

(For Democratic Services use)

Decision Number: 01 (2018/19)

Portfolio Holder Executive Decision Statement

The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

Subject:

Local Lettings Plan for Woodlands Court, Northview, Swanley.

Details of Decision taken:

The adoption of a Local Lettings Plan with West Kent HA for the Affordable Rent homes at Woodlands Court.

Reason for Decision:

To facilitate the allocation of homes at Woodlands Court, both initial and subsequent lettings, in support of the adopted *Creating Sustainable Communities in Kent* protocol.

To give priority to applicants currently living in social housing who are under-occupying their homes and wish to downsize.

All Documents considered:

Local Lettings Plan for Woodlands Court.

Details of any alternative options considered and rejected by the Member when making the Decision:

None

Financial implications:

None

Legal Implications and Risk Assessment Statement;

None.

Equality Impacts:

(Consideration of impacts under the Public Sector Equality Duty)

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful

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discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The impact will be monitored by SDC's Head of Housing & Health and West Kent Housing Association, and any necessary variations agreed and made to the Plan.

Local Member (s), other Portfolio Holders and/or Directors/Heads of Service Consulted:
None

Details of any conflicts of interest

a) declared by any executive member who is consulted by the Decision Taker

b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict

Decision taken by:	Portfolio Holder for Housing & Health
Signed by Portfolio Holder	
Date of Decision	8 / 6 / 18
Record made by:	Holly Phillips-White
Date of record:	13/6/2018



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WEST KENT

Community Lettings Policy Agreement for rented homes at Woodlands Court, Northview, Swanley	
Background	
1. Name of development	Woodlands Court
2. Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	Emerald Scheme for residents aged 55 and over 9 x 2 bed flats 22 x 1 bed flats
3. Number, size and type of properties. Rent	9 x 2 bed flats Affordable rent – 3 x ground floor, 2 x 1 st floor and 4 x 2 nd floor 22 x 1 bed flats Affordable Rent – 8 x ground floor 10 x 1st floor and 4 x 2 nd floor
4. Completion date	All properties due to be handed over June 2018 All dates are provisional and subject to change.
5. Are they built to: <ul style="list-style-type: none"> • Lifetime homes standards? • Wheelchair standards? • Any additional adaptations? 	<ul style="list-style-type: none"> • No – only bathroom can be easily switched to flush floor shower. • Not accessible for wheelchairs • Scooter storage provided.
6. Gifted Items	Carpets in bedroom(s) Vinyl floor covering in, kitchen and bathroom Ground floor flats only have vinyl floor covering in living room, hall and cupboard, Shower curtain/screen (baths always have curtain/flats with only a shower; may have a screen or a curtain) Toilet roll holder Bathroom mirror Coat hooks Curtain rails in first floor flats with bay windows (and for returning residents) Curtains /blinds provided in 2 nd floor flats, where window is not of a standard shape (and for returning residents) Blinds to Velux windows in 2 nd floor flats.

development (s106 rural exceptions, town planning etc.) which are relevant to allocations?	
10. What objectives were to be met by the development?	<p>Aims:</p> <ul style="list-style-type: none"> • to establish a balanced and stable community • meet local housing needs • the development is an attractive place where people want to live • prospective tenants to have a local connection to the Sevenoaks District as determined by the current housing register allocation policy; applying to both home seekers and transfers
11. Are there existing management problems in the area (demographic, economic, density of tenants etc.) –	<p>There is access to public transport, shops, health facilities within walking distance.</p> <p>Future development planned for garage area opposite the scheme</p>
12. If problems exist what evidence can be supplied?	
Local Lettings policy	<p>To actively consider applicants who are currently under occupying in a social housing home and needing to downsize to another property to meet their current housing need.</p> <p>To enable older residents to live independently.</p> <p>All applicants will need to complete an affordability checker to ensure they will be able to pay the rent due and all other bills now and in the future.</p>
1. Allocation.	<p>All homes will be advertised via the Kent Home Choice Lettings Scheme or equivalent.</p> <p>Applicants 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.</p> <p>Eight properties have been reserved for residents returning to the scheme</p> <p>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 Sevenoaks District housing register 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>Under Occupation Action Plan</p> <p>Vulnerability</p>	<p>Preference will be given to under occupiers wishing to down size, and those seeking independent living in later life. They will still have to meet the following requirements.</p> <p>Applicants who are downsizing from existing social housing can be considered for both one and two-bedroom homes and will need to complete an affordability checker to ensure they will be able to pay the rent due and all other bills if they are allocated a two bedroom home when the housing need is for one bedroom.</p> <p>We will house up to 25% of applicants who are vulnerable; on condition they have an appropriate 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 because 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 two 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 they have made substantial efforts over a sustained period of at least six months to clear any debt.</p> <p>This is in accordance to our Move or Stay Policy and West Kent Exclusion Policy.</p>
<p>3. How long will local letting criteria last</p>	<p>The plan will be in place for the initial lettings of all homes on the development and future lets.</p>
<p>4. Does the proposed plan conflict with equality and diversity policies?</p>	<p>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.</p>
<p>5. Is their sufficient demand on the Housing Needs Register?</p>	<p>Yes, but is dependent on applicants bidding</p>
<p>Agreement reached by</p> <p>West Kent Signature </p> <p>Name and Title <u>HEAD OF TENANCY SERVICES</u></p> <p>Sevenoaks District Council Signature </p> <p>Name and Title <u>HEAD OF HOUSING AND HEALTH</u></p> <p>Date of agreement <u>8/6/18</u></p>	