

Decision Number: 08 (2021/22)

Portfolio Holder Executive Decision Statement

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

Subject:

A Local Lettings Plan 11/13 High Street, Swanley

Details of Decision taken

To approve a local lettings plan for the Quercus Housing scheme at 11/13 High Street, Swanley, comprising ten Affordable Rented homes and five Intermediate Rented homes.

Reason for Decision

A Local Lettings Plan is proposed to apply to first lettings only. Its purpose is to:

- establish a balanced and stable community;
- meet housing needs;
- be mindful of the number of children in the within the scheme;
- ensure the scheme is an attractive place where people want to live
- assist the District Council with moving on homeless applicants from their temporary accommodation placements into permanent homes, thereby enabling its homelessness duty to be discharged.

This means at first lettings only, an applicant with a higher housing need under the Sevenoaks District Housing Register Allocations Policy may not be allocated a home at the scheme.

All Documents considered:

Local Letting Plan for 11/13 High Street, Swanley is attached at Appendix 1.

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

Decision Number: 08 (2021/22)

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 Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decision recommended through this paper directly impact on end users. The impact has been analysed and varies between groups of people. The impact will only apply at first lettings. For subsequent lettings, the Sevenoaks District Housing Register Allocations Policy (or its successor) will be applied and the homes allocated accordingly. The impact is felt to be limited and therefore proportionate, as it will assist the District Council in meeting the housing needs of a specific group from the Housing Register (homeless households).


Local Member (s), other Portfolio Holders and Chief Officer/Head of Service Consulted

Cllr Kevin Maskell, Portfolio Holder for Housing & Health
Sarah Robson, Chief Officer - People and Places
Abigail Agba, Interim Head of Housing

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

(For Democratic Services use)

Decision Number: 08 (2021/22)

Details of any conflicts of interest a) declared by any executive member who is consulted by the Decision Taker None. b) and any details of dispensations granted by the Chief Executive in respect of any declared conflict None.	
Decision taken by:	Cllr. Kevin Maskell, Portfolio Holder for Housing & Health
Signed by Portfolio Holder	
Date of Decision	19/01/2022
Record made by:	csinclair
Date of record:	19/1/22

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

Appendix 1

Local Lettings Policy Agreement for 11-13 High Street, Swanley, Kent, BR8 8AE	
Background	
1.Name of development	11-13 High Street, Swanley, Kent, BR8 8AE
2.Landlord for development	Quercus Housing
3. Mix	15 general needs flats provided as 10 Affordable Rent and 5 Intermediate Rent homes.
3.Number, size, type and tenure of homes.	<p>Ground floor: 1 x 2 bedroom flat – Intermediate Rent</p> <p>First floor: 1 x 2 bedroom flat – Intermediate Rent 4 x 2 bedroom flats – Affordable Rent</p> <p>Second floor: 1 x 2 bedroom flat – Intermediate Rent 4 x 2 bedroom flats – Affordable Rent</p> <p>Third floor: 1 x 1 bedroom flat – Intermediate Rent 2 x 1 bedroom flats – Affordable Rent 1 x 2 bedroom flat – Intermediate Rent</p>
4. Rent levels and tenancy terms applying	<p>Affordable Rented: Rents (including any service charges) capped at Local Housing Allowance levels: 1 bedroom flats = £673.14 per month 2 bedroom flats = £847.68 per month. Annual rent increases capped at CPI +1%, up to the LHA level. Assured short-hold tenancy, subject to 12 months probationary period.</p> <p>Intermediate Rented: Rents (including any service charges) set at 80% of the local Open Market Rent (Initial rent set against RICS market assessment). 1 bedroom flats = £700 per month 2 bedroom flats = £880 per month Annual rent increases capped at CPI +1%. Assured short-hold tenancy subject to 12 months probationary period.</p>
5. Completion date	<p>All properties due to be handed over and ready for letting in February 2022.</p> <p>All dates are provisional and subject to change.</p>
6. Are they built to: <ul style="list-style-type: none"> • Lifetime homes standards? • Wheelchair standards? 	<p>No specific standard.</p> <p>Stair access only. No lift access.</p>

<ul style="list-style-type: none"> Any additional adaptations? 	<p>The ground floor flat may be suitable for applicants with mobility issues as there is no step access. Where required, a suitability and accessibility assessment would be carried out in partnership with Sevenoaks District Council's Private Sector Housing Team.</p>
<p>7. Gifted Items</p>	<p>Bathroom – mirrored cabinet. All lightbulbs and light fittings. Floor coverings through the properties. White goods – dishwasher, oven, hob and extractor and fridge/freezer.</p>
<p>8. Are there any limitations or special features that may affect residents? (restricted parking etc.)</p> <p>Car park</p> <p>Pets</p> <p>Internal features</p> <p>Council Tax</p> <p>Landscaping and external areas</p> <p>Refuse storage/collection</p> <p>Communal Areas</p>	<p>Only 4 parking spaces in total within the development. No allocated parking</p> <p>No pets allowed.</p> <p>Open plan kitchen/lounge/dining</p> <p>Electric heating and cooking facilities</p> <p>Flats are all fitted with baths</p> <p>All flats are charged at Sevenoaks District Council's Annual Council Tax rates. Bandings TBA.</p> <p>All land owned by Quercus Housing as part of this overall property will be maintained by Quercus Housing.</p> <p>An external company or contractor may be appointed for maintaining the car parking spaces and all public areas as part of this development.</p> <p>Refuse to be bagged by the tenant and taken to the residential bin storage area and placed in bins provided. Quercus Housing will appoint a waste contractor or Council to remove refuse.</p> <p>Internal hallways - All stairs and hallways must be kept clear to comply with fire safety requirements. This means all resident's items must be stored inside the flat and NOT in corridors or under stairwell. Any</p>

<p>Internal properties</p>	<p>storage of items such as mobility scooter etc. will require prior approval by Quercus Housing or the managing agent.</p> <p>Communal internal staircases to all levels, floor coverings and walls to be maintained by Quercus Housing.</p> <p>TV connection point to be provided in each flat by Quercus Housing. Tenants will be responsible for obtaining their own individual TV licence.</p> <p>Additional satellite dishes/aerials are not permitted to be fitted to the external elevations of the property.</p>
<p>9. How the development was funded?</p>	<p>Funded by Quercus Housing via the District Council's S106 Housing Pots affordable housing commuted sums, as per Core Strategy 2011, policy SP3.</p>
<p>10. Any planning or funding conditions attached to the development which are relevant to allocations?</p>	<p>None</p>
<p>11. 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 • to meet local housing needs • to be mindful of the number of children living in the scheme • ensure the scheme is an attractive place where people want to live • to allow the District Council to move on homeless applicants from their temporary accommodation placements
<p>12. Are there existing management problems in the area (demographic, economic, density of tenants etc).</p>	<p>None known. There is access to public transport, shops, health facilities within walking distance.</p>
<p>Local Lettings policy</p>	
<p>1. Allocation.</p>	<p>On first letting only:</p> <p>All flats will be let direct by the Council's Housing Accommodation Team to applicants who have a Qualification under Homelessness Reduction Act 2017 (Applicants who qualify as part of the Council's duty under the Homelessness Reduction Act 2017)</p>

	<p>It is our ambition that a minimum 25% of flats are let to economically active households, where one or more members are either employed on a permanent basis (full or part time) and able to afford the property.</p> <p>Flats will be allocated as appropriate for the size of the household and property, in line with the National Bedroom Standards. This will include using the National Local Housing Allowance (LHA) Bedroom calculator based on gender, ages and number of occupants for each household against the size of each flat.</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>Quercus Housing will seek to obtain references for prospective tenants where applicable.</p> <p>All applicants will need to complete an affordability check with Quercus Housing through the District Council's Housing Accommodation Team.</p>
<p>3. How long will local letting criteria last</p>	<p>The plan will be in place for first lettings only.</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 balanced mix of households with varying needs. This may conflict on equality and diversity grounds.</p>
<p>5. Is there sufficient demand on the Sevenoaks District Housing Register?</p>	<p>Yes, the need for 1 and 2 bedroom homes is high and this scheme will assist in meeting the needs of the Housing Register at subsequent lettings.</p>
<p>Agreement reached by (signature):</p> <p>Abigail Agba, Interim Head of Housing Sevenoaks District Council</p> <p>Martin Goodman, Company Secretary, Quercus Housing.</p> <p>Date of agreement</p>	