

Decision Number: 04 - 2023-24

## Portfolio Holder Executive Decision Statement

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

**Subject:**

A Local Lettings Plan for 27/37 High Street, Swanley

**Details of Decision taken**

To approve a Local Lettings Plan for the Quercus Housing scheme at 27/37 High Street, Swanley, comprising 6 Affordable Rented homes and 11 Intermediate Rented homes.

**Reason for Decision**

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

- establish a balanced and stable community;
- meet housing needs;
- be mindful of the number of children within the scheme;
- ensure the scheme is an attractive place where people want to live;
- give priority for the Affordable Rented homes to applicants under the Homes for Ukraine initiative who are Local Essential Workers;
- give priority for the Intermediate Rented homes to Local Essential Workers;
- assist the District Council with its homelessness duties, enabling said duties to be discharged, with further priority given to applicants moving on from their temporary accommodation placements into these permanent homes.

The Local Lettings Plan means at first letting 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.

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

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**All Documents considered:**

Local Letting Plan for 27/37 High Street, Swanley, is attached at Appendix 1.

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).

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(For Democratic Services use)

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Local Member (s), other Portfolio Holders and Chief Officer/Head of Service Consulted	
Cllr Perry Cole, Portfolio Holder for Housing and Health Sarah Robson, Deputy Chief Executive, Chief Officer, People and Places Alison Simmons, Head of Housing	
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. Perry Cole, Portfolio Holder for Housing and Health
Signed by Portfolio Holder	
Date of Decision	07 <sup>th</sup> Jun 23
Record made by:	ABinnie
Date of record:	29/06/23

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**Appendix 1**  
**Local Lettings Policy Agreement for**  
**27-37 High Street, Swanley, Kent**

1	Name of Development	27-37 High Street, Swanley, Kent	
2	Landlord of Development	Quercus Housing	
3	Mix	17 flats, delivered to M4(2) provided as 6 Affordable Rented homes and 11 Intermediate Rented homes	
4	Number, size, type and tenure of homes	<b>Ground Floor</b>	<b>Tenure</b>
		1 x 2 bedroom flat with outside private amenity space	Affordable Rented
		<b>First Floor</b>	
		5 x 1 bedroom flats	Intermediate Rented
		1 x 1 bedroom flat	Affordable Rented
		2 x 2 bedroom flats	Affordable Rented
		<b>Second Floor</b>	
		6 x 1 bedroom flats	Intermediate Rented
		2 x 2 bedroom flats	Affordable Rented
5	Rent levels (including service charges) and tenancy terms applying	<p><b>Affordable Rented Flats</b>  Rents (including service charges) capped at current Local Housing Allowance (LHA) levels  1 bedroom flat = £674.95  2 bedroom flat = £849.97 per month  (Annual rent increases capped at CPI +1% up to the LHA level)</p> <p>Assured short-hold tenancy, subject to 12 months probationary period</p> <p><b>Intermediate Rented Flats</b>  Rents (including service charges) set at 80% of the local Open Market Rent (Initial rent set against RICS market assessment)  1 bedroom flat = £800 per month  (Annual rent increases capped at CPI+1%)</p> <p>Assured short hold tenancy subject to 12 months probationary period</p>	
6	Completion Date	All flats are due to be handed over and ready for letting in late May/early June 2023	
7	Build Standards	All flats are built to M4(2). First and Second Floor flats are not lift assisted	
8	Gifted Items	Bathroom Mirror	
9	Any limitations or special features that may affect residents e.g. restricted parking etc.		
	Car Park	No allocated parking Parking spaces available, which will be let under a separate licence (charge to be confirmed)	
	Pets	Pets Policy in place Pets will be considered with prior approval by Quercus Housing	

	Internal features of flats	Open plan kitchen/lounge/dining
		Heating and hot water provided via Air Source Heat Pumps
		All flats are fitted with traditional baths with over bath shower facility
	Council Tax	All flats are charged at Sevenoaks District Council's Annual Council Tax rates - Bandings to be confirmed
	Landscaping and external areas	All land owned by Quercus Housing as part of the overall development will be maintained by Quercus Housing or their appointed managing agent
	Refuse storage/collection	Household refuse should be bagged by the resident, taken to the residential bin storage area, and placed in bins provided
	Communal Areas	Internal hallways, all stairs and hallways must be kept clear to comply with fire safety requirements Resident's items must be stored within the flat and NOT in the hallways or under the stairwell Any storage of items such as mobility scooter etc. will require prior approval by Quercus Housing Communal areas and staircases to all levels will be maintained by Quercus Housing or their managing agent
	TV and Media	A TV connection point is provided in each flat. Residents will be responsible for obtaining their own individual TV licence
		Additional satellite dishes/aerials are not permitted to be fitted to the external elevations of the property
		A WiFi connection point is provided in each flat
10	Funding	Sevenoaks District Council's s106 Housing Pots (affordable housing commuted sums) as per Core Strategy 2011, Policy SP3 Kent County Council funding, Homes for Ukraine Local Authority Housing Fund, Homes for Ukraine Public Works Loan Board
11	Planning or funding conditions attached to the development which are relevant to allocation of the flats	None
12	Objectives met by the development	Aims:- <ul style="list-style-type: none"> <li>• To establish a balanced and stable community</li> <li>• To meet local housing need</li> <li>• To be mindful of the number and age of children living in the scheme</li> <li>• To ensure the scheme is an attractive place where people want to live</li> <li>• To assist Local Essential Workers, as defined in the <a href="#">Sevenoaks District Housing Register Allocations Policy 2022-2027</a></li> <li>• To assist households who are part of the Homes for Ukraine initiative</li> <li>• To assist Sevenoaks District Council with its homeless duties, enabling those duties to be discharged, with priority given to applicants moving on from their temporary accommodation placements into permanent homes</li> </ul>

13	Management problems in the area eg demographic, economic, density of residents etc.	None known There is good access to public transport, shops and health facilities which are all within walking distance.
<b>Local Lettings Policy</b>		
1	Allocation	<b>Affordable Rented Housing.</b>
		For first lets of the 6 affordable rented flats priority will be given to applicants who are being housed through the Homes for Ukraine scheme and are local essential workers Every effort will be made to let to local essential workers, however, to avoid void flats consideration will be given to applicants from the Homes for Ukraine scheme who are not working and or are currently placed in temporary accommodation
		First lets will be let to applicants on the Sevenoaks District Council Housing Register
		<b>Intermediate Rented Housing</b>
		Flats will be let to those on the Sevenoaks District Housing Register or those identified by the Sevenoaks District Housing Accommodation Team as being in housing need
		Priority will be given to Local Essential Workers
		Further priority will be given to those who are currently placed in temporary accommodation
		<b>All Flats</b>
		All flats will be let directly by the Sevenoaks District Council's Housing Accommodation Team
		Flats will be allocated as appropriate for the size of the household and property in line with 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
		All prospective residents will need to provide verification documents including proof of identify proof of residency, proof of income and savings and a passport sized photo
		Quercus Housing will seek to obtain references for prospective residents where applicable
		All applicants will need to complete an affordability check with Quercus Housing through the Sevenoaks District Council's Housing Accommodation Team
2	Duration of Local Letting Criteria	The local letting criteria will be in place for first lettings only
3	Does the proposed criteria 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 on equality and diversity grounds
4	Is there sufficient demand on the Sevenoaks District Council's Housing Register?	Yes, the need for 1 and 2 bedroom homes is high and this scheme will assist in meeting the needs of the Housing Register

**Agreement reached by (signature):**

**Alison Simmons, Head of Housing, Sevenoaks District Council**

**Martin Goodman, Company Secretary, Quercus Housing**

**Jim Carrington-West, Director, Quercus Housing**

**Date of Agreement:**