



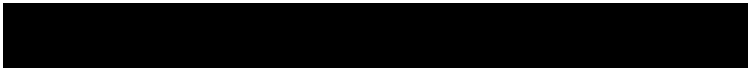

Places to live. Space to grow.

Local Lettings Policy Agreement for 21-24 Kettlewell Court, Swanley, Kent, BR8 7BP	
Background	
1. Name of development	Kettlewell Court (Plots 1-4)
2. Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	Terrace of 4 houses for Social Rent
4. Number, size and type of properties.	Plots 1-4 4 x 2 bed houses for 4 persons Adapted - M4(2)
5. Completion date and Developer	October/November 2022 Helix Construction
6. Are they built to: <ul style="list-style-type: none"> • Lifetime homes standards? • Wheelchair standards? • Any additional adaptations? 	<ul style="list-style-type: none"> • Yes - M4(2) • No • None
7. Gifted Items	West Kent Housing Association will gift the following items: <ul style="list-style-type: none"> • Garden shed • Water-butt • Rotary drier • Shower rail and curtain • Toilet roll holder in bathroom and cloakroom • Towel rail in bathroom • Bathroom mirror • Coat hooks • Vinyl floor in the hallway and lounge • Carpets to bedrooms
8. Are there any limitations or special features that may affect residents? (eg restricted parking, etc) Car park	There are 12 parking spaces. 2 of the spaces will be wider and marked for those with a disability (Blue Badge holders).

<p>Landscaping</p> <p>Gardens</p> <p>Refuse storage/collection</p> <p>Pets</p> <p>Internal to the properties</p>	<p>1 electric car charging point payable through an App.</p> <p>Car parking spaces will not be allocated and will be available on a first come first served basis for residents of the scheme, visitors and existing residents.</p> <p>All vehicles parked must be taxed and road worthy. No caravans, boats, commercial vehicles, trucks, or trailers allowed.</p> <p>West Kent Housing Association manages the car park and if parking becomes a problem for residents of the scheme, a decision will be made to manage the car park in a different way to ensure residents can park.</p> <p>Landscaping and car park area to the front of the houses will be maintained by West Kent Housing Association contractors, and a service charge will be payable.</p> <p>Residents will have access to their own private garden, which will have a small patio and grassed area that they will be responsible for maintaining.</p> <p>All properties will have a shed and water butt provided in the rear garden that will be gifted.</p> <p>Plot 4 will have a tree planted in the rear garden, which the tenant will be required to maintain.</p> <p>Each property will manage their own refuse within the property or garden and will be required to put out black and recycling bags on the day of collection.</p> <p>Pets are allowed, with permission, in line with West Kent Housing Association's Pets Policy.</p> <p>All properties have a:</p> <ul style="list-style-type: none"> • Separate kitchen and living room/diner • A downstairs cloakroom • Fully equipped bathroom on the first floor
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<p>TV</p>	<ul style="list-style-type: none"> • Patio doors to the rear garden • Air Source Heat Pump heating system <p>There is no gas at this scheme.</p> <p>TV aerial provided in the loft space</p>
<p>9. How was the development funded?</p>	<p>The development was funded through Private finance and grant funding from Homes England.</p>
<p>10. 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>11. What objectives are to be met by the development?</p>	<p>The objectives are:</p> <ul style="list-style-type: none"> • To establish a balanced and stable community • Meeting local housing needs • To ensure the development is an attractive place where people want to live • Improved parking in the area for new and existing residents
<p>12. Are there existing management problems in the area (demographic, economic, density of tenants, etc)</p>	<p>There are issues with parking for existing local residents as the site was a former garage site.</p> <p>Additional parking at the scheme will help address this.</p> <p>There is access to public transport, shops, health facilities and schools within walking distance.</p>
<p>Local Lettings Policy</p>	<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>1. Allocation</p>	<p>Applicants must be eligible for housing and registered on the Sevenoaks District Council Housing Register.</p> <p>Priority will be given to applicants where their existing home is being demolished for redevelopment.</p> <p>All prospective tenants will need to provide verification documents including proof of identity, residency, income and savings and a passport sized photo.</p>

	<p>West Kent Housing Association will seek to obtain references for prospective tenants where applicable.</p> <p>West Kent Housing Association's Exclusion Policy will apply.</p> <p>Tenancy types will be issued in line with West Kent Housing Association's Tenancy Policy.</p> <p>All applicants will need to complete an affordability check with West Kent Housing Association. When allocating, affordability checks will be used to ensure residents can pay the rent and their bills now and take into considering any possible benefit changes due.</p>
<p>2. Any additional qualifying criteria with reason for qualifying criteria</p>	<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, where possible.</p> <p>Priority will be given to</p> <ul style="list-style-type: none"> • Those identified by the Sevenoaks District Council Housing Register as having mobility disabilities and requiring an adapted home • Those with a 2 bed need being decanted from Bevan Place • Applicants seeking to downsize from another social housing property that will be allocated via the Sevenoaks District Council Housing Register • We will seek to allocate 1 property to an economically active household where 1 or more household member is employed on a permanent basis (full or part time), or is an applicant seeking employment, where possible • Applicants must be in position to afford the rent and expected utility bills for this property type, either through employment income or via benefits. • Vulnerable applicants, on condition they have an appropriate support package in place with a recognised supporting agency

	<ul style="list-style-type: none"> An applicant may not be offered a property if they seem unlikely to be able to meet the conditions of a 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
3. How long will the Local Lettings Policy last?	The Local Lettings Policy will be in place for the initial lettings of all properties on the development. For all subsequent lets, the Sevenoaks District Council Housing Register and Allocations Policy and West Kent's Exclusion Policy and Allocation Policy, will apply.
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 with adopted policy on equality and diversity grounds.
5. Is there sufficient demand on the Sevenoaks District Council Housing Register?	There is a shortage of 2 bed homes for Social Rent.
<p>Agreement reached by</p> <p>West Kent Housing Association</p> <p>Signature: </p> <p>Name and Title: Donna Moore, Tenancy Services Manager</p> <p>Sevenoaks District Council</p> <p>Signature : </p> <p>Name and Title: Alison Simmons, Head of Housing</p> <p>Date of agreement: 18th October 2022</p>	