

### Local Lettings Plan for 1A and 1B Gilchrist Cottages, Sevenoaks Weald.

<b>Background information</b>	
1.Name of development	1A and 1B Gilchrist Cottages
2.Landlord for development	West Kent HA
3. Scheme mix/ownership	General needs Social Rent: 2x2 bedroom 4 person houses
4. Completion date	November 2020
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>	No - steps to front and rear
6.Gifted Items	<ul style="list-style-type: none"> <li>• Shower rail and curtain</li> <li>• Toilet roll holder in bathroom</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 / WC)". WKHA responsible for floor coverings to wet areas and Kitchens.</li> <li>• Hat and coat hooks</li> <li>• Toilet roll holder to the down stairs Cloakroom / WC.</li> <li>• Garden Shed</li> <li>• Rotary cloths drier to garden</li> </ul>
7. Are there any limitations or special features that may affect residents? (restricted parking, pets, etc.)	<ul style="list-style-type: none"> <li>• 2 allocated parking spaces per property</li> <li>• Pets permitted in accordance with WKHA's pet policy</li> </ul>
8.How the development was funded?	Homes England grant funding.
9. Any planning or funding conditions attached to the development (s106 rural exceptions, town planning etc.) which are relevant to allocations?	None
10. What objectives are to be met by the development?	Aims : <ul style="list-style-type: none"> <li>• Meet local housing need in the Parish of Sevenoaks Weald</li> <li>• The development is a place where people want to live</li> </ul>

11. Are there existing management problems in the area (demographic, economic, density of tenants etc.)	No
12. If problems exist what evidence can be supplied?	Not applicable
<b>Local Lettings criteria</b>	<p>All vacancies will be allocated to applicants on the Sevenoaks District Housing Register who</p> <p>1) have a proven local connection to the Parish of Sevenoaks Weald, as follows (in no order of priority):</p> <ul style="list-style-type: none"> <li>• lives in the Parish and has done so continuously for the last three years to date, or</li> <li>• has lived in the Parish for at least five out of the last ten years to date, or</li> <li>• has been a member of a household currently living in the Parish and have Close Family resident in the Parishes for a minimum of 10 years, or</li> <li>• are employed full time in the Parish on a permanent basis or those who will be taking up such employment, and whose main place of work is within the Parish, or</li> <li>• are self employed on a full time basis and the majority of their work is in the Parish, or</li> <li>• provide an important service requiring them to live locally, e.g. unpaid carer, school crossing patrol, etc.</li> </ul> <p><i>NB. Close Family means mother, father, brother, sister, son or daughter, as set out in the Sevenoaks District Housing Register Allocations Policy. Extended family may be considered in exceptional circumstances, e.g. if they have played an important role in the applicant's upbringing.</i></p> <p>2) Once a local connection has been proven, homes will be allocated according to Banding under the Sevenoaks District Housing Register Allocation Policy.</p> <p>3) In the situation of a tie, preference will be given to the applicant with the</p>

	<p>earliest date of registration on the Housing Register.</p> <p>4) If no applicants qualify under the above, any vacancy will be allocated to an applicant from the Adjoining Rural Parishes and the procedure set out in (1 - 3) above will be followed.</p> <p><i>NB. Adjoining Rural Parishes are Seal, Leigh, Chiddingstone and Chevening.</i></p> <p>5) If no applicants qualify under (4) above, any vacancy will be allocated according to the Sevenoaks District Housing Register Allocation Policy.</p>
<b>Allocation of homes.</b>	<p>The homes will be advertised via the Kent Homechoice Lettings scheme or equivalent.</p> <p>All prospective tenants will need to provide verification documents including proof of identity, proof of residency, proof of local connection to the Parish and a passport sized photo.</p> <p>WKHA may seek to obtain references for prospective tenants where applicable.</p> <p>All applicants will need to complete a verification check with WKHA. Local connection will be assessed by Sevenoaks District Council and verified by Sevenoaks Weald Parish Council (Parish Council verification will be done in an anonymized form).</p> <p>WKHA's Exclusion policy will apply.</p> <p>Tenancy types will be issued in line with WKHA's Tenancy Procedure.</p> <p>The Local Lettings Plan will apply to all Mutual Exchanges.</p>

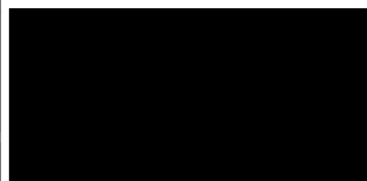
<p><b>Additional qualifying criteria with reason for qualifying criteria</b></p> <p>Anti-social Behaviour</p> <p>Other Tenancy Breaches</p> <p>Rent Arrears</p>	<p>Applicants and members of the household will not be the perpetrators of serious and/or ongoing nuisance or anti-social behaviour at their 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 <i>over</i> 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 <i>over</i> a sustained period of at least 6 months to clear.</p> <p>This is in accordance with WKHA's Rehousing and Allocations Policy and Procedure</p>
<p><b>How long will local letting plan last?</b></p>	<p>The plan will be in place for first lettings and will remain in place for subsequent lettings, unless agreed otherwise by Sevenoaks District Council and West Kent HA.</p>
<p><b>Does the proposed plan conflict with equality and diversity policies?</b></p>	<p>The aim is to meet local housing needs in the Parish of Sevenoaks Weald, as evidenced by the Parish Needs Survey October 2020. This should not conflict on equality and diversity grounds, however the impact of the Local Lettings Plan will be monitored by Sevenoaks District Council and West Kent HA and any changes made as required.</p>
<p><b>Is there sufficient demand on the Housing Needs Register?</b></p>	<p>Yes</p>

**Plan signed and dated**



Hayley Brooks, Head of Housing & Health,  
Sevenoaks District Council

12 October 2020



Genette Pinwill, Head of Housing Service,  
West Kent HA

