

**Orbit South  
Local Lettings Plan  
for  
Maws Meadow, (Crowhurst Lane) West Kingsdown Kent**

**1. Description of site**

This site is made up of 16 general needs rented properties and consists of a mix of 2 and 3 bed houses..

**2. Issues to take into account**

- This is a new development of general needs rented accommodation to be let on a Social Rent.
- Rural Exception / Section 106 Site

**The rented properties consist of:**

12 x 2 bedroom houses (12 x 4 person units)

4 x 3 bedroom Houses (4 x 5 persons)

**3. Justification for Lettings Plan**

This lettings plan is for the rented properties managed by Orbit South to which Sevenoaks District Council have nomination rights via choice based lettings. It is designed to support sustainable lettings in accordance with the Kent Sustainable Communities Protocol. It also aims to meet housing need whilst preventing potential management problems on the site, freeing up larger properties within the District which are under occupied.

**4. Aims**

- To allocate to those in housing need.
- To create a local thriving community.
- To reduce the problems of anti-social behaviour (ASB) reported, relating to the rented properties.
- To reduce potential breaches of tenancy.
- Free up larger properties
- Open opportunities to those who are economically active and have restricted housing options.
- Open up housing opportunities to those who have a local connection to this area in line with the requirements of the Section 106 Agreement connected to this scheme.
- **All subsequent re-lets and mutual exchanges will be bound by the terms of this Local Lettings Plan in perpetuity.**

## **5. Allocation and letting**

- The properties will be advertised through Kent HomeChoice.
- All New Applicants will be given Starter tenancies when accepting an Rented property which will be converted to a Fixed Termed Assured Shorthold Tenancy for 5 years after 12 months if the tenancy has been conducted in a satisfactory manner, unless transferring from a current Orbit Home or who are holding an Assured tenancy with their current Landlord.
- The Units will be advertised at Social Rent Levels. These will be made available to those who have registered a housing need with Sevenoaks District Council via an application to the Sevenoaks District Housing Register
- Promote and create a sustainable community within a mixed tenure environment
- Exclude households who have reports of, or faced legal action for anti social behaviour in the last 3 years, this includes any related Drug, alcohol substance misuse or any other behaviour resulting in criminal convictions.
- Minimise the need for management transfers by allocating properties to accommodate existing family growth.
- Priority will be given to applicants with a local connection to the Parish of West Kingsdown. A local connection will be established if an applicant: lives in the Parish and has done so continuously for the last three years to date or has lived in the Parish for at least five out of the last ten years to date; or has been a member of a household currently living in the Parish and have close family resident in the Parish for a minimum of 10 years (close family comprises adult children, brothers, sisters and parents and for the avoidance of doubt extended family will only be considered if that relative has played an important role in an applicant's upbringing); or is employed full time in the Parish on a permanent basis or will be taking up such employment or can demonstrate to the Council that they provide an important service requiring them to live locally – in all cases, the applicant's place of work/service must be located in the Parish of West Kingsdown
- If there are no applicants meeting this criteria we will give consideration to those with a local connection as described above to the Neighbouring Parishes of Kemsing, Shoreham, Eynsford, Farningham, Fawkham and Ash-cum-Ridley.
- If there are no applicants meeting this criteria we will give consideration to those with a local connection as described above to the Rural Parishes North of Horton Kirby & South Darenth, Fawkham, Ash & New Ash Green, Kemsing, Otford, Shoreham, Eynsford, Farningham, Halstead, Knockholt and Hartley

## 6. Age distribution and child density

In line with the aims of the Kent Sustainable Communities Protocol and considering the requirements outlined above on eligibility, we wish to ensure that the development has a mixture of residents reflecting the local community and minimising the adverse impact that a lack of variety may cause.

- **1 x Two bedroom house** advertised as 2 – 3 person. Preference will be given to couples or families who are under occupying their current social rented home, then families with one child only under 10 years and who are economically Active or on a low income
- **1 x Two bedroom house** advertised as 2 – 3 person. Preference will be given to couples or families who are under occupying their current social rented home, then families with one child/dependant only over 10 years and who are economically Active or on a low income
- **1 x Two bedroom houses** advertised as 2 – 3 person. Preference will be given to couples or families who are under occupying their current social rented home, then families with one child only under 10 years
- **1 x Two bedroom houses** advertised as 2 – 3 person. Preference will be given to couples or families who are under occupying their current social rented home, then families with one child only under 10 years
- **2 x Two bedroom houses** advertised as 2 – 4 persons. Families must have at least one child under 10 years.
- **2 x Two bedroom houses** advertised as 2 – 4 persons. Families must have at least one child over 10 years.
- **2 x Two bedroom houses** advertised as 2 – 4 person. Preference will be given to couples or families who are under occupying their current social rented home, then must have at least one child under 10 years and who are economically Active or on a low income
- **2 x Two bedroom houses** advertised as 2 – 4 person. Preference will be given to couples or families who are under occupying their current social rented home, then must have at least one child over 10 years and who are economically Active or on a low income
- **1 x Three bedroom houses** advertised as 3 - 4 persons. Families with no more than 2 children one of which must be over 10 years and who are economically Active or on a low income.
- **1 x Three bedroom houses** advertised as 3 - 4 persons. Families with no more than 2 children one of which must be over 10 years.
- **1 x Three bedroom houses** advertised as 3 – 5 persons. Families with no more than 4 children one of which must be under 10 years and who are economically Active or on a low income
- **1 x Three bedroom houses** advertised as 3 – 5 persons. Families with no more than 4 children one of which must be under 10 years

## **7. Household composition**

In order to create a stable community, the lettings plan will aim to ensure that households who move into the properties will be able to remain there for at least five years in line with the Localism Act. This will be achieved by aiming for a proportion of the homes not to be allocated to the maximum number of residents (i.e. 2-3 people rather than 2-4 people) and aim for applicants whose with children are sharing a bedroom are to be of appropriate ages to allow the family to remain in their property for five years where possible. Likewise the three bedroomed units will meet the same criteria

The ages of children will also be considered to ensure an appropriate mix of younger and older children to maintain child density and to minimise anti-social behaviour on the development. Family make up will also be taken into account and properties will be offered to both couples, and single parent families, and households from mixed income sources

## **8. Households with Disabilities**

The properties are built to lifetime homes standards and are therefore suited to families that may one day need some adaptations, however no adaptations can be made due to the restraints put in place during property defects period

## **9. ASB and Tenancy Breaches**

- Applicants and members of the household will not be the perpetrators of serious and/or ongoing nuisance or anti-social behaviour at their current home, or had any legal action as a result of nuisance or anti-social behaviour taken against them including a Notice of Seeking Possession.
- Applicants and members of the household will not be the perpetrators of any criminal activities resulted in convictions
- Applicants and members of the household will not be connected to any activity in the use or supply of drugs or any alcohol or substance misuse
- Applicants will not have been evicted for nuisance or anti social behaviour from any previous addresses. Discretion may be exercised if the applicant can show that they have over a period of not less than 3 years rectified their behaviour.
- Applicants and members of the household will not have a recent criminal conviction which will impact upon the management of the tenancy or the local community. (Applicants and members of the household with recent criminal convictions will have their circumstances discussed in partnership with Orbit South).
- Applicants will not be in rent arrears for their current home where a Notice of Seeking possession has been served. If arrears are because of a delay in Housing Benefit such that a Housing Benefit payment is owing equivalent to the whole of the arrears, applicants will need to show this is the case and that they have dealt with their claim appropriately and are paying any estimated contributions (e.g. non-dependent deductions) regularly.
- Applicants will not have been evicted for rent arrears from a previous home.
- Applicants will not have been previously evicted from an RSL or LA property.
- Applicants will not have any outstanding or current tenancy notice for any breaches of tenancy.

**10. Other Criteria**

- No adaptations can be made due to the restraints put in place during property defects period
- We will not house applicants who own their own homes or a property elsewhere, unless there is proof of sale. The other exception will be if the property is unsuitable due the applicant's disability issues.
- For reasons of community stability, we will aim to have 50% of tenants in employment. Economically active is defined as any applicant working full or part time for more than 16 hours per week.
- We will only house applicants who have been assessed as vulnerable i.e. persons with mental health issues or a learning disability, if they have an appropriate support package in place. An applicant may be excluded if they seem unlikely to be able to meet the conditions of general needs dwelling without additional support and we are unable to determine that appropriate support is available and in place at the time of letting.

**11. Monitoring of Lettings Plan**

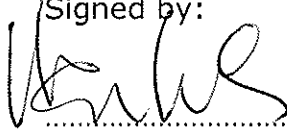
Orbit South Housing Association and Sevenoaks District Council will monitor the impact of this lettings plan on completion of first lettings and then on an annual basis to demonstrate that it does not discriminate, directly or indirectly on any equality grounds and maintains the requirements of the Section 106 Agreement in relation to Local Connection.

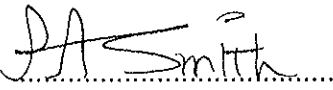
**12. Role of Sevenoaks District Council**

- Allocate properties in accordance with its policies and procedures, the local lettings plan and Choice Based Lettings Via West Kent Housing Association.
- Monitor the local lettings plan on an annual basis to ensure it remains viable.

**13. Role of Orbit South**

- Advertise properties via Choice Based Lettings and ensure shortlists are validated by Sevenoaks District Council, West Kent Housing Association and West Kingsdown Parish Council.
- Co-ordinate the development of the lettings plan.
- Advise Sevenoaks District Council and/or West Kent Housing Association on names, points allocated under the Sevenoaks District Housing Register and local connection of successful applicants.
- Monitor the local lettings plan on an annual basis to ensure it remains viable.

Signed by:  
  
 Name:  
 Vivien Knibbs  
 For Orbit South  
 Date 12/7/12

Signed by:  
  
 Name:  
 PATRICIA SMITH  
 For Sevenoaks D C  
 Date 6/7/12

Signed by:  
  
 Name:  
 IAN BOSLEY  
 For West Kingsdown PC  
 Date 19/12

