



<b>Community Lettings Policy Agreement for rented homes at St Mary's Road Swanley</b>	
<b>Background</b>	
1.Name of development	The Mallards, St Mary's Road Swanley
2.Landlord for development	Golding Homes
3. Scheme mix/ownership	General Needs for Affordable Rent: 1 bed 2 person flats x 3 2 bed 4 person flats x 6 3 bed 5 person houses x 2
4. Completion date	Phased completions (estimated only) subject to change 1 bed flats X 3 = 21/10/19 2 bed flats X 6 = 21/10/19 3 bed houses X 2 = 28/10/19
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>	Not LTH or wheelchair adapted. Do not contain any adaptations
6.Gifted Items	3 bed houses – oven, hob, extract hood, No appliances gifted in flats Flooring supplied in kitchen, w/c and bathroom in all properties
7. Are there any limitations or special features that may affect residents? (restricted parking etc.)	Allocated car parking spaces for flats – one per property  Houses – 2 spaces per property tandem on curtilage parking

<p><b>Landscaping</b></p> <p><b>Communal areas</b></p> <p><b>Zero Tolerance</b></p>	<p>Golding Homes 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 which includes the unadopted roads.</p> <p>This means residents will be subject to Golding Homes' grounds maintenance and cleaning service charges 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 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><b>Pets</b></p>	<p>As per Golding Homes' Pets Policy, however requests for pets will be considered on a case by case basis so as not to discourage downsizing and to prevent social isolation</p>
<p>8. How the development was funded?</p>	<p>S106</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>S106 agreement and nominations agreement with Sevenoaks District Council</p>
<p>10. What objectives are to be met by the development?</p>	<p>Aims :</p> <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</li> </ul>

	<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"> <li>To assist with social housing under occupation.</li> </ul>
11. Are there existing management problems in the area (demographic, economic, density of tenants etc.) –	None that we are aware of.
12. If problems exist what evidence can be supplied?	N/A
<b>Local Lettings policy</b>	<p>The aim is to create a balanced mix of residents, this should include both home seekers and transfer applicants.</p> <p>Homes will be allocated according to the Sevenoaks District Housing Register Allocation Policy. Within each Band of the Housing Register, the following preferences will apply:</p> <p>For ground floor two-bedroom homes, preference will be given to families with children under five years. No age preference will apply to properties on or above first floor.</p> <p>Preference will be given to applicants who are currently under occupying a social housing home.</p> <p>Preference will be given to applicants who are Local Essential Workers*.</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>
1. Allocation .	<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 and a passport sized photo.</p> <p>Golding Homes may seek to obtain references for prospective tenants where applicable.</p> <p>All applicants will need to complete a verification check with Golding Homes.</p> <p>Golding Homes' Exclusion policy will apply.</p> <p>Tenancy types will be issued in line with Golding Homes' Tenancy Procedure.</p>
<p>2. Any additional qualifying criteria with reason for qualifying criteria</p> <p><b>Economically Active</b></p> <p><b>Vulnerability</b></p> <p><b>Anti-social Behaviour</b></p> <p><b>Other Tenancy Breaches</b></p>	<p>It is our ambition that a minimum 25% of properties are 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>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>

<p><b>Rent Arrears</b></p>	<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 with Golding Homes' Rehousing and Allocations Policy and Procedure</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. Subject to bi-annual review.</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 should not conflict on equality and diversity grounds.</p>
<p>5. Is there sufficient demand on the Housing Needs Register?</p>	<p>Yes</p>
<p>Agreement signed and dated</p>	<p>Hayley Brooks, Head of Housing &amp; Health, Sevenoaks District Council</p> <p>Jillie Smithies, Director of Operations, Golding Homes</p> <p>Jo Mahieu, SDHR Manager.</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.