

(For Democratic Services use)

Decision Number: 2 (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 1 and 1a Church Field Cottages, Seal.
Details of Decision taken: The adoption of a Local Lettings Plan with West Kent Housing Association for the Affordable Rent homes at 1 and 1a Church Field Cottages.
Reason for Decision: Subject to priority (Banding) under the Sevenoaks District Housing Register Allocations Policy, to give priority to applicants with a local connection to the Parish of Seal.
All Documents considered: Local Lettings Plan for 1 and 1a Church Field Cottages, Seal.
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 discrimination, harassment and victimisation and other conduct prohibited by the

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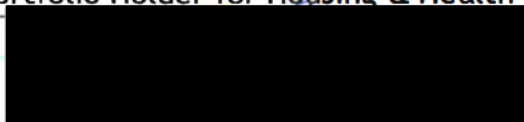
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Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact 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	9/7/18
Record made by:	Holly Phillips-White
Date of record:	9.7.2018

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WEST KENT

Community Lettings Policy Agreement for rented homes at 1 and 1a Church Field Cottages, Seal	
Background	
1. Name of development	Church Field Cottages
2. Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	Affordable rent.
3. Number, size and type of properties. Rent	2 x 2 bed houses affordable rent
4. Completion date	All properties due to be handed over August 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 – properties not suitable for applicants with mobility issues as have to walk up steps to gain access to front door.
6. Gifted Items	Bathroom - shower curtain, mirror, toilet roll holder Lightbulbs Garden – shed and rotary line
7. Are there any limitations or special features that may affect residents? (restricted parking e.t.c)	
Car park	On road parking only.
Pets	Pets are allowed as per the West Kent pets policy
Internal properties	Open plan kitchen/lounge/dining Gas and electric (gas heating, gas/electric cooking facility)
8. How the development was funded?	Funded by West Kent Housing Association with grant allocation from Homes England
9. Any planning or funding	None

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<p>conditions attached to the development (s106 rural exceptions, town planning e.t.c) which are relevant to allocations?</p>	
<p>10. What objectives were to be met by the development?</p>	<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 • open housing opportunities to those who have a local connection to Seal Parish
<p>11. Are there existing management problems in the area (demographic, economic, density of tenants e.t.c) –</p>	<p>There is access to public transport, shops, health facilities within walking distance.</p>
<p>12. If problems exist what evidence can be supplied?</p>	
<p>Local Lettings policy</p>	<p>Local connection to Sevenoaks District required with priority to be given to applicants who have a link to Seal Parish.</p>
<p>1. Allocation.</p>	<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>Following the Banding of applicants on the Sevenoaks District Housing Register, priority to be given to applicants with a local connection to Seal Parish.</p> <p>Local connection to be established if an applicant has lived in the Parish continuously for the last three years, or five out of the last 10 years, or has been a member of a household currently living in the Parish where said household has been living in the Parish for a least 10 years continuous, or is in full time employment within the Parish and their main place of work is within the Parish, or needs to move to take up said employment and their main place of work will be within the Parish.</p>

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	<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>All applicants will need to complete an affordability check with West Kent.</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>
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?	No, marketing will be required to find local people that have a need and will be dependent on applicants bidding.
Agreement reached by	
Date of agreement	9/7/18

