

(For Democratic Services use)

Decision Number: 11 (2018/19)

Portfolio Holder Executive Decision Statement

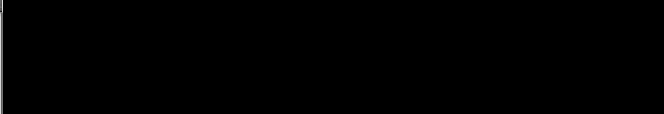
The Local Authority (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

Subject: Local Lettings Plan for Downs View, Goldsel Road, Swanley
Details of Decision taken: The adoption of a Local Lettings Plan with West Kent Housing Association for the allocation 12 Affordable Rent homes at Downs View.
Reason for Decision: To create and maintain a sustainable community at Downs View, subject to priority (Banding) under the Sevenoaks District Housing Register Allocations Policy, to give priority to applicants who are downsizing from an existing social housing tenancy and those who are economically active (including Local Essential Workers, subject to relevant policy being adopted under the Local Plan 2019).
All Documents considered: Local Lettings Plan for Downs View.
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)

When completed a copy of this record must be sent to the Democratic Services Section by e-mail and a signed copy by internal mail

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<p>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 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.</p>	
<p>Local Member (s), other Portfolio Holders and/or Directors/Heads of Service Consulted: None</p>	
<p>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</p>	
Decision taken by:	Portfolio Holder for Housing & Health
Signed by Portfolio Holder	
Date of Decision	12/10/18
Record made by:	Holly Phillips-White
Date of record:	24.10.18

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WEST KENT



Community Lettings Policy Agreement for rented homes at Downs View, Goldsel Road, Swanley	
Background	
1.Name of development	Downs View, Goldsel Road, Swanley
2.Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	General Needs – 6 x 1 bed flats and 6 x 2 bed flats.
3.Number, size and type of properties. Rent	<p>1 bed flats for 2 persons Affordable rent – 2 x Ground floor, 1 x 1st floor and 1 x 2nd floor and 2 x 3rd floor</p> <p>2 bed flats for 3/4 persons Affordable Rent – 1 x ground floor, 2 x 1st floor, 2 x 2nd floor and 1 x 3rd floor</p>
4. Completion date	<p>All properties due to be handed over November 2018.</p> <p>All dates are provisional and subject to change.</p>
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 • No • No (There is a lift)
6. Gifted Items	<p>Shower curtain WC roll holder Bathroom mirror Bulbs Drying rail in bathroom Vinyl flooring throughout</p>
7. Are there any limitations or special features that may affect residents? (restricted parking etc.)	
Car park	<p>One assigned parking space for each property.</p> <p>Visitor parking within the development</p> <p>All vehicles parked must be taxed and road worthy. No caravans, boats, commercial vehicles, trucks or trailers allowed.</p>

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<p>Landscaping</p> <p>Communal areas</p> <p>Zero Tolerance</p> <p>Pets</p> <p>Internal properties</p>	<p>West Kent is responsible for maintaining grass, planted areas and footpaths within the curtilage of the block. Management company is to be appointed for the public areas on the development.</p> <p>This means residents will be subject to West Kent's Estate Management service charge and a Managing Agent service charge.</p> <p>Euro bins will be provided for rubbish.</p> <p>All stairs and hallways must always be kept cleared to comply with West Kent's Zero Tolerance Policy for Fire Safety purposes. This means all tenant items, including pushchairs, must be stored inside the flat and NOT in corridors or under stairs.</p> <p>As per West Kent's Pets Policy.</p> <p>Entrance doors at front of building. All properties are accessed by a staircase.</p>
	<p>Internal lift</p> <p>Open plan kitchen/lounge</p> <p>Gas and electric</p> <p>TV aerial sockets connected to the roof space digital dish. (Will be fibre broadband via BT need 4 – 6 weeks to be connected by Openreach. £150 connection fee – need to ask that all sockets are activated)</p>
<p>8. How the development was funded?</p>	<p>HCA/Homes England Section 106 scheme</p>
<p>9. Any planning or funding conditions attached to the development (s106 rural exceptions, town planning etc.) which are relevant to allocations?</p>	<p>None</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 with good links to London for employment. • Prospective tenants to have a local

	<p>connection to Sevenoaks district as determined by the current housing register allocation policy, for both home seekers and transfers.</p> <ul style="list-style-type: none"> To assist with social housing under occupation.
<p>11. Are there existing management problems in the area (demographic, economic, density of tenants etc.) –</p>	<p>There is access to public transport, shops, health facilities and schools within walking distance.</p> <p>Rainwater drainage pond on site (to be fenced off). All tenants to be advised that children should not be allowed to go into this area.</p>
<p>12. If problems exist what evidence can be supplied?</p>	
<p>Local Lettings policy</p>	<p>The aim is to create a balanced mix of residents.</p> <p>For two bedroom homes, 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 for first, second and third floor homes.</p> <p>For ground floor two bedroom homes, preference will be given to couples and single parents with children under five years</p> <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 actively consider applicants who are Local Essential Workers.</p> <p>When allocating, affordability checks will be used to ensure residents can pay the rent and their bills now, considering any up and coming benefit changes due. Includes any benefit changes such as £20,000 benefit cap from April 2016.</p> <p>The aim of the local lettings policy is for a mix of child ages across the development, to avoid any imbalance which could put pressure on demand for local schools or youth services now and in the future.</p>
<p>1. Allocation.</p>	<p>All homes will be advertised via the Kent Homechoice Lettings scheme or equivalent.</p> <p>All applicants must be eligible for housing and</p>

	<p>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. 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 for the two ground floor one bedroom flats will be given to applicants who are under occupying their current social home 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>Economically Active</p> <p>Vulnerability</p>	<p>Minimum 25% of properties let to economically active households (including Local Essential Workers), 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 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>Anti-social Behaviour</p> <p>Other Tenancy Breaches</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</p>

Rent Arrears	<p>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 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 (Subject to bi-annual review).
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 22/10/18	