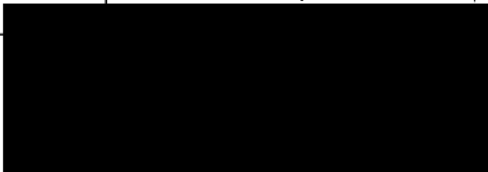


# WEST KENT

| Community Lettings Policy Agreement for rented homes at<br>Pembroke Road, Sevenoaks  |   |
|--|---|
| <b>Background</b>  |   |
| 1.Name of development  | Pembroke Road   |
| 2.Landlord for development   | West Kent Housing Association   |
| 3. Scheme mix/ownership  | General Needs – 2 x 1 bed flats and 2 x 2 bed flats.  |
| 3.Number, size and type of properties. Rent  | <p>2 x 1 bed flats for 2 persons<br/>Affordable rent – 1 x 1<sup>st</sup> floor and 1 x 2<sup>nd</sup> floor</p> <p>2 x 2 bed flats for 3 persons<br/>Affordable Rent – 1 x 1<sup>st</sup> floor and 1 x 2<sup>nd</sup> floor</p> |
| 4. Completion date   | <p>All properties handed over end of October 2015</p> <p>All dates are provisional and subject to change.</p>   |
| 5.Are they built to: <ul style="list-style-type: none"> <li>• Lifetime homes standards?</li> <li>• Wheelchair standards?</li> <li>• Any additional adaptations?</li> </ul> | <ul style="list-style-type: none"> <li>• No</li> <li>• Not accessible for wheelchairs</li> <li>• No</li> </ul>  |
| 6. Gifted Items  | <p>Shower curtain<br/>wc roll holder<br/>vinyl flooring throughout (West Kent will only be responsible for repairing/replacement of flooring in kitchen and bathroom, as long as no damage by tenant).</p>                        |
| 7. Are there any limitations or special features that may affect residents? (restricted parking e.t.c)<br><br><b>Car park</b>  | <p>Vehicle height restriction of 2.35 meters when entering car park</p> <p>Locked gates to car park access using fob</p> <p>One allocated parking space for each property.</p> <p>No visitor parking.</p>                         |

|   |  |
|---|--|
| <p><b>Communal areas</b></p> <p><b>Pets</b></p> <p><b>Internal properties</b></p>   | <p>All vehicles parked must be taxed and road worthy. No caravans, boats, commercial vehicles, trucks or trailers allowed.</p> <p>Small communal yard</p> <p>Euro bins will be provided for rubbish.</p> <p>No Pets will be allowed as per West Kent Pets Policy.</p> <p>Entrance doors at front of building on Pembroke Road and 2<sup>nd</sup> entrance via car park. All properties are accessed by a staircase.</p> <p>No internal lift</p> <p>Open plan kitchen/lounge</p> <p>2<sup>nd</sup> bedroom only suitable for one person – has built in wardrobe.</p> <p>Gas and electric</p> <p>TV aerial sockets connected to the roof space digital dish.</p> |
| 8. How the development was funded?  | HCA Section 106 scheme   |
| 9. Any planning or funding conditions attached to the development (s106 rural exceptions, town planning e.t.c) which are relevant to allocations? | None   |
| 10. What objectives were to be met by the development?  | To meet local housing needs. Prospective tenants must have a local connection to the Sevenoaks District. This applies to both transfers and homeseekers.   |
| 11. Are there existing management problems in the area (demographic, economic, density of tenants e.t.c) –  | <p>There is access to public transport, shops, health facilities and schools within walking distance.</p> <p>Crime and anti social behaviour in the area is low</p>  |
| 12. If problems exist what evidence can be supplied?  |  |

|   |   |
|---|---|
| <p><b>Local Lettings policy</b></p>   | <p>The aim is to create a balanced mix of residents:-<br/>For two beds couples and single parents with one child only as no garden space and second bedroom smaller. Preference will be given to families with children of 5 years and over as access is by stairs only and no storage area for pushchairs.</p> <p>When allocating, affordability checks will be used to ensure residents can pay the rent and their bills now, and also with any benefit changes such as £20,000 benefit cap from April 2016.</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.</p> <p>West Kent will seek to obtain references for prospective tenants where applicable.</p> <p>All applicants will need to complete an affordability check with West Kent.</p> <p>Preference will be given to applicants who are on the SDHR due to under occupying and wish to downsize.</p> <p>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><b>Under Occupation Action Plan</b></p> <p><b>Economically Active</b></p> <p><b>Vulnerability</b></p> | <p>Preference will be given to under occupiers wishing to down size. They will still have to meet the following requirements</p> <p>Minimum 50% of 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>We will house up to 25% of applicants who are vulnerable; on condition they have an appropriate</p>   |

|  |   |
|--|---|
|  | <p>support package in place with a recognised supporting agency. An applicant may not be offered 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>Applicants and members of the household will not be the perpetrators of serious 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 clear.</p> <p>This is in accordance to our Move or Stay 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 future lets.   |
| 4. Does the proposed plan conflict with equality and diversity policies? | The aim is to create a balanced community with a balance mix of households with varying needs. This may conflict on equality and diversity grounds.   |
| 5. Is there sufficient demand on the Housing Needs Register?             | Yes, but is dependent on applicants bidding   |
| Agreement reached by   |   |
| Date of agreement  | 14/9/15   |