

<b>Community Lettings Policy Agreement for rented homes at                      53-59 Shurlock Avenue, Swanley, BR8 7XL                      and                      1-6 Heather Court, Alder Way, Swanley, BR8 7XJ</b>	
<b>Background</b>	
1.Name of development	Shurlock Avenue Re-development
2.Landlord for development	West Kent Housing Association
3.Number, size and type of properties. Rent	Rents are set on an affordable rent basis. 1x 1BGFF (up to 2 persons) Rent £ SC £7.77 1 x 1BGFF (up to 4 person) Rent £ SC £7.77 2 x 2BFFF (up to 4 person) Rent £ SC £21.92 2 x 2BSFF (up to 3 person) Rent £ SC £21.92  4 x 3BSDH (up to 5 person) Rent £
4. Completion date	23 February 2012
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>	Houses are built to lifetime homes standard. Houses and ground floor flats have level access for wheelchair users. Internal adaptations will be necessary.  There is no lift in the flats.
6. Gifted Items	<b>Flats</b> <ul style="list-style-type: none"> <li>• Vinyl floor coverings in the living room, hall way and bedrooms</li> <li>• Ground floor flats</li> <li>• Vertical privacy blinds to ground floor windows adjacent to public footpath</li> <li>• Shower curtain</li> </ul> <b>Houses</b> <ul style="list-style-type: none"> <li>• Vinyl floor coverings in the hallway and living room</li> <li>• Carpet to stairs , first floor hall and bedrooms</li> <li>• Vertical privacy blind to ground floor hall window , where adjacent to neighbouring window.</li> <li>• Black bin for bagged household rubbish</li> <li>• Shower curtain</li> <li>• Garden shed</li> </ul>
7. Are there any limitations or special features that may affect residents? (restricted parking e.t.c)	

<p><b>Ground floor flats</b></p>	<p>Direct private access at front, and small private patio area to rear.</p>
<p><b>First and Second floor flats</b></p>	<p>Access is via a secure communal entrance hall. Residents are responsible for keeping communal doors closed and only allowing access to their known visitors. Lockable letter boxes are located outside the block. Stairs and entrance hall will be cleaned fortnightly a service charge will apply. Photo Voltaic roof panels are fitted to assist with the cost of energy to the landlords electric supply. There is no smoking allowed in the communal hall and stairway.</p>
<p><b>Communal gardens (Flats)</b></p>	<p>The flats have access to a landscaped communal garden, a service charge will apply for maintaining these. A shared rotary washing line will be provided. There is a covered cycle rack</p>
<p><b>Bin store (Flats)</b></p>	<p>The flats have access to a communal bin store. Bins are provided for general household waste in black bags and recycling in clear sacks.</p>
<p><b>Car parking (flats)</b></p>	<p>There are 15 car parking spaces and 2 disabled parking bays. Each flat e will be allocated one space with a lockable bollard. There will be no other parking control measures in place. Vehicles must be taxed and road worthy, No caravans, boats, trucks or trailers allowed.</p>
<p><b>Car parking (Houses)</b></p>	<p>Each house has two off road parking spaces in front of the property. No caravans, trucks or trailers allowed. Vehicles must be taxed and road worthy.</p>
<p><b>Pets</b></p>	<p>In accordance with West Kents Pets Policy, pets will be allowed in the houses and the two ground floor flats. Permission must be obtained first and a pet contract will be signed. No pets allowed in the first and second floor flats.</p>
<p><b>Internal flats</b></p>	<p>Second floor flats have open plan kitchen and living room area. Ground floor flats have separate kitchen and living room area.  All flats have gas and electric cooking.  All flats have gas central heating with a Mechanical Ventilation Heat Recovery System to aid ventilation and assist with recycling heat produced.</p>

<p><b>Internal houses</b></p>	<p>Rooms in the flats are spacious with adequate cupboard storage</p> <p>All houses have Photo Voltaic Panels fitted to assist with electricity supply during the day. There is no feed in tariff available.</p> <p>Gas central heating</p> <p>Gas and electric cooking available.</p> <p>Private garden with small patio area and privacy panel.</p> <p>Living room and bedrooms are tight for size. Built in wardrobe space available in bedroom 1.</p>
<p>8. How the development was funded?</p>	<p>A mix of Housing Corporation Grant and private finance</p>
<p>9. Any planning or funding conditions attached to the development (s106 rural exceptions, town planning e.t.c) which are relevant to allocations?</p>	<p><b>Planning restriction restrict:</b> Any alterations or extensions to the exterior of the buildings or scheme layout.</p> <p>Normal permissions apply for erection of satellite dishes and aerials. TV aerials are provided in the loft spaces.</p>
<p>10. What objectives were to be met by the development?</p>	<p>To regenerate an area of disused garages subject to vandalism and other anti-social behaviour.</p> <p>To meet local housing needs.</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 in a low density neighbourhood with a mix of private and social rented properties. Crime in the area is moderate and fluctuates during the year.</p> <p>An active Residents Action Group operates in the Whiteoak area. SWAG (Swanley Whiteoak Action Group) works with residents and agencies to improve the look and feel of the neighbourhood. In 2012 they are working to develop a Cleaner Safer Greener Charter. Interested residents can contact the chair of SWAG for details of meetings.</p> <p>Residents in the flats will be asked to sign a neighbourhood agreement for the block</p>
<p>12. If problems exist what evidence can be supplied?</p>	<p>West Kent Police crime stats West Kent Housing Anti social Behaviour reports.</p>

<b>Local Lettings policy</b>	The aim is to create a balanced mix of residents to include :- single persons, couples, and couples and single parents with one, two or three children. All to include a mix of working and non working households and those with support needs.
1. Allocation.	<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 Housing register.</p> <p>On the initial let only the two ground floor flats will be let to households being decanted from a nearby housing scheme which is due for demolition. These properties for the initial let only will be let at a social rent level. All future allocations will be advertised and let via Kent home choice and at an affordable rent level.</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.</p> <p>West Kent will seek to obtain references for prospective tenants where applicable.</p> <p>West Kent's Exclusion policy will apply.</p>
2. Any additional qualifying criteria with reason for qualifying criteria  Disability and adaptations  Economically Active  Vulnerability  Houses  Flats  Second Floor Flats	<p>General needs, but applicants with limited mobility/wheelchair users will be considered for the houses and ground floor flats if the necessary adaptations can be accommodated and funded.</p> <p>40% of properties to be let to economically active households.</p> <p>To ensure a balance mix of residents, the aim is to limit households with vulnerability or support needs to approximately 40%. Applicants must be engaging with the support and capable of maintaining a tenancy and home.</p> <p>Households single or couple with 2 to 3 children, to make full use of bed space and in line with Welfare Benefit reforms</p> <p>Households single or couple with up to 2 children. Flats will not be let to families where children have behavioural problems and who require the use of a garden, due to the lack of sufficient private garden.</p> <p>Households with no children under the age of 7 due</p>

	to the open plan kitchen.
3. How long will local letting criteria last	Indefinitely
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
<b>Agreement reached by</b>	
<b>Date of agreement</b>	