance with the manufacturer's requirements. See Appendix A for Havebury's specification requirements. Heat detectors should be linked with the smoke detection / alarm system.

## **7.20 Carbon Monoxide (CO) Detection / Alarms**

7.20.1 Where a scheme / dwelling requires the installation of Carbon Monoxide (CO) detectors / alarms, Havebury expressly forbid the linking of the CO detectors with the smoke detection / alarm system. This is necessary to ensure the residents are alerted to the correct hazard and take appropriate action. See Appendix A for Havebury's specification requirements.

## **7.21 Door Entry Systems**

7.21.1 In flats with communal access and common entrance, a door entry system must be provided in accordance with the specification provided in Appendix A. Subject to Secured by Design requirements and approval, flats provided with individual letterboxes to flat entrance doors, the door entry system should incorporate a time lock 'trade button' for deliveries. Where a non-standard system is supplied (e.g. a system not in accordance with the specification provided in Appendix A) the contractor is to allow for the provision of training of Havebury Employees (Neighbourhoods / Asset Team trainees to be confirmed) to ensure reset procedures, programming of key fobs, etc. can be carried out correctly. Communal entrance doors are to be fitted with a self-closing device, sufficiently robust to ensure the door closes fully with the appropriate compliant force to reengage lock mechanism.

## **7.22 Warden Call Systems**

7.22.1 For any older persons' scheme a request should be made to Havebury for a separate brief that will be provided to take into account the particular circumstances of the scheme and the local authority in which it is situated. A warden call system will normally be required. All systems should be of an open protocol and/or be able to be maintained by any competent engineer.

## **7.23 Specification of Fittings**

### **Kitchens**

- 7.23.1 Kitchen specification details are included in Appendix A. A choice of colours within the range specified will be required and four weeks is to be allowed within the construction programme to enable Havebury to select colour schemes for each dwelling.
- 7.23.2 Cookers, microwaves and refrigerators will be provided in elderly persons' dwellings and the contractor should provide a specification for approval. All appliances should have an A rating under the EU Energy Efficiency Labelling Scheme.
- 7.23.3 All appropriate water connections for washing machines in the kitchen or utility as required should be easily accessible and enable the incoming resident to connect their appliance without any additional work.

### **Bathrooms**

- 7.23.4 Sanitary fittings are to be provided as detailed in the Appendix A. Provision of the following is to be included:

An enamelled steel bath, shower, WC and basin to be installed.

A separate, additional WC is required for all dwellings of two storeys and above.

All fittings to be white with chromium plated furniture.

Washbasin with pedestal.

WC suite - close coupled with wash down with dual flush.

Bath - enamelled steel 1700 x 700mm nominal.

Showers are to be provided - specification to be approved by Havebury. If over bath showers are provided, a shower rail and curtain must also be supplied.

Toilet roll holders, towel rail and mirror 450 x 300mm over basin with shaver socket and light.

Havebury does not accept black toilet seats.

## **7.24 Refurbishment Brief**

- 7.24.1 Any elements of the property that are either repaired or replaced should be done so as to comply with the Technical Brief section of this document.
- 7.24.2 As a minimum standard the completed property should comply with all current regulations and an electrical test certificate (IECC) and Gas Safety certificate should be issued.
- 7.24.3 The external fabric of the building should be properly repaired so that only routine maintenance cycles of five years is required. This should ensure it can be preserved in a sound condition for the length of its intended life. This is particularly important for repairs that require scaffolding.
- 7.24.4 All chimneys, whether to be used as flues or enclosed, should be cleaned.
- 7.24.5 If damp or timber treatment is required, then a 30-year guarantee should be provided.
- 7.24.6 Where timber suspended ground floors are retained, it is essential that all debris is removed from the sub-floor void, services fully insulated and adequate ventilation provided.
- 7.24.7 Doors viewers are to be provided in all solid (unglazed) entrance doors.
- 7.24.8 Front entrance doors are to be designed to ensure that the lock is not within reaching distance of the letter plate opening. In such cases the use of a security hood will be required.
- 7.24.9 Where possible all main bedrooms are to be provided with a built in wardrobe.
- 7.24.10 Softwood curtain battens are to be provided above all windows.
- 7.24.11 Slatted shelving is to be provided in linen/airing cupboards.
- 7.24.12 Repairs to fences, gates, external walls, sheds and yard surfaces should be carried out as necessary to put them in good order.

## **7.25 Additional Design Requirements for Housing for Older People**

7.25.1 For very sheltered and sheltered housing the 'SUFFOLK VERY SHELTERED DESIGN BRIEF' should be used. Contact Havebury for a copy. Other details will be provided as specifically required by Havebury. These schemes may require registration with the Commission for Care Standard Inspections, and design requirements should comply with their standards.

## **7.26 Additional Design Requirements for Wheelchair Housing**

7.26.1 When designing soft landscaping, consideration should be given to ensuring that a wheelchair user can access all of the private garden including the shed. The provision of raised beds accessed off an area of hardstanding is preferred. The Suffolk Wheelchair Design Brief, Habinteg Wheelchair Housing Design Brief and the Housing Standards Review Level 2 or 3 as defined by Havebury should be used. Other details will be provided by Havebury.

## **7.27 Additional Design Requirement for Shared Ownership / Equity Housing**

7.27.1 Havebury would consider use of the developer's standard house types for shared ownership / equity housing. Individual car parking spaces are to be provided to each property. No communal/open space should be proposed unless it is to be adopted by the local authority. Other details will be provided by Havebury.

## 8. Appendices

**Appendix A** – Specification for Affordable Rent, General Needs Homes

**Appendix B** – List of Documents Required at Handover for HCA Audit Compliance, Havebury Assets Team, etc.

**Appendix C** – Havebury Asset Register

**Appendix D** – Havebury New Property Boiler Schedule

## SPECIFICATION FOR AFFORDABLE RENT, GENERAL NEEDS HOMES

This specification is intended to provide contractors with an idea as to Havebury's expectations (on new homes for affordable rent) around internal and external finishes on its developments. With regards to external finishes, these are generally led by the design and the planning permission that has been approved. Under a Design & Build contract, the contractor has the freedom to choose both methods and materials used, however the examples below provide some examples of methods and materials used previously with success and would be Havebury's preference.

Additional specification items for shared ownership units will need to be decided by Havebury.

### Construction method:

Traditional methods of construction are preferred; however, other methods would be considered acceptable including:

- Modern Methods of Construction
- Timber frame, etc.

### External finishing materials:

- Brickwork
- Render (through coloured)
- Cladding, e.g. Rockpanels, Eternit, Permarock

### Fascia, soffits, barges:

UPVC (usually in white, grey or black)

### Rainwater guttering and downpipes:

Downpipes to be UPVC (black, grey or white typically) except for the last 1.8m run which should either be cast iron or cast aluminium where abutting a public area.

No rainwater pipes are to discharge on to lower roofs or lower rainwater pipes.

### Roof finishes:

- Slate
  - Plain tiles
  - Pantiles
- Flat roof specification to be agreed with Havebury.

### Upper floor deck material:

- Chipboard
  - Plywood (waterproofed in wet areas)
  - Tongue and groove softwood

### Windows:

All windows will be led by the approved planning permission, however we would expect a minimum of double glazed windows (usually UPVC – a preferred manufacturer is Rehau) with internal beading on any new build development. Any design is to be compliant with Building and Fire Regulations, to be BS registered, and of a design agreeable to Havebury. Restrictors and locking fasteners are to be fitted (except on fire egress windows) and trickle ventilation incorporated into the windows. If timber windows are to be supplied these must be treated with a double vacuum timber preservative with all certificates provided to Havebury.

### External Doors:

Door style and colour will generally be led by the approved planning permission, however in terms of materials we would expect steel-faced, composite doors, either GRP or timber with high quality ironmongery (to comply with Secured By Design). If any glazed panels are to be included, these must be 6mm thick safety glass. Door lock must not be within reaching distance of the letter plate opening, and are to be BS registered and of a design which enables spare keys to be easily obtained.

**Flat Front Entrance Door Doorsets:**

FD30S fire resistance to BS476, Part 22: and BS EN 1634-1

Security BS6375 / PAS 023 / PAS 024, secure by design compliant.

Composite door with stable timber inner frame and rigid high insulation CFC-free polyurethane foam core.

Toughened glass reinforced plastic (GRP) outer skins, with woodgrain effect finish to external face and white self-finished GDP skin to internal face. Strong through colour GRP skin, UV colour stable.

Part M low level heavy-duty aluminium threshold.

Perimeter seals: 30 minute intumescent strips to head and both sides of door as supplied by manufacturer. BS 476, Part 31.1 compliant.

Frame: FD30S fire resistance to BS 476, Part 22 and BS EN 1634-1

Closer: Chrome overhead door closer, standard duty

Guarantee: Insurance backed to cover workmanship and materials (including ironmongery), administered by an independent insurance protection company. Guarantee period of 10 years minimum (5 years for door furniture/ironmongery). Certificates / guarantees to be included in final Health & Safety file.

Detailed specification available on request.

**Services Door Doorsets:**

FD30S fire resistance to BS476, Part 22: and BS EN 1634-1

Security BS6375 / PAS 023/ PAS 024, Secure by design compliant.

Flush 44mm thick timber door. FD30S White Oak veneer door.

Perimeter seals: 30 minute thermastop intumescent smoke/fire seals to head and both sides of door as supplied by manufacturer. BS 476, Part 31.1 compliant.

Frame: FD 30 fire resisting to BS476, Part 22: and BS EN 1634-1:

Closer: Surface mounted overhead door closer with back check.

2no. 100mm high satin stainless steel kick plates per leaf.

Fire door 'keep closed' sign.

Guarantee: Insurance backed to cover workmanship and materials (including ironmongery), administered by an independent insurance protection company. Guarantee period of 10 years minimum (5 years for door furniture/ironmongery). Certificates / guarantees to be included in final Health & Safety file.

Detailed specification available on request.

**Internal Doors:**

Finish – painted white satin or eggshell  
Material – timber

**Loft access hatch:**

Manufacturer – Glidevale Ltd

Product – LA1 'push-up' type with 50mm rigid glass fibre integral insulation and vapour sealing strips  
Size – 800 x 600mm overall

Hatches to be lockable if in communal areas

**Internal Wall finishes (generally):**

Ceilings throughout to be white matt

Woodwork to be white satin or eggshell

Manufacturer – Dulux / Crown or similar

Walls Generally - Colours throughout to be decided by Havebury

Walls Bathroom & WC - Colour: White

**Internal Wall finishes (tiling):**

White ceramic 6" square tiles preferred in kitchens and bathrooms

**Floor finishes (internal communal areas):**

Hard wearing carpet (e.g. Supacord) on enclosed communal areas

Barrier matting (minimum 1m) to the inside of all door entrances (both internal and external doors)  
Waterproof, hard wearing and non-slip vinyl sheets/tiles in communal kitchens

Colours to be decided by Havebury

**Floor finishes (kitchens, bathrooms, WCs, etc.):**

Waterproof, hard wearing and non-slip vinyl sheets/tiles in kitchens, bathrooms and WCs (e.g. Gerflor, Forbo)

Colours to be decided by Havebury

**Kitchen Fittings:**

Kitchen layouts will need approving by Havebury during the construction period. Current manufacturer is Rixonway (Trieste range) and all finishes, including doors, drawers and worktops colours, plus ironmongery, will be specified by Havebury. All end panels, plinths and plinth caps to have the same finish as the doors.

Sinks to be stainless steel, with single bowl and drainer  
Taps to be non-mixer type

Capped gas supply to cooker space in houses only (i.e. not in flats)

**Sanitary Ware:**

Manufacturer – Twyfords

WC, enamelled steel bath and basin to be provided as standard in bathrooms, WC and basin in cloakrooms  
Basin and bath taps to be non-mixer type

Shower over bath facility – shower specification to be approved by Havebury.

**WC/bathrooms (additional items):**

Lockable medicine cabinet in main bathroom  
Mirror above basins

Towel rail

Toilet roll holder

**Timber Trims (skirtings, architraves, etc.):**

Material – wood preferred

Profile – as per the developer's choice

Finish – painted white satin or eggshell

**Internal Ironmongery:**

Manufacturer and range to be agreed by Havebury

**External ground works:**

The preference in external surface treatments is as follows:

1. Tarmac
2. Paving slabs
3. Block paving
4. Turfed
5. Top Soil and seeding

**Landscaping and planting:**

As per planning permission

**Rear boundary / party fencing:**

1.8m close boarded on timber cant rails secured to concrete posts and concrete gravel board

**Front boundary fencing:**

1.2m timber palisade

600mm timber knee rail

Metal railings, galvanised and painted

**Rainwater goods (waterbutts):**

Manufacturer and range – Contractor's choice

Profiles – Contractor's choice

Colour – Contractor's choice



**Above ground drainage:**

Type – Contractor’s choice  
 Colour – white

Manufacturer – Contractor’s choice  
 Exposed in rented properties

Encased in shared ownership and open market sale properties

**Hot and cold water systems:**

Flats to be fitted with a combination boiler and electric shower

Houses to be fitted with boiler and hot water tank to include emersion heater  
 Manufacturer – Contractor’s choice

Solar Thermal – To be agreed with Client

**Heating systems (gas):**

Boiler manufacturer – Baxi Heating UK Ltd

Combination boilers – Wall mounted Potterton Promax HE Plus (output 28KW), or Duo Tec HE (output 40KW).

Condensing boiler – Wall mounted Potterton Promax System HE (seasonal efficiencies min. 87%, output 24KW).

Heating programmer:

- Combi boiler – Siemens Heating Controls Ref RWB1001
- System boiler – Siemens Heating Controls Ref RWB2001

Thermostat:

- Combi boiler – Siemens Heating Controls RAA20-GB
- System boiler – Siemens Heating Controls RAA30.16GR with LED ‘on’ light
- Programmable room thermostat – Siemens Heating Controls RDJ10 Single or split load

Radiator manufacturer and range – Caradon Stelrad Ltd, Elite range

Thermostatic radiator valves – Siemens Heating Controls, Trade TRV

Wet System Central Heating Filter to return leg – Sentinel ‘Eliminator Nano’

**Heating systems (off gas):**

Oil fired condensing boiler – manufacturer: Worcester Bosch Group

Wall mounted – Greenstar Danesmoor WM 12/18 (output 12-18KW)

Floor mounted – Greenstar Camray Utility System 12/18 (output 12-18KW)

Floor mounted external system – Greenstar Camray External System 12/18 (output 12-18KW) Air

Source Heap Pump manufacturer and range – Mitsubishi Ecodan or Daikin Altherma

Wet System Central Heating Filter to return leg – Sentinel ‘Eliminator Nano’

**Heating, hot and cold water pipework and fittings:**

Scale inhibitor to protect hot water cylinder – 22mm Salamander ref  
 SESI Plastic Flexi Pipe

Copper pipe with brass fittings  
 Exposed

**Ventilation Strategy:**

Passive stack ventilation – manufacturer and range to be agreed with

Havebury mechanical extraction – manufacturer and range to be agreed with

Havebury MVHR – manufacturer and range to be agreed with Havebury

**Electrical Installation:**

Consumer unit – Wylex NH Range

External light – Time Guard FLB88 60w PIR bulkhead

Outlets and fittings manufacturer and range – MK (Logic or Crabtree)

**Communication Equipment & TV:**

TV outlet locations – lounge, master bedroom and home office

BT socket locations – hall, lounge, master bedroom and home office

TV system (general), outlet sockets connected to coax which terminates in loft space TV system (communal), aerials and dish to be included and connected

**Smoke/Heat/CO detectors:**

BS 5446-1, Kitemark certified (hardwired with lithium cell back-up) Manufacturer – AICO Ltd

Smoke Alarm in ground floor locations – Ei 156TLH optical with mounting pattress

Smoke Alarm in locations above ground floor – Ei 151TL ionization with mounting pattress

Heat detector in kitchens – Ei 154TL thermistor type sensor (range 54-64 °C) with mounting pattress

CO detector – Ei 261 electrochemical cell type sensor with mounting pattress. *NB: Havebury expressly forbid the linking of the CO detectors with the Smoke detection / alarm system. This is necessary to ensure the residents are alerted to the correct hazard and take appropriate action.*

**Videx door entry system (audio only unless otherwise specified or requested):**

Flushed Anti-vandal panel fitted to front door

Numeric Keypad to be fitted (access code to be specified) Proximity access reader at all access doors

**Proximity Access:**

PAC Easikey 250 proximity access to operate all doors (primary / front to be incorporated into Anti-vandal panel - stainless steel)

Controller product ref 22370

**Wiring:**

Where retrospectively fitting to an existing block, associated wiring to be installed within either white PVC trunking or conduit

All connections and equipment within communal areas to be housed within a key operated lockable metal cabinet

Fire alarm systems (communal areas in buildings without sprinklers) combined detector and sounder and emergency lights

Fire alarm systems (communal areas in building with sprinklers) emergency lights only

**Lifts:**

Standard lift with car

Emergency phone connection

**Cigarette bins:**

Type and position to be agreed with Havebury

**Post boxes:**

Type and position to be agreed with Havebury

**Keys:**

Communal cupboards – FB1 or FB2

**LIST OF DOCUMENTS REQUIRED PRIOR TO HANDOVER FOR HCA AUDIT COMPLIANCE,  
HAVEBURY ASSETS TEAM, etc.**

Specific information and documentation is required from the contractor / developer prior to handover and includes, but is not limited to, the following. Please note that items 1 – 10 are required for HCA confirmation of Practical Completion. Failure to produce this information and/or documentation may result in the handover being delayed and/or refused and the contractor being charged for any temporary accommodation required by incoming tenants. Any delays attributed will be at no extra cost to Havebury and an Extension of Time to the contract will not be entertained:

- 1) Employer's Agent Practical Completion Certificate.
- 2) Confirmation of Postal Addresses.
- 3) Evidence of completed sectional agreements.
- 4) NHBC (or other warranty scheme designated by Havebury) cover note.
- 5) NHBC (or other warranty scheme designated by Havebury) completion certificates.
- 6) Building Regulations Completion Certificate – or letter of comfort from Building Control confirming compliance/sign-off has been achieved, dated on or before the date of practical completion.
- 7) Evidence of Planning notice of discharge of all planning conditions (pre-commencement, prior to occupation, etc.) – or letter of comfort from Local Planning Authority confirming all outstanding conditions will be discharged, dated on or before date of practical completion.
- 8) Scaled 'As Built' drawings confirming Gross Internal Floor Area (GIFA), room areas, room dimensions, storage areas, bed spaces, etc.
- 9) Secure by Design certification - or letter of comfort from the Police Architectural Liaison Officer confirming compliance has been achieved and certification to follow, dated on or before date of practical completion.
- 10) Building for Life 12 final assessment, or confirmation that the design stage assessment remains unchanged.
- 11) Key Log, etc. – see item 4.25 of Client Brief
- 12) Copies of Energy Performance Certificates for each dwelling.
- 13) Utility services supplier details.
- 14) Contractors emergency out of hours contact details - see item 4.18 of Client Brief
- 15) Gas Safe Building Regulations compliance certificates - see item 4.29 of Client Brief
- 16) Landlord's Gas Safety certificates - see item 4.29 of Client Brief
- 17) Boiler Commissioning certificates and service log books - see item 4.29 of Client Brief
- 18) Hot water cylinder commissioning certificates and service log books - see item 4.29 of Client Brief
- 19) Home User Guide for each dwelling, plus master copy
- 20) CDM Health & Safety File and O&M Manuals – electronic version only, paper copies will not be permitted
- 21) Utility services meter information (MPAN, MPRN, serial numbers, etc. and location details)
- 22) Handover meter readings
- 23) Confirmation of all stop cock locations

- 24) Maintenance procedures for any element of the development that will require routine and/or ongoing maintenance
- 25) Schedule of sub-contractor and supplier details
- 26) Site records of attendance, trade, company, etc.
- 27) Pipework test certificates - see item 4.29 of Client Brief
- 28) Electrical Building Regulations compliance certificates - see item 4.29 of Client Brief
- 29) NICEIC Electrical Installation test certificates - see item 4.29 of Client Brief
- 30) TV aerial commissioning certificates
- 31) Air test certificates
- 32) Sound test certificates, if applicable. Or evidence of compliance with Robust Details
- 33) Copies of all product warranties and guarantees
- 34) Copies of all Collateral Warranties
- 35) Copies of Considerate Constructors Scheme certificates
- 36) Information of vehicle bollards/barriers, security gates, etc. including access information, ongoing maintenance requirements, future provision of access fobs, etc.

In addition to the above, Havebury's Asset Team will require specific information and documentation to be provided at handover. Some of this information/documentation is listed above, or will be provided as part of the CDM Health & Safety file and O&M Manuals. In order for Havebury's Development Project Manager to collate and forward the required information and/or documentation an Asset's schedule of documents required at Handover will be provided.

## HAVEBURY ASSET REGISTER

As referenced in item 6.1 of the Client Brief, four weeks prior to handover the contractor is to provide a detailed specification of all the materials used in the construction of the scheme, etc. An Excel spreadsheet will be provided to the contractor for data entry and an example of this form/schedule is indicated below. The form/schedule will include, but in not limited to, details, product/specification information on the following. The contractor is to add further fields to the form/schedule as necessary:

**General Information:**

Floor areas

Bedrooms/Bed spaces/bed room areas

Tenure (General needs, sheltered, shared ownership etc.)

Postal addresses

Floor Construction.

Wall Construction, including type of brick/other materials.

Roof Construction/Insulation, including tile type.

Window types (timber/plastic/trickle vents).

External door types (timber/composite/fibreglass/metal/upvc) U-values for floor, walls, roof, doors and windows.

Fascia/soffit type

Rainwater goods

type Canopy/porch

types Fencing type

Path finishes

Parking surface finishes

Access road finishes

Fencing types

Internal doors (flush/panelled, veneer/paint finish)

Heating type (gas, oil, electric, air source, ground source) Boiler type (manufacturer and model)

Hot water cylinder type (if applicable) Number of radiators.

Heating control details (Programmer, TRV's etc.) Fuse board type (Single or dual RCD)

Number of lights (overhead & external) Stop tap location

Bathroom composition (bath or shower)

Type of shower (hose, electric, thermostatic)

Extract fan types (kit/bath/humidstat)

Kitchen unit manufacturer

Bathroom sanitaryware manufacturer

CO detector (number, mains or battery?)

Smoke detectors (number, mains or battery/combined with CO?) SAP/EPC certificates.

Heat recovery

Emergency lighting

Sprinkler system

Security Alarms

Fire alarms

Pull cords/alarms

Lifts

Door Entry

Systems/Intercoms CCTV

TV aerials/satellite details

Bin store & cycle store

details Plant room details

Balcony construction & finish

details Floor finishes

Scheme Name:					
Development Reference: HD					
DETAILS					
Plot Number	Communal	1	2	3	4
Postal Address					
Tenure					
Unit type					
Location					
Gross Internal Floor Area (m <sup>2</sup> )					
Number of bedrooms					
Number of bed spaces					
Bedroom Area (m <sup>2</sup> )					
U Value - Floors					
U Value - Walls					
U Value - Roof					
U Value - External Doors					
U Value - Windows					
EPC rating					
Heating Gas (G) Electric (E) or Oil (O)					
Heating - Full (F) or Partial (P)					
Condensing Boiler - Combi (C) or System (S)					
Heating by Rad (R) or Warm Air (WA)					
How many bedrooms have radiators					
Total number of radiators in property					
Heating appliance - Make & Type					
Heating controls (programmer, TRVs, etc.) - Make & Name					
Hot water tank insulated Yes (Y) or No (N)					
Hot water tank- Type and Size					
Immersion Heater (Y) or (N)					
Number of smoke detectors					
Hard Wired (HW) or Battery (B)					
Number of heat detectors (kitchens)					
Hard Wired (HW) or Battery (B)					
Number of Carbon Monoxide detectors					
Hard Wired (HW) or Battery (B)					
Control panel for cooker Y or N					
Consumer unit type					
Number of light fittings - Internal					
Number of light fittings - External					
Number of light fittings - Internal - Communal					
Number of light fittings - External - Communal					
Kitchen ventilation - Make & Name					
Bathroom ventilation - Make & Name					
WC Ventilation - Make & Name					
Roof Type Pitched (P) or Flat (F)					
Roof construction					
Roofing felt type					
Roof Tiles (Main Roof) - Make & Name					
Roof Tiles (Porch) - Make & Name					
Roof Insulation - Type - Loft					
Roof Insulation - Type - Slopes					
Roof Insulation - Thickness - Loft					
Roof Insulation - Thickness - Slopes					
Porch/Canopy type and details					
Cavity Wall Insulation (Y) or (N)					
Wall Construction - External					
Wall Construction - Internal					
Floor type / construction					
DPC type					
Storage Tank Roof (R) or elsewhere (E)					
Rainwater goods (P) or Cast Iron (C)					
Guttering Size					
Downpipe Size					
Rainwater goods - Make & Name					
Rainwater goods colour - Black (B) Grey (G) or White (W)					
Soil Pipe Plastic (P) or Cast Iron (C)					
Brick make and name					
Kitchen Units - Make & Name					
Kitchen Units - Colour					
Kitchen Mechanical Extractor Fan Y or N					
Bath - Cast Iron (C), Steel (S) Plastic (P)					
Bath - Make & Name					
Bath Size					
Bath Colour					
Basin Type (Bathroom) - Make & Name					
Basin Type (WC) - Make & Name					
WC Cistern Type (Bathroom) - Make & Name					
WC Pan Type (Bathroom) - Make & Name					
WC Cistern Type (WC) - Make & Name					
WC Pan Type (WC) - Make & Name					
Shower Type - Make & Name					
Bathroom Mechanical Extractor Fan Y or N					
WC Mechanical Fan Y or N					
MVHR details					
Windows Timber (T) or Plastic (P)					
Windows Glazing Double (D) or Single (S)					
Windows Trickle Vents Y or N					
Windows - Make & Name					
Doors Ext Timber (T) or Plastic (P) G/Fibre (GF)					
Doors Ext - Make & Name					
Doors Internal type/finish					
Patio door details					
Patio Door Glazing Double (D) or Single (S)					
Fascia Plastic (P) or Timber (T)					
Fascia - Make & Name					
Soffit Plastic (P) or Timber (T)					
Soffit - Make & Name					
Bargeboards (P) or Timber (T)					
Bargeboards - Make & Name					
Chimney brick (B) or GRP					
Floor Finishes					
Stop tap location					
Door entry system					
Lift details					
Balcony details					
Fencing to external areas - type					
Gate to external areas					
External paths					
Parking details					
Access Road finishes					
TV aerial / satellite details					
Sprinkler System Details					
Regulation 38 confirmation of Responsible Person details					
Fire Alarm details					
Emergency lighting details					
Security alarm details					
Bin Store details					
Bicycle Store details					
Management company					
Contracts in place for: lift etc.					
SAP figures					
Supplied items (shed, rotary driers etc.)					
Other information (e.g. solar panels, plant room details, CCTV, Warden Call Systems, etc.)					

**HAVEBURY NEW PROPERTY – BOILER SCHEDULE**

As referenced in item 6.1 of the Client Brief, four weeks prior to handover the contractor is to provide a detailed specification of all the materials used in the construction of the scheme, etc.

In addition to the information required in Appendix C, the contractor is to provide details of all new boiler installations on the scheme, comprising dwelling Plot and Address details, installed equipment details (manufacturer, model, model reference, etc.), equipment location, installation date and date of next service.

An Excel spreadsheet will be provided to the contractor for data entry and an example of this form/schedule is indicated below:

Plot nr	UPRN	Property nr	Address	Date Next Service	Equipment Type	Make	Model	Submodel	Model Reference	Location	Date Installed
EXAMPLE 1	EX00001	1A	Example Road, Example Town IP33 1AA	13-Mar-18	GAS	Baxi	Duotec 24	GAS COND COMBI	ABC123	KITCHEN	13-Mar-17
EXAMPLE 2	EX00002	1B	Example Road, Example Town IP33 1AA	13-Mar-18	GAS	Baxi	Duotec 24	GAS COND COMBI	ABC124	KITCHEN	13-Mar-17

## Project Appraisal Risk Committee (PARC)

Havebury's development approval process requires developments to satisfy three stages of approvals followed by a post completion evaluation.

PARC 1 is designed as a sense check on the proposal. Once an initial scheme feasibility has been produced it will be circulated to the Assistant Director of Operations, the Assistant Director of Finance, and the Finance Manager (Development) for comment before being presented to the Executive Directors for consideration. At this stage there is limited detailed information available and, although it is expected that all proposed developments will meet our strategic objectives, it is an opportunity to appraise the business of the proposal and ensure there are no political or strategic reasons not to invest more time in the proposal. Approval at PARC 1 stage also gives the consent to publicise the proposal more widely such as through a public consultation as well as to incur further costs instructing consultants and surveys. S106 opportunities are exempt from PARC 1 and proceed direct to PARC 2 stage; this is on account of their advanced nature and our limited involvement in their design and build,

PARC 2 is designed to give the Development Team the authority to agree to a S106 purchase, or, when it comes to a land-led scheme, submit a planning application and exchange on the land purchase. A costed financial appraisal which includes the unit and tenure mix along with architect's plans will be circulated to the Assistant Director of Operations, the Assistant Director of Finance, and the Finance Manager (Development) for comment; it will then proceed to Executive Directors for consideration and approval subject to the scheme meeting our development parameters and strategic objectives. Executive Directors will also expect to review the following in support of the development:

- Written pre-application planning advice from the local planning authority or written planning advice from a planning consultant.
- The design and layout of the development.
- A written valuation from a RICS valuer supporting the acquisition cost.
- A written cost estimate from an Employer's Agent which supports the figures contained in the financial appraisal.
- A report on title or equivalent from our solicitors.
- Where there is an element of Market Sale, written advice from our tax advisors.
- An update from our Development Finance Manager setting out the financial impact of the proposed development on our loan facility.
- Approval from our Development Finance Manager that the financial viability of the scheme is robust and that the proposed contractor is financially capable of meeting the contract.
- Any issues which may constrain our ability to secure the development against our debt.

Subject to Executive Directors' approval at PARC 2, the Development Team will then import the Proval Financial Appraisal into Sequel and this will form the Budget for the scheme against which variances will be monitored.

PARC 3 is designed as a final check before entering into contract with a building-contractor and completing on the land. Provided the contract cost does not exceed 5% of the approved costs at PARC 2, then the Director of Development has authority to instruct contracts to be drawn up and put through to be signed and sealed by the Executive Directors. If the contract costs exceed 5% of those agreed



## Appendix 2

at PARC2, then the scheme will return to PARC 2 stage for further consideration. Consideration will be given to how any cost variation impacts on the NPV and debt payback of a scheme as well as the strategic reasons for delivery.

PARC 4 will occur within the first six months following practical completion of the scheme. The purpose of the PARC 4 is to reconcile final costs against budget set at PARC 2 and consider lessons learnt from the delivery of the scheme. The PARC 4 will also consider tenant satisfaction feedback as well as feedback from the wider business. Final costs and final NPV and debt pay-back position will be reported to Strategic Board.

Executive Directors reserve the right to refer any scheme for any reason to Strategic Board at any point in its progress. It is also proposed that any scheme in excess of 50 units or with a contract value in excess of £5m will automatically be referred to Strategic Board for a decision at PARC 2.