

WEST KENT

Community Lettings Policy Agreement for rented homes at Redwood Place and Morewood Close, Sevenoaks <i>PROVISIONAL</i>	
1. Name of development	Sevenoaks Police Station site
2. Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	<p>Block B – 3 storey</p> <p>Shared Ownership –</p> <ul style="list-style-type: none"> • 5 x 2 bed 2nd floor flats and • 2 x 2 bed 1st floor flats (block B) <p>General Needs –</p> <ul style="list-style-type: none"> • 5 x 2 bed ground floor flats and • 3 x 2 bed 1st floor (block B) <p>Block D – 2 storey</p> <p>General Needs –</p> <ul style="list-style-type: none"> • 3 x 1 bed ground floor flats and • 4 x 1 bed 1st floor flats
3. Number, size and type of properties. Rent	<p>8 x 2 bed flats Affordable rent</p> <p>7 x 1 bed flats Affordable rent</p>
4. Completion date	Complete development is due for handover July / August 2015
5. Are they built to: <ul style="list-style-type: none"> • Lifetime homes standards? • Wheelchair standards? • Any additional adaptations? 	No
6. Gifted Items	Shower curtain, retractable overbath driers, recycling bins in kitchens

<p>7. Are there any limitations or special features that may affect residents? (restricted parking e.t.c)</p> <p>Car parking</p> <p>Communal areas</p> <p>Pets</p> <p>Internal houses</p>	<p>None of the flats are suitable for conversion to flush floor showers due to nature of construction (timber frame). There are steps leading into Block D, so may not be suitable for applicants with mobility problems.</p> <p>One allocated parking space for each property. All vehicles parked must be taxed and road worthy. No caravans, boats, commercial vehicles, trucks or trailers allowed.</p> <p>Both blocks share an enclosed internal area on the ground floor of Block D with refuse bins and cycle stores. Tenants have to put their rubbish in bin areas. Only block D has a small communal garden</p> <p>No pets will be permitted in Block B.</p> <p>Block D will be allowed pets, but strictly limited under pets policy conditions. This is in accordance with West Kent's Pets Policy Tenants must obtain permission first and a pet contract must be signed.</p> <p>Gas and electric cooking. TV aerial sockets and leads to the roof space are provided.</p>
<p>8. How the development was funded?</p>	<p>This is a NIL grant Section 106 scheme</p>
<p>9. Any planning or funding conditions attached to the development (s106 town planning etc) which are relevant to allocations?</p>	<p>None</p>
<p>10. What objectives were to be met by the development?</p>	<p>To meet local housing needs. Prospective tenants must have a local connection to Sevenoaks District Council (as defined in Sevenoaks District Housing Register Allocations Policy and West Kent Housing Association Allocating Property Policy. This applies to both transfers and homeseekers, and to all sizes of properties</p>
<p>11. Are there existing management problems in the area (demographic, economic, density of tenants e.t.c) –</p>	<p>The scheme is built on land previously owned by Kent Police. There are no known management problems in the area. The flats are next to the Magistrates court and opposite Kent Fire and Rescue station.</p> <p>There is access to public transport, shops, health facilities and schools within walking distance.</p>

<p>Local Lettings policy</p>	<p>The aim is to create a balanced mix of residents to include:- Couples and single parents with one child in 2 bed properties. Single or couples in the 1 beds. All rented to include a mix of working and non working households</p> <p>Priority for the ground floor rented flats may be given to those who are; downsizing releasing larger social housing accommodation, have a child aged 3 or under, or who have mobility issues but can walk up steps. However flats are not suitable for level access shower conversion or built to wheelchair standard.</p> <p>As there is no garden area for children for the two bed flats, rented properties will be allocated and advertised to families with one child. This is to keep child density at a reasonable level, and acknowledge some families will grow and remain in the flats with two children.</p> <p>When allocating, affordability checks will be carried out with each nominated applicant. This is to ensure they can pay the Affordable Rent and will be able to sustain their tenancy.</p>
<p>1. Allocation.</p>	<p>Properties will be advertised via the Kent Home Choice, Choice Based Lettings Scheme. Those bidding must be eligible for housing and registered on the Sevenoaks District Housing Register.</p> <p>All prospective tenants will need to provide verification documents including proof of identity, proof of residency, proof of income and savings and a passport sized photo. All prospective tenants will be interviewed prior to being offered and an affordability check completed. This may be in person or via the telephone.</p> <p>West Kent will seek to obtain references for prospective tenants where applicable. West Kent's Exclusion policy will apply.</p> <p>Tenancy types will be issued in line with West Kent's Tenancy Policy.</p>
<p>2. Any additional qualifying criteria with reason for qualifying criteria</p>	<p>Where possible we will aim to achieve a mixed balance of families with varied ages of children across the rented two bed households. For example achieving a balance of age ranges of children to include (where possible) a mix of numbers of households where the child is aged</p> <ul style="list-style-type: none"> • Under 5 years • Between 5 and 11 years • Over 11 years

<p>Economically Active</p>	<p>All applicants will have to pass an affordability check, to ensure they can pay the rent and other essential bills.</p> <p>At least 33% of rented properties to be let to economically active households, where one or more members are either employed on a permanent basis (full or part time) and able to afford the property.</p>
<p>Vulnerability</p>	<p>We will only house 10% of applicants who are vulnerable across the whole site as this is not supported accommodation. Those with support needs can be accepted on condition they have an appropriate support package in place with a recognised supporting agency, or evidence this is not needed. An applicant may be excluded if they seem unlikely to be able to meet the conditions of the general needs tenancy without additional support and we are unable to determine that appropriate support is available and in place at the time of letting.</p> <p><i>Sevenoaks District Council have asked West Kent to consider allocations to applicants with learning disabilities who are now ready to live independently with some support. On the first letting only, we will consider allocation to up to three applicants with learning disabilities on the housing register, with a full guaranteed support package in place, who are highly unlikely to need any extra housing management time, as this remains a general needs scheme. All other terms of this letting plan still apply to any of these nominations.</i></p> <p>Applicants and members of the household will not be the perpetrators of previous significant and/or ongoing nuisance or anti-social behaviour at their current or previous home, nor had any legal action as a result of nuisance, drug-related crime or anti-social behaviour taken against them including a Notice of Seeking Possession or Injunction.</p> <p>Applicants will not have any outstanding or current tenancy notice for any breaches of tenancy. Discretion may be exercised if the applicant can show that they have over a period of not less than 3 years rectified their behaviour.</p> <p>Applicants will not be in rent arrears for their current home or owe money for any previous social housing tenancy, unless they can show the debt is £400 or less and they have made substantial efforts over a sustained period of at least 6 months to</p>

	<p>clear. If arrears are due to Housing Benefit owing, applicants will need to show this is a non true debt and that they have dealt with their claim appropriately and paying any estimated contributions regularly.</p> <p>This is in accordance to our Allocating Property Policy and West Kent Exclusion Policy.</p>
3. How long will local letting criteria last	The plan will be in place for the initial lettings of all homes on the development and will continue for subsequent lettings unless both WKHA and SDC agree otherwise. .
4. Does the proposed plan conflict with equality and diversity policies?	The aim is to create a balanced community with a balanced mix of households with varying needs. This may conflict on equality and diversity grounds.
5. Is their sufficient demand on the Housing Needs Register?	Yes, but is dependent on applicants bidding
<p>Agreement reached by</p> <p>Ursula Harris – Head of Housing (Tenants) <i>Copy sent to Sevenoaks District Council 19/05/2015 for final approval</i></p> <p>Date of agreement 23/6/15.</p>	

