



Places to live. Space to grow.

Local Lettings Policy Agreement for Vernon House, Swanley, Kent, BR8 7FU	
Background	
1. Name of development	Vernon House
2. Landlord for development	West Kent Housing Association
3. Scheme mix/ownership	Block of 6 flats for Social Rent
4. Number, size and type of properties.	Ground floor 3 x 1 bed 2 person wheelchair accessible flats built to M4(2) adaptable standards First floor 3 x 1 bed 2 person flats – general needs
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) – 3 x ground floor flats only • 3 ground floor flats are wheelchair accessible with wider doors • 3 ground floor flats are being further adapted to meet the needs of identified applicants • Switches and sockets are at appropriate level for wheelchair users
7. Gifted Items	West Kent Housing Association will gift the following items: <ul style="list-style-type: none"> • Shower rail and curtain • Toilet roll holder in bathroom • Bathroom mirror • Towel rail in bathroom • Coat hooks • Vinyl floor covering to hallway and lounge • Carpet in bedroom • Blinds to all windows
8. Are there any limitations or special features that may	

<p>affect residents? (eg restricted parking, etc)</p>	
<p>Car park</p>	<p>There are 12 parking spaces 3 of which will be wider and marked for those with a disability (Blue Badge holders).</p> <p>1 electric car charging point payable through an App.</p> <p>Car parking spaces will not be allocated and spaces 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</p>	<p>Landscaping in the car park and the car park area will be maintained by West Kent contractors and a service charge will be payable</p>
<p>Refuse storage/collection</p>	<p>Each property will manage their own refuse. Refuse is to be bagged and taken to the bin storage area and placed in euro bins provided.</p> <p>Bins have lowered front for wheelchair users.</p>
<p>Pets</p>	<p>Pets are allowed, with permission, as per West Kent Housing Association's Pet Policy.</p>
<p>Mobility Scooter Storage</p>	<p>The ground floor flats will have an extended patio area outside with an electric charging point for scooter storage. There is no internal scooter storage area. Residents will be responsible in providing their own scooter cover.</p> <p>Residents using a mobility scooter will need to ensure they have the scooter appropriately insured.</p>


<p>Communal areas</p> <p>Internal to the properties</p> <p>Satellite dishes</p>	<p>Shared areas inside the block must be kept clear of all personal items, in line with West Kent Housing Association's "Zero Tolerance" approach to fire safety in blocks.</p> <p>The communal garden will be for use by all residents. The ground floor flats will have patio doors leading to their own small patio which is not fenced.</p> <p>No pets are allowed to use the communal garden area.</p> <ul style="list-style-type: none"> • Internal staircase to first floor levels. • TV aerial sockets connected to the roof space digital dish. • Open plan kitchen/dining/lounge to all flats • Air source heat pump central heating system • All electric – no gas • Access via a door entry system into the communal hallway, except Plot 3 on the ground floor, which has direct access from the car park area • All ground floor flats have patio doors leading onto a small patio area in the communal garden, for their exclusive use • All first floor flats can access the rear via a back door, leading onto a communal patio and shared grassed area for use by all residents. <ul style="list-style-type: none"> • Each property is fitted with SkyQ • Satellite dishes are not permitted on this development
<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 • Meet local housing needs

	<ul style="list-style-type: none"> • To provide accessible and adapted homes to meet the needs of those with mobility issues • To ensure the development is an attractive place where people want to live • Improve 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>The ground floor homes will all be allocated by direct let to applicants on the Sevenoaks District Council Housing Register that have been identified as needing level access homes.</p> <p>The homes on the first floor will be advertised through Kent Homechoice.</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</p>

	the rent and their bills now and take into considering any possible benefit changes due.
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, where possible.</p> <p>Priority will be given to:</p> <ul style="list-style-type: none"> • Those identified the Sevenoaks District Council Housing Register as having disabilities and requiring a fully adapted home • Applicants that are 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 one or more member is employed on a permanent basis (full or part time), or an applicant is seeking employment, where possible • Vulnerable applicants, on condition they have an appropriate support package in place with a recognised supporting agency, limited to a maximum of 1 resident in the Block • 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 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 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 mix of households with varying needs. This may conflict with adopted policy on equality and diversity grounds.
5. Is their sufficient demand on the Sevenoaks District Housing Register?	There is a shortage of 1 bed homes for Social Rent.

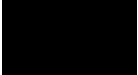
Agreement reached by

West Kent

Signature: 

Name and Title: Donna Moore, Tenancy Services Manager

Sevenoaks District Council

Signature : 

Name and Title: Alison Simmons, Head of Housing

Date of agreement: **18th October 2022**