



For tenants and leaseholders of Solihull Community Housing

Spring 2022



Message from Fiona

Welcome to the first edition of your newsletter for 2022. As the country continues to recover from the pandemic I sincerely hope this will be a safe and positive year for all our tenants and leaseholders.

As an organisation, SCH has many exciting things to look forward to this year and you will read about some of them in this newsletter.

We are continuing to maintain homes, build new ones, while also playing our part in helping the borough work towards its carbon net zero ambitions.

In a few months the Commonwealth Games will take place on our doorstep, with many events being staged at the NEC. This year will also see further progress on the Kingshurst

Regeneration Project and our sprinkler installation programme in our high rises.

Congratulations to our Engagement Team who were worthy winners at the Housing Digital Innovation Awards for creating new ways for you to get involved with us.

Through our SCHape and VIP panels - along with our new dedicated Building Safety Advocates - we are now talking with more customers than ever, especially around key subjects such as building safety.

Thank you to all of you who have joined one of these engagement channels. There are now so many ways for you to work alongside us, and there really is something for everyone.

Our engagement team will be out and about in the spring meeting residents when we host our latest 'drop-in' events, so please follow us on social media so that you get to hear about these first.

I hope you enjoy reading this newsletter. I'm always pleased to hear from our customers.

Fiona Hughes Chief Executive

You can write to me at the address on the back page of this newsletter or email me at contactfiona@ solihullcommunityhousing. org.uk if you have any views on any of the services we deliver.

Stay safe, Fiona.

Calling all green-fingered enthusiasts

Our annual SCH Gardening Competition is back, and we are now taking entries.

It's time to dig out your gardening gloves, grab your watering can and bloom into action.

You don't need to be an expert gardener to get involved. There are a lot of different categories, so no matter how big or small your garden is there will be something to suit you.

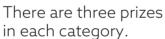
The categories this year are:

- Best Community/Shared Garden (communal garden, collective effort of multiple residents)
- Most Improved Garden (significant before and after transformation)
- Best Floral Display (best creative colour of flowers in bloom)



- Best Mini Marvel (best creative small space garden/balcony/patio/ hanging baskets)
- Best Traditional Garden (complete garden, lawn, flower beds, shrubs, hedges, paths, patio)
- Best Budding Gardener (under 16s grow bag, container, plant/veg/fruit)

You can only enter one



- 1. First prize £50
- 2. Second Prize £25
- 3. Third prize £10

To enter the competition, take some photos of your garden and send them to us. The deadline to submit your entries is Friday 24 June 2022.

■ For more information visit our website www.solihullcommunity housing.org.uk or email your photos to engagement@solihull

of the categories.



communityhousing.org.uk

Save time with My SCH Account



No time to call us? My SCH Account is now up and running for tenants and leaseholders to report repairs.

> Did you know you can also use our online service to pay

your rent and check your balance too? You must be registered to do this.

Please visit our website to register and make it easier for you to access our services 24/7, whenever and wherever you are.

If your repair is an emergency, please call us on 0121 717 1515.

Sadly, you can't raise gas and electric jobs through My SCH Account at the moment. We are working on this. so please still call us on **0121 717 1515** to book these in.

■ Don't forget you can also report a repair by filling in an online form on our SCH website www. solihullcommunityhousing.

Could you be our next Rent First winner?

Congratulations to the winners of our December rent prize draws.

During our Winter Rent Campaign, four lucky people took home £250 and another won £200 in our Quarterly Prize Draw.

If you would like to join our list of winners this Spring, all you need to do is keep your rent account clear. Our upcoming prize draws offer you the chance to win one of four £250 prizes. You could also enjoy a rent-free week.

If you pay your rent by Direct Debit, you will automatically be entered into both draws.

Please remember, if you are struggling to pay your rent, our Money Advice Team can support you all year round.

Give us a call on **0121 717 1515** and we can set up an appointment with the team.



If your rent account is clear by Sunday 27 March, you can enjoy a rent free week from **Monday 28 March**



If your rent account is clear by Sunday 3 April, you could be the lucky winner of one of our four £250 prizes

Ways to pay your rent

There are lots of ways for you to pay your rent, such as:



www.solihullcommunityhousing.org.uk

Using the automated telephone system on **0300 456 0502** (it's available 24/7)

Using your My SCH Account, if you are registered

> At any **Post Office** using your rent card (swipe card) or Paypoint outlets

Calling our **Contact Centre** on **0121 717 1515**

To register with My SCH Account, please visit our website







Kickstart your caree

During the pandemic there were fewer job opportunities for young people leaving education. The Government decided to help by launching a new scheme called Kickstart.



Kickstart gives young people the chance to receive valuable work experience and the opportunity to build a career through paid six-month placements.

We created some Kickstart opportunities at SCH, and we have recruited an outstanding group of young people.

 Amarah Zaheer, Furniture Recycling Project Coordinator, has helped set up our new Furniture Recyclina Project which stops unwanted furniture from going to waste by sharing it with people in need

- Grace Howle, Carbon Net Zero Project Co-ordinator, has helped to support our plans to become a carbon net zero organisation by 2030
- Thomas Manning and Jasmine Bull, Digital Inclusion Agents, have helped support our customers to get online and reduce calls into our contact centre
- Brandon Edwards, High Rise Sprinkler Project Support Worker, has helped with customer engagement while learning all the trades related to fitting sprinklers

If you are aged 16 to 24 and on universal credit, there is still time for you to join one of our Kickstart opportunities. We have a Neighbourhood Services Project Support placement and Contact Centre Projects.

Placements must be filled by 31 March so please get in touch on employabilitysupport@ solihull.gov.uk

■ For information or support to help find a job or training, visit the employment and skills page on our website.



Need help getting back into work?

Citizens Advice Solihull Borough (CASB) can support you to refresh your skills and learn new ones to help you get back into work.

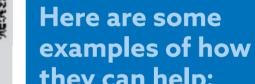
They can offer you new experiences and help build your confidence so you can thrive in the workplace.

They have lots of opportunities available, including volunteering in their office.

they can help:

CASB office for six hours per week. She is learning new skills and developing her knowledge with every visit. CASB are helping with her job search, updating her CV and

Give them a call on 0121 779 6707 or visit www. casb.org.uk



- A tenant joined their team of volunteers following a long period of unemployment. She struggled to get into a reception job because of little experience. At CASB she completed a training program which included information assurance (GDPR) and safeguarding. She has also been on reception improving her customer service skills.
- Another volunteer goes to the interview practice.

Getting into work can be extremely difficult, especially when you haven't been in work for a long time, but that doesn't mean it is impossible, or that you have to go through it alone. CASB can help.

Equality is key to all we do

We are dedicated to promoting and practising equality and diversity by being an inclusive organisation. This is shown in the way we treat our customers, staff, and others.

We want to make sure our services are accessible, appropriate, and fair to help improve the quality of life of our tenants and people living across Solihull.

We check our policies and how they are applied through a process called Fair Treatment Assessments. This process helps us to find problems and shows good practice.

As part of our commitment to equality and diversity we

also produce an annual report. You can read this on our website. Just search for 'equality and diversity' or scan the OR code.



Remember to test your smoke alarm

We install smoke alarms in your home to keep you and your family safe. The alarm will alert you to a fire, giving you more time to react.

In the event of a fire every second counts, so your smoke alarm must always be in good condition.

You should test your smoke alarm weekly. Just press and hold the 'test' button. If the detector is working the alarm will sound.

Some of our properties have mains-powered smoke alarms. But even if your smoke detector

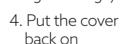
is hardwired, it will still have a back-up battery in case of a power cut.

If it keeps beeping, the back-up battery probably needs replacing. You should replace the battery every six months to one year.

To change a smoke alarm battery

- 1. Remove the smoke alarm cover (it should unclip from the base with a slight twisting motion)
- 2. Take out the old battery from its holder
- 3. Replace with a new battery (check manufacturer's

instructions to make sure you install a battery of the right voltage)



5. Press the 'test' button to check the new batteries are working (the alarm will sound)

Never take out the batteries of your smoke alarm without fitting new ones straight away.

If after testing your smoke alarm and replacing the battery, the detector is not working, please report this to us immediately so we can carry out a repair.

Meet our SCHAPE Panel

The SCHAPE Panel are a group of residents who work with us regularly to review and challenge how we are performing and delivering our services.

Working with our residents give us important information about how our services are working for you and if there are areas we need to improve.

The SCHAPE Panel act as a voice for residents. They choose which service areas they want to examine, carry out detailed inspections and make a judgement of how that service is performing.

We'd like to introduce you to some of our SCHAPE members. Each resident has their own reason for joining the Panel. You can learn more about them by reading below.



Bernie Donnelly

I first joined the Scrutiny Panel over ten years ago. I saw an invite in the newsletter to join the Panel 'if I wanted to have my opinions heard by SCH'. Over the years we have covered many subjects from fly-tipping to cleaning plus much more. I was delighted to join the new SCHAPE Panel which I believe will give residents a brilliant new platform to voice their opinions and help 'schape' the future in a positive way going forwards.



Denis Carlin

I joined the SCHAPE Panel because I have always been interested in helping people to get the service they deserve, and because I wanted to give something back to a council who helped me when I was in need.



Louise Tubbs

I joined the SCHAPE Panel to act as a voice for tenants. I wanted to see that SCH were doing things right for its tenants and to the best of their ability. I also wanted to question how and why things are done and are they right for tenants. Being part of SCHAPE lets me hear views and the voices of other tenants. We value their comments and feedback and want to work with them to make SCH one of the best housing providers.



Michelle Carty

I've been a SCH tenant since 2005 I decided to join the SCHAPE Panel because I took an interest in my landlord and in my community. I joined the group because I wanted an insight into SCH. I wanted to know who I could go to for help and share that information with neighbours.

■ If you would like to become a member of the SCHAPE Panel please contact engagement@solihullcommunity housing.org.uk or call 0121 717 1515.

Our new Inclusive Services Register is live! | Compare | Compare

The register is a new way for you to let us know about your personal needs or any vulnerabilities you may have and how we can then adapt our services to support you best.

We are inclusive of all vulnerabilities and requirements, and we want to make sure our services are accessible to all our residents.

Here are some examples of why you may like to join the register:

Poor eyesight

Requirements:

- Need letters in a bigger font size
- Key documents on audio CD
- Prefer verbal communication.

Mobility difficulties

Requirements:

 Allow extra time to reach the door or the telephone

Hard of hearing

Requirements:

- Knock loudly when visiting
- Speak loudly on the phone
- Use type talk to communicate
- Prefer written communication.

Learning difficulties or disabilities

Requirements:

- Provide a coloured overlay for written communications
- Prefer verbal communication.

Mental Health

Requirements:

- Signpost to support services
- Schedule appointments at times that work best for you.

Inclusive Services Register



All the information you provide us is treated in the strictest confidence and will only be used by us and our contractors to support you - it will not be shared with anyone else.

If you have a vulnerability, we are keen to adapt our services to support you better. Please go ahead and register today by telling us exactly how we can help you.

Wondering how you can join the register?

You can sign up to the Inclusive Services Register today by completing an online form on our website.

All you need to do is scan the QR code using your phone camera and it will take you to the correct website page. Or you can visit our website and search 'Inclusive Services Register.'

If you do not have access to any online facilities, please call us on 0121 717 1515 and one of our advisors will be happy to help you.

Celebrations for Engagement!



We're thrilled to announce our Customer Engagement team took one of the big prizes at the Housing Digital Innovation Awards!

The team won the award for 'Most Innovative Approach to Resident Involvement'.

Over the past two years we have created brand new ways for you to get involved with us. We've developed new opportunities such as the SCHape and VIP Panel to connect with more residents than ever before.

Customer engagement is at the heart of everything we do, and we are very grateful to all residents who find the time to engage with us.

Together we've been able to learn, grow and improve your experience with us and make sure our services are the best they can be.

■ To find out how you can get involved visit our website www.solihullcommunityhousing.org.uk



LATEST NEWS AT KINGSHURST

There's lots going on in Kingshurst as we get ready for an exciting time of change and transformation. With regeneration works set to begin soon, you can discover the latest news and updates with our round-up below.

Demolition has started

City Demolition have been chosen to carry out the first phase of clearing the site and beginning demolition.

They have already cleared the garage blocks on Church Close, School Close and Over Green Drive and the old clinic building on Colling Walk.

In April they will start removing the former housing office / Solihull Youth Hub building on Church Close.

Residents who live in the area of these buildings will receive a letter from City Demolition. It will include information on planned works and contact details for the site foreman.

We will be working with City Demolition to try and lower the effect of this work on residents. Unfortunately, there will be some noise and disruption. Please bear with us in this time.

You can view the large site demolition map by scanning the QR code.





Chief Exec, Fiona Hughes with Leader of Solihull Council, Councillor Ian Courts.

Join a local club

The library has become a popular meeting place for the Kingshurst community. Not only to read books or use the computers, but to connect with others, have great chats and enjoy hobbies together.

Kingshurst Needle Crafters are a knitting group who meet every Thursday from 10.30am-12pm. They welcome all to join, from seasoned needle crafters to enthusiastic beginners.

If you're a keen reader, then pop into the Kingshurst Book Club who meet fortnightly on Fridays from 10.30am-12pm, they chat about all the books they are reading.



A Youth Club, Family Arts & Crafts and a Mental Health support group are also available to join. They are run by local community groups and volunteers.

To find out more, please pop into the library or look on the Kingshurst Library social media page.



Become a volunteer or start your own group

Would you like to volunteer at one of the community groups? Do you have an idea for a new group? We want to hear from you! Our Community Engagement Officer, Becki, can help you get your ideas up and running.

Call Becki on **07920 045945** for more information.



Community Engagement Officer, Becki

Check out the library's new book collection

The library stock has recently been updated! There are now a large selection of popular authors and new books available to read. Head down to the library and take a look.

Share your thoughts, memories, and stories of Kingshurst

As we see Kingshurst change and a great new community village created, it does mean some old buildings and places will disappear forever.

In January and February, we dropped into local community groups and schools to ask you to 'Give us a Hand'.

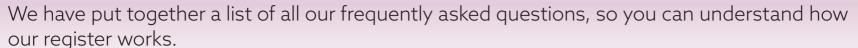
We wanted to hear your thoughts, memories, and stories about Kingshurst to understand it's culture and communities.

We had some great conversations, and it was lovely to chat with you all. We want to make sure the culture and character of Kingshurst is brought forward into the new village.

For more information or to get involved, please email the culture team on culture@solihull.gov.uk

Our housing register explained

Are you a tenant, currently on our housing register and waiting for a move?





Is there any guidance to completing a housing register application?

Yes. We have put together a short video which breaks down the steps. Visit our website to view it.

How long does it take for my application to be processed?

We have a 12-week backlog but we're working as quickly as we can to get through it. We will get in touch if we need any more information and will send a letter once your application has been processed.

Should I fill out another application if I have not heard from you within 12 weeks?

No, please don't fill in another form. For an update, call **0121 717 1515** or complete a contact us form on our website.

How many properties can I bid on each week?

You have two bids each week. Always consider all property information before bidding.

Do I have to bid each week?

A No, you only need to bid if you see a property in an area you would like to live in.

Why isn't there anything to bid on?

We can only advertise properties when people give notice on their home. Our bidding system will only show you properties that are suitable for your needs. Occasionally we advertise properties for other social landlords.

What happens if I bid on another social landlords property, and I am matched?

We will send your details to them and they will contact you directly and make the decision to accept you as a tenant.

What is a direct match?

Some properties are direct matched to customers with specific needs.
These are usually priority homeless applicants or people with mobility issues that need an adapted property.

Can my housing application be suspended?

Yes, your application will be suspended if you:

- are in rent arrears
- · refuse two suitable offers
- are looking to downsize but still have family living with you

Why have I been skipped on a property?

This is usually because the property is not suitable for you based on the information you have given to us. Please always read the property information before bidding.

How does the bidding system work?

When you bid on a property the system automatically puts all applications in band order from Band A to Band T. It will then order all applications by date order so that the person with the highest priority band and the longest wait time is chosen first.

Do I have to finish number 1 for a property to be successful?

No, you don't. Often, we contact applicants, and they refuse the property. If this happens, the next applicant is now successful. You can be contacted about a previous property weeks or months after bidding which you may not have been successful for at the time.

Can I move if I am in rent arrears?

Usually no, unless previous arrangements have been agreed with the Rent Arrears Team.

I have a medical priority, why am I being skipped?

This is usually because the property does not meet your medical needs.

What happens if I am matched to a property, and I am already a tenant?

We will arrange a pre vacation visit to check your property is of a good standard. If the pre vacation visit passes we will arrange a viewing of the property you have been offered.

How much time will I get to move?

This will depend on when you view the property and if it is ready to let. Once the property is ready for sign up, you will then have around one week before your tenancy starts.

Can I leave rubbish in my property for SCH to remove?

No, please remove all your rubbish otherwise we may charge you.

Do you arrange removals?

No, you will need to organise your own removal service.

What notice do I have to give if I am moving to another social landlord (Housing Association)?

If you're successful with another social landlord from bidding on the Solihull Home Options website, you need to complete a Notice to Vacate form and give us one weeks' notice starting from the following Monday.

If you're moving to another social landlord, but not through the Solihull Home Options website, you need to complete a Notice to Vacate form and give us four weeks' notice starting from the following Monday.

Where do I take my keys when my tenancy ends?

Take your keys to a Solihull Connect office or put them in the post box at the front of Endeavour House. Keys must be returned before 12pm on the Monday your tenancy ends. The keys must be clearly labelled with your name and full address.

What happens if I hand my keys in late after 12pm?

If your keys are returned late, you will be charged rent for each week you have the keys.

■ For more information visit our website **www. solihullcommunityhousing. org.uk**

Rent Calendar 2022/23

This is your rent calendar for 2022/23. Please pin it up as a reminder or keep it somewhere safe. It shows all the days on which your rent is due. We will write to you in March with details of your 2022/23 charges. If you claim Housing Benefit then you will also receive a letter from Solihull Council, explaining your entitlement for 2022/23. These two letters will tell you what you will need to pay.

Your rent is due weekly but if you prefer to pay fortnightly then you should pay on the weeks in blue.

Week No.	Date	Payment Made	Week No.	Date	Payment Made
1	April 4		27	Oct 3	£200 quarterly prize draw
2	April 11		28	Oct 10	
3	April 18		29	Oct 17	
4	April 25		30	Oct 24	
5	May 2		31	Oct 31	
6	May 9		32	Nov 7	
7	May 16		33	Nov 14	
8	May 23		34	Nov 21	
9	May 30		35	Nov 28	
10	June 6		36	Dec 5	
11	June 13		37	Dec 12	
12	June 20		38	Dec 19	No rent due unless in arrears 4x £250 prize draw
13	June 27		39	Dec 26	
14	July 4	£200 quarterly prize draw	40	Jan 2	
15	July 11		41	Jan 9	
16	July 18		42	Jan 16	
17	July 25		43	Jan 23	
18	Aug 1		44	Jan 30	
19	Aug 8		45	Feb 6	
20	Aug 15		46	Feb 13	
21	Aug 22		47	Feb 20	
22	Aug 29		48	Feb 27	
23	Sep 5		49	Mar 6	
24	Sep 12		50	Mar 13	
25	Sep 19		51	Mar 20	
26	Sep 26		52	Mar 27	No rent due unless in arrears 4x £250 prize draw

To enjoy the rent free weeks and be entered into our prize draws, please make sure your rent account is clear by the dates highlighted on the calendar.

You will be automatically entered into our prize draws if you pay by Direct Debit.

How we're keeping you safe and well

We recently joined forces with Solihull Council, Police and Fire Service for the annual Darker Nights, Winter Warmth Campaign.

This campaign helps to support our communities throughout the winter months, making sure everyone is keeping safe and well.

We took part in door-knocking sessions to offer our advice and support. Food parcels, fire checks and home safety advice were also available for those who needed it.

For advice, tips, and practical help on keeping warm and making your home more energy efficient, call the Solihull Winter Warmth helpline. It is available on

0121 704 8080, Monday to Friday, 9am to 5pm.



Is your communal garden clear?

The grass cutting season will start from 14 March, so please remember to keep your communal garden clear.

Leaving items such as plant pots, ornaments, children's toys and garden furniture in the communal garden could stop the grass from being cut.

The ground maintenance crew will not remove any items before they begin. Smaller items that are left in the garden could get damaged by the machines the crews use.

Please make sure your belongings do not get damaged by bringing them inside your home safely.





Our Furniture Recycling Project aims to stop good quality housing items from going to waste

Often items are thrown out when they are still in good condition and could be used by someone else.

We want to stop these items from being thrown away and share them with people who need it.

You can donate to the project or request for any items you may

This service is free. We will collect and deliver donations and furniture at no cost.

If we have your requested item in stock, we will deliver it to you. If we don't, we will contact our partner charity organisations who may have it.

They will charge an affordable fee for the item and delivery.

For more information please visit



Scan the QR code using your phone camera and it will take you to our website!



www.solihullcommunityhousing.org.uk/furniture-recycling-project

Working with you to manage complaints

Did you know that we have more than 170,000 interactions with customers every year? With such a large amount, it is hard to avoid mistakes. Sometimes we won't always get it right but how we respond is what is most important.



We learn and improve our complaints procedure by receiving complaints and understanding what went wrong. Statistics show that for every person who makes a complaint, there are 26 unhappy customers who don't.

We want to improve our services and to work in the guidelines set by the Housing Ombudsman Service for how to handle a complaint.

The Housing Ombudsman wants landlords to be clear with customers and admit

when things go wrong. It is not about financial compensation but putting mistakes right and learning what went wrong.

Some cases will need financial compensation where there is proof of a financial loss. This would need to be considered through an insurance claim and not the complaints process.

In most cases, we will find what has gone wrong, explain and apologise and if possible, correct the problem. For example, carry out the repair. As a further gesture of goodwill, we could offer a youcher or flowers.

We recently put together a compensation policy and have sent this out to our engaged resident's group for their feedback. We are working through their responses and hope to have the policy soon.

We hope to be able to resolve complaints directly with you, however the Housing Ombudsman Service is also available to offer advice and support and can investigate complaints if a solution can't be found. The contact details for the Housing Ombudsman Service are:

Tel: 0300 111 3000

www.housing-ombudsman. org.uk

■ For more information on complaints, how to make one and our performance, please visit our website www.solihullcommunity housing.org.uk

Urban Heard are supporting our young community



Urban Heard are youth engagement specialists who are on a mission to work with young people to help build their confidence and learn new skills.

They have transformed Crabtree Hall in Chelmsley Wood into a safe and welcoming space for young people aged 12-17 years to visit.

Crabtree Hall is open Monday to Friday, 3pm to 7pm. All children are welcome to attend and can get involved with the activities. They are also given a free, hot, home-cooked meal.

The activities available include self-defence classes, body building sessions, table tennis, table football, playing the PlayStation or using the professional music studio.

There are also workshops on exploitation, drug awareness and healthy relationships.

Urban Heard has a team of fully trained youth workers who work hard to build fantastic relationships and deliver mentoring to those who want it.

They want to work more with the local community and hope to have more people volunteering and engaging in community events.

■ To find out more, please visit their website www.urbanheard.co.uk or social media pages @urbanheardcic



Closure orders help keep our communities safe

Our Neighbourhood Officers team up with Solihull Police and Solihull Council to tackle antisocial behaviour.

Over the past few months some of our properties have been served with Closure Orders by Birmingham Magistrates Court because of antisocial behaviour and criminality.

The Closure Orders stop anyone from returning to, remaining in, or entering the property

for three months. Except for us, the landlord, people working for Solihull Council, or the Emergency Services.

Anyone that breaks the order commits an offence and can be arrested.

We may consider Closure Orders where there's behaviour that is disorderly, offensive, criminal or a serious nuisance to members of the public.

The order is to stop the behaviour or nuisance from continuing or recurring.

You can report antisocial behaviour to us by using our hotline number 0121 717 1500 or visiting our website.



Competition time

Thank you to everyone who entered our wordsearch competition. Congratulations to our winner, Christine from Solihull. Your £25 voucher is in the post!

For a chance to win a £25 voucher you must complete our Spring-themed wordsearch.

Only one entry per person is allowed. You have to be an SCH tenant or leaseholder to enter.

Cut out and send your entry, with your name and address to:

Freepost RLSS-UEBA-RTUZ Solihull Community Housing Endeavour House Meriden Drive Solihull B37 6BX

Or take a picture of your entry and email it to newsandviews@solihullcommunityhousing.org.uk

Closing date: Friday 14 April 2022.

Enjoy the puzzle!

W	S	D	Т	Х	Р	W	S	J	Т	Т	V	0	Α	Т
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WIN A £25 VOUCHER

Words to find:

CHERRY BLOSSOM DAFFODIL **DUCKLINGS APRIL SHOWERS**

WELLIES BONNET WATERING CAN BOUQUET

DAISY SEEDLINGS SPRING TULIP

Your name and address:

Name:	
Address:	

Phone number:.... Email address:

To get in touch

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- Website: www.solihullcommunityhousing.org.uk Visit the contact us page on our website to complete an online form with details of your enquiry









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