

# WEST KENT

Community Lettings Policy Agreement for rented homes at Oakley Park, St Johns Way, Edenbridge	
<b>Background</b>	
1.Name of development	Oakley Park, St Johns Way
2.Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	<p>There are 79 general needs homes, comprising 57 flats and 22 houses</p> <p>There will also be 41 shared ownership properties that are not defined by the local lettings plan.</p>
3.Number, size and type of properties. Rent	<p>All properties will be affordable rent and will be across the development as follows:</p> <p><b>Donnington Park Close</b></p> <ul style="list-style-type: none"> <li>• 10 x 2 bed houses, 7 x 3 bed houses and 2 x 4 bed houses</li> </ul> <p><b>Brooklands Crescent</b></p> <ul style="list-style-type: none"> <li>• 2 x 2 bed houses, 1 x 3 bed houses and 2 x 2 bed FOG</li> <li>• <b>Hawthorn Court - flats</b> Ground floor - 3 x 2 bed First floor – 3 x 2 bed Second floor – 3 x 2 bed</li> <li>• <b>Graham House – flats</b> Ground floor – 3 x 1 bed First floor – 3 x 1 bed Second floor 3 x 1 bed</li> <li>• <b>Silverstone Close</b> 1 x 2 bed FOG</li> <li>• <b>Sheene Court – flats</b> Ground floor – 1 x 1 bed and 2 x 2 bed First floor – 2 x 1 bed and 2 x 2 bed Second floor 2 x 1 bed and 2 x 2 bed</li> <li>• <b>Hunt House – flats</b> Ground floor – 2 x 2 bed First floor – 2 x 2 bed Second floor – 2 x 2 bed</li> </ul> <p><b>Silverstone Close</b></p> <ul style="list-style-type: none"> <li>• <b>Hislop House</b> Ground floor – 1 x 1 bed and 1 x 2 bed First floor – 2 x 1 bed and 2 x 2 bed Second floor – 2 x 1 bed and 2 x 2 bed</li> <li>• <b>Wheldon Court</b></li> </ul>

	<p>Ground floor – 1 x 1 bed and 2 x 2 bed  First floor – 1 x 1 bed and 2 x 2 bed  Second floor – 1 x 1 bed and 2 x 2 bed</p>
4. Completion date	Properties due to be handed over in phases from May 2019 but dates subject to change.
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>• Yes</li> <li>• No</li> <li>• No</li> </ul>
6. Gifted Items	<p><b>Houses:</b></p> <ul style="list-style-type: none"> <li>• Garden shed</li> <li>• Shower rail and curtain</li> <li>• Rotary clothes drier</li> <li>• Toilet roll holder in bathroom and cloakroom</li> <li>• Towel rail in bathroom</li> <li>• Recycle bins in kitchen</li> <li>• Vinyl floor covering in all rooms (except kitchen, bathroom and cloakroom)</li> <li>• Hat and coat hooks</li> <li>• Blinds</li> </ul> <p><b>Flats:</b></p> <ul style="list-style-type: none"> <li>• Shower rail and curtain</li> <li>• Over bath clothes line</li> <li>• Toilet roll holder</li> <li>• Towel rail in bathroom</li> <li>• Recycle bins in kitchen</li> <li>• Vinyl floor covering in all rooms (except kitchen and bathroom)</li> <li>• Hat and coat hooks</li> <li>• Blinds</li> </ul>
7. Are there any limitations or special features that may affect residents? (restricted parking etc.)	<p>The development will be separated by a large public green space, which will include surface water drainage to prevent flooding of the development. There will be a vehicle/pedestrian bridge across the area to connect the development. The green space will be managed by the appointed management company. The public green space will include:</p> <ul style="list-style-type: none"> <li>• Allotments</li> <li>• Informal kickabout area</li> <li>• Children outdoor play equipment</li> </ul>
<b>Car Parking</b>	<p><b>Houses</b></p> <ul style="list-style-type: none"> <li>• Each house has two allocated spaces situated in a car park area</li> </ul> <p><b>Flats</b></p> <ul style="list-style-type: none"> <li>• Each flat will have one allocated space in the car</li> </ul>

	<p>park</p> <p>There will be visitor parking available.</p> <p>All vehicles parked must be taxed and road worthy. No caravans, boats, commercial vehicles, trucks or trailers allowed to be parked on land within the development.</p> <p>Communal electric charging points will be available for electric vehicles</p> <p>All West Kent land will be maintained by West Kent contractors</p> <p>A management company will be appointed for maintaining the private access roads, visitor parking spaces and all public areas on the development.</p>
<b>Landscaping</b>	
<b>Communal areas</b>	<p><b>Internal hallways</b> - All stairs and hallways must be kept clear to comply with West Kent's zero tolerance procedure for fire safety purposes. This means all resident's items, including pushchairs must be stored inside the flat and NOT in corridors or under stairwell. We will allow one regular sized door mat to be put outside each front door.</p>
<b>Refuse storage/collection</b>	<p><b>Flats</b> – refuse will be bagged and taken to the bin storage area and placed in euro bins provided.</p> <p><b>Houses – Rubbish will be taken</b> to the waste collection point on the day of collection. No wheelie bins are permitted to be stored outside the front of houses.</p>
<b>Pets</b>	<p><b>Houses</b> - Pets will be allowed as per our current pet's policy</p> <p><b>Flats</b> – We will allow one dog or one house cat.</p>
<b>Internal properties</b>	<p><b>Flats</b> – Internal staircase to first and second floor levels. TV aerial sockets connected to the roof space digital dish.</p> <p><b>Flat Over Garage</b> – own front door with stairs inside to first floor level.</p> <p><b>All flats</b> have open plan kitchen/lounge/dining area.</p>
<b>Satellite dishes</b>	<p>Satellite dishes are not permitted to be fitted to the front of any property.</p>
8. How the development was funded?	S106 funded by West Kent Housing Association and cross subsidy from shared ownership sales.
9. Any planning or funding conditions attached to the development (s106 rural	None

exceptions, town planning etc.) which are relevant to allocations?	
10. What objectives were to be met by the development?	<ul style="list-style-type: none"> <li>• To establish a balanced and stable community</li> <li>• Meet local housing needs</li> <li>• The development is an attractive place where people want to live.</li> <li>• Prospective tenants to have a local connection to the Sevenoaks District as determined by their current housing register allocation policy, for both home seekers and transfers.</li> </ul>
11. Are there existing management problems in the area (demographic, economic, density of tenants etc.)	<p>No existing management problems.</p> <p>There is access to public transport, shops, health facilities and schools within walking distance</p>
<b>Local Lettings policy</b>	<p>The aim is to create a balanced mix of residents with varied economic status to ensure a thriving community where people want to live and have the space to grow.</p> <p>When allocating, affordability checks will be used to ensure residents can pay the rent and their bills now and in the future, considering any possible benefit changes due.</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>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>West Kent's Exclusion policy will apply.</p> <p>Tenancy types will be issued in line with West Kent's Tenancy Policy.</p>
2. Any additional qualifying criteria with reason for qualifying criteria	<p>Our aim is to ensure we create a thriving community with a broad range of ages, which will enable a mix of all social groups. This means the applicant with the highest housing need under the Sevenoaks District Housing Register Allocations Policy may not always be successful.</p>

<p><b>Economic status/ Vulnerabilities</b></p>	<p>The development will be handed over in phases from May 2019. For each phase we will aim to allocate our properties with an even mix of groups as follows, subject to the property sizes available:</p> <ul style="list-style-type: none"> <li>• economically active households where one or more members are employed on a permanent basis (full or part time). Priority will be given to households containing an applicant who is a Local Essential Worker*</li> <li>• Applicants seeking employment</li> <li>• Applicants transferring from another social housing property due to overcrowding</li> <li>• Applicants that are seeking to downsize from another social housing property</li> <li>• Vulnerable applicants, 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.</li> </ul> <p>All 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 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>
<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 will be reviewed in one year.</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 mix of households with varying needs. This may conflict on equality and diversity grounds.</p>

5. Is there enough demand on the Housing Needs Register?	Yes, but is dependent on applicants' bidding
<p><b>Agreement reached by:</b></p> <p><b>West Kent</b> Signature _____ Name and Title _____ <i>JO MAHURU HEAD OF ALLOCATIONS</i></p> <p><b>Sevenoaks District Council</b> Signature _____ Name and Title _____ <i>HAYLEY BROOKS HEAD OF HOUSING AND HEALTH</i></p> <p>Date of agreement <i>16/4/19.</i></p>	

**\*A Local Essential Worker is defined as someone employed in the District and in one of the following occupations:**

- Public sector employees providing frontline services in areas including health, education and community safety and can include NHS staff, teachers, police, firefighters, military personnel, social care and childcare workers (as per NPPF definition);
- School support staff in the public sector;
- District Council employees who provide frontline services;
- Kent County Council and Town/Parish Council employees who provide frontline services in the District;
- Private sector employees and the self-employed providing frontline services in care and includes teachers and support staff, health care, social care and childcare workers;
- Private sector employees and the self-employed who provide frontline services in amenities and includes cleaners, kitchen/catering staff, shop workers, hairdressers, local transport and agriculture; and
- Any other frontline occupational group experiencing recruitment or retention issues - such issues being first evidenced to the satisfaction of the District Council and inclusion as local essential workers at the sole discretion of the District Council.

**A Local Essential Worker is deemed to be employed in the following circumstances:**

- In paid full or part-time permanent employment for 16 hours or more per week; or

- Working in the District on a temporary or zero-hour employment contract that has been in place for at least 6-months and can demonstrate they have worked at least 16-hours per week since starting the employment contract;
- A permanent job offer which they have accepted and meets the above criteria;
- The employment would have to be the actual place of work in the District and not employment based on a head office or regional office situated in the District but from which they did not work. For those with a caseload or have a roving remit (e.g. district nurses, social workers, police officers etc), the applicant would need to obtain written confirmation from their employer that a substantial amount of their day-to-day duty fell within the District;
- For the self-employed, if the employment required the worker to work outside of the District from time to time, they would be required to demonstrate that their permanent base of operations was within the District.

