

Distribution Points for CBL free sheets

On a fortnightly basis, Locata will supply a maximum of 500 free sheets in bundles of 50 to a maximum of ten distribution points throughout the borough. The Council will be responsible for the redistribution of free sheets to other locations as necessary.

The free sheets carry details of all the vacant homes across Kent.

The map at page five outlines the proposed distribution points:

- § Locata will deliver free sheets directly to the eight locations shaded green
- § Tonbridge library will redistribute to five other libraries, shaded blue
- § Staff from the Housing Needs team will redistribute to the Neighbourhood Police Office/Volunteer Centre, shaded red.

Full details of all distribution points are set out below.

Some of the distribution points that are used by neighbouring authorities border parts of Tonbridge and Malling. This means that customers will also be able to obtain free sheets from locations other than those identified below.

Council Offices

Gibson Building, Kings Hill (100 free sheets)	Gibson Drive, Kings Hill, West Malling, Kent, ME19 4LZ 01732 876067	Mon-Fri 8:30 – 17:00 Internet Access, Personalised free sheets
Tonbridge Castle (50 free sheets)	Castle Street, Tonbridge, Kent, TN9 1BG 01732 876067	Mon-Fri 8:30 – 16:30 Sat 9:00 – 16:00 Sun 10:00 – 16:00 Internet Access, Personalised free sheets

Libraries

KCC libraries will re-distribute some of the 100 free sheets that will be delivered by Locata to Tonbridge library, to libraries at West Malling, East Peckham, Hadlow, Hildenborough and Tonbridge North (Trench). The advantage of using the libraries is that they all offer internet access, and so customers who do not have this facility at home can potentially access a free sheet and make an on-line bid simultaneously. Regular contact will be maintained with the libraries in order to ensure that demand for the free sheets can be met, and any surpluses/shortfalls avoided. This will be particularly critical in the early stages of implementation. All of the libraries are wheelchair accessible.

Tonbridge (100 free sheets)	Avebury Avenue, Tonbridge, Kent, TN9 1TG 01732 352754	Mon, Tue, Wed, Fri 9:00 – 18:00 Thur 9:00 – 20:00 Sat 9:00 – 17:00 Internet Access
Borough Green (50 free sheets)	High Street, Borough Green, Kent, TN15 8BJ 01732 884404	Mon, Tue, Thur, Fri 9:00 – 18:00 Sat 10:00 – 14:00 Internet Access
Larkfield (50 free sheets)	Martin Square, Larkfield, Aylesford, ME20 6QW 01732 844522 / 842339	Mon, Tue, Thur, Fri 9:00 – 18:00 Sat 10:00 – 16:00 Internet Access, TMBC surgeries Mon & Tue 9:00 - 12:30 & 13:00 – 16:00
Snodland (50 free sheets)	15-17 High Street, Snodland, Kent, ME6 5DA 01634 243776	Tue-Fri 9:00 – 18:00 Sat 10:00 – 14:00 Internet Access, TMBC surgery Fri 9:00 - 12:30
West Malling	22-24 High Street, West Malling, Kent, ME19 6QR 01732 842504	Tue-Fri 9:00 – 18:00 Sat 10:00 – 14:00 Internet Access
East Peckham	3 Pound Road, East Peckham, Kent, TN12 5AU 01622 871050	Tue 10 – 13:00 14:00 – 17:00 Thur-Fri 14:00 – 18:00 Sat 9:30 – 13:00 Internet Access
Hadlow	School Lane, Hadlow, Kent, TN11 0EH 01732 851794	Tue 9:00 – 13:00 Thur 14:00 – 18:00 Sat 9:30 – 14:00 Internet Access
Hildenborough	Riding Lane, Hildenborough, Kent, TN11 9HX 01732 838729	Mon 9:00 – 17:00 Tue 14:00 – 18:00 Thur 9:00 – 13:00 14:00 – 17:00 Sat 10:00 – 14:00 Internet Access

Tonbridge North (Trench)	5 York Parade, Tonbridge, Kent, TN10 3NP 01732 351918	Tue 9:00 – 18:00 Thur 9:00 – 17:00 Fri 9:00 – 13:00 Sat 10:00 – 14:00 Internet Access
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Other Organisations

Sainsbury's ¹ (50 free sheets)	Mills Road Quarry Wood Aylesford Kent ME20 7NA	Mon – Sat 6:00 – 22:00 Sun – 10:00 – 16:00 Wheelchair accessible
Post Office (50 free sheets)	Jill and Jims 147 Rochester Road Burham Rochester Kent ME1 3SF	Mon – Sat 5:00 – 18:00 Sun – 6:00 – 12:00 Wheelchair accessible (to be confirmed by visit)
Neighbourhood Police Office / Volunteer Centre	18 Twisden Road East Malling Kent ME19 6SJ 01732 843346	Mon – Fri 10:00 – 13:00

Personalised free sheets

Customers will also be able to obtain a personalised free sheet from any distribution point that has internet access. These free sheets contain only the properties that the individual customer is eligible to bid for.

Russet Homes have also agreed to produce personalised free sheets, as will the Housing Needs Team.

Russet Homes Tonbridge Office	Enterprise House 2, Avebury Avenue, Tonbridge, Kent, TN9 1TL 01732 780999	Mon - Thur 8:45 – 17:00 Fri 8:45 – 16:30
Russet Homes Basted House	Harrison Road, Borough Green, Sevenoaks, TN15 8PB 01732 780999	Mon - Thur 8:45 – 17:00 Fri 8:45 – 16:30
Russet Homes Larkfield	1-3 Martin Square, Larkfield, Aylesford, Kent, ME20 6QL 01732 780999	Mon - Thur 8:45 – 17:00 Fri 8:45 – 16:30

Electronic distribution

¹ This distribution point has yet to be confirmed in writing by Sainsburys.

The following organisations have regular contact with many of our customers and they have agreed to accept electronic copies of the personalised free sheet to assist with bidding. This may mean either passing copies to customers, or bidding on customers' behalf, depending on individual circumstances. This list can be amended as necessary and is a free method of distributing the information.

Connexions	Mark Gorrige	naomigriffiths@connexionskentandmedway.co.uk
Bridge Trust	John Handley	info@thebridgetrust.org.uk staylor@thebridgetrust.org.uk
Hadlow Road, Moat supported accommodation	Sarah McNaughton	David.mottley@moat.co.uk David.cole@moat.co.uk
Christian Alliance Hostel	Fretha Biggs	julik@caha.org.uk
Colebrook Road Hostel, Moat	Sarah McNaughton	Sarah.mcnaughton@moat.co.uk Graham.tibbs@moat.co.uk Valerie.hadaway@moat.co.uk Jeanette.weller@moat.co.uk Peggy.sue.nicholson@moat.co.uk

Additional distribution points bordering Tonbridge and Malling

The following distribution points are situated within the Sevenoaks district; however customers from Tonbridge and Malling will also be able to obtain free sheets from these locations.

West Kingsdown Library	Gamecock Meadow, London Road, West Kingsdown, Kent, TN15 6EL 01474 854623	Tue 13:00 – 19:00 Thur 13:00 – 17:30 Fri 9:00 – 13:30 Sat 10:00 – 14:00 Internet Access
Sainsbury's Otford	Otford Road, Sevenoaks, Kent, TN14 5EG 01732 742561	Mon - Fri 6:30 – 22:30 Sat 6:30 – 22:00 Sun 10:00 – 16:00
Leigh Post Office	Parkview, High Street, Leigh, Tonbridge, Kent, TN11 8RL 01732 832194	Mon, Tue, Thur, Fri 9:00 – 13:00 14:00 – 17:30 Wed 9:00 – 13:00 Sat 9:00 – 12:30

