

## **+LOCAL LETTINGS PLAN FOR THE SLATERS, BOUGH BEECH**

### **Summary**

This development consists of ten affordable homes comprising five 2 bedroom houses, one 3 bedroom house and four 2 bedroom flats for general needs rent. The homes are managed by Moat Homes Ltd (Moat) and Sevenoaks District Council (the Council) have nomination rights.

This Plan deals with the letting of homes at The Slaters. It also applies to any mutual exchanges. It is designed to support sustainable letting and to provide housing opportunities for those in housing need within the Parish of Chiddingstone.

This Plan will be operated in conjunction with the Nominations Agreement between the parties dated 13 October 2010. All lettings will be made to applicants from the Sevenoaks District Housing Register (SDHR) and in compliance with the Sevenoaks District Housing Register Allocations Policy (SDHRAP).

### **Aims**

The aims of this local lettings plan are to:

- To meet the housing needs of households with a specific local connection to the Parish of Chiddingstone
- To achieve sustainable tenancies where affordability is taken into account so that tenancies are not set up to fail
- To support integration into the surrounding established community

### **Advertisements**

All affordable homes that become available for letting within this development will be advertised by Moat via Kent Homechoice. The advertisements will clearly state that a Local Lettings Plan applies which gives preference to those applicants with a local connection to the Parish of Chiddingstone.

### **Shortlisting**

At the close of bidding, a shortlist of applicants who have placed bids will be produced by Moat. In the first instance, those with a local connection to the Parish will be given priority. Those applicants with a local connection will then subsequently be prioritised according to the banding under the SDHR Allocations Policy. In the event of two or more applicants sharing the same Band, their registration date order will be used by Moat to determine priority.

Moat will email the Council's Housing Enabling Officer brief details of the shortlisted applicants. Within 2 working days, the Council will use the Electoral Role to verify local connection where a residency connection is claimed. For an employment connection, Moat will undertake the verification process.

Moat will email the short list verified by the Council to the Clerk of Chiddingstone Parish Council. In strict confidence, the Parish Council will be asked to confirm the local connection of each applicant.

In the event that there are no applicants with a local connection to the Parish of Chiddingstone, the same process detailed above will be carried out for those applicants claiming a local connection to the Neighbouring Parishes. Moat will not seek confirmation of local connection from Chiddingstone Parish Council, but will email the Parish Council details of the extended connection of the shortlisted applicants.

In the event that there are no applicants with a local connection to the Parish of Chiddingstone or the Neighbouring Parishes, the same process detailed above will be carried out according to the SDHRAP.

It is expected only one advertisement via Kent Homechoice will be required for each letting and all parties will do their utmost to complete all checks as quickly as possible to ensure void times are kept to a minimum.

### **Local Connection to the Parish of Chiddingstone**

The following are defined as having a local connection:

1. An applicant who has lived continuously for the past 3 years within the Parish; or
2. An applicant who has lived in the Parish for 5 out of the last 10 years; or
3. An applicant who is currently employed on a permanent basis within the Parish and their main place of work is within the Parish, or needs to move to said Parish to take up an offer of permanent employment where their main place of work will be within the Parish; or
4. An applicant who has previously been a member of a household currently living in the Parish and they still have Close Family (defined in the SDHR) resident in the Parish for a minimum of the last 10 years continuous to date.

### **Neighbouring Parishes**

The Neighbouring Parishes are: Sundridge, Chevening, Sevenoaks Weald, Leigh, Penshurst, Cowden and Hever. The test of local connection is as per 1 – 4 above.

### **Allocation Process**

On receipt of the fully verified and completed shortlist, Moat will select which applicant will be offered the home.

All applicants will be offered an Introductory or Starter Tenancy in line with Moat's current policies and procedures unless they already hold a tenancy with another Housing Association.

## Households with support needs

For households with a support need, Moat will require a supported housing needs assessment and appropriate support package to be in place at the time of the nomination, and for the foreseeable future past the tenancy date.

## Review Process

This lettings plan has been drawn up in partnership between Sevenoaks District Council and Moat. Both parties are positive about the principles of the lettings plan, and are keen to see successful long-term lettings achieved at the new scheme.

It is intended to review this local lettings plan annually with any amendments to be agreed by both parties. The review may consider:

- Turnover of vacancies
- Any failed tenancies and the reasons why
- General tenant satisfaction

## Sevenoaks District Council

Signed by ..... 

Print Name(s)..... M J M LOWE

Designation..... PORTFOLIO HOLDER FOR HOUSING + HEALTH

Date..... 14/9/15

## Moat Homes Ltd

Signed by..... 

Print Name(s)..... Sue Bradley

Designation..... Customer Mobility Team Leader

Date..... 19/8/15

August 2015.

