

Decision Number: 15 (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 31 – 41 (odd) Park View Close and 18B/C Cedar Drive, Edenbridge, Kent

**Details of Decision taken**

To approve a Local Lettings Plan for the Quercus Housing scheme at 31 – 41 (odd) Park View Close and 18B/C Cedar Drive, Edenbridge, comprising 8 Affordable 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 to applicants under the Homes for Ukraine initiative;
- 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.

**All Documents considered:**

Local Letting Plan for 31 – 41 (odd) Park View Close and 18B/C Cedar Drive, Edenbridge, 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**

(For Democratic Services use)


Decision Number: 15 (2023/24)

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).

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: 15 (2023/24)

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	14 <sup>th</sup> Dec '23
Record made by:	Phil Magee
Date of record:	15/12/2023

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 31 - 41 (odd) Park View Close and 18B/C Cedar Drive, Edenbridge, Kent			
1	Name of Development	Park View Close and Cedar Drive	
2	Landlord of Development	Quercus Housing	
3	Mix	6 houses - Park View Close 2 flats - Cedar Drive	
4	Number, size, type and tenure of homes		<b>Tenure</b>
	Site 6 - Park View Close	3 x 3 bedroom 5 person houses	Affordable Rented
		3 x 2 bedroom 4 person houses	Affordable Rented
	Site 7 - Cedar Drive	<b>First Floor</b>	
		2 x 1 bedroom 2 person 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 = £693.12 per month  2 bedroom house = £897.52 per month  3 bedroom house = £1,126.83 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>	
6	Completion Date	Homes are due to be handed over and ready for letting as follows:  Site 6 = January 2024 Site 7 = March 2024	
7	Build Standards	All homes meet the Nationally Described Space Standard. First Floor flats are not lift assisted.	
8	Gifted Items	Built in single oven, induction hob and extractor fan. Floor coverings in all rooms.	
9	Any limitations or special features that may affect residents e.g. restricted parking etc.		
	Parking	1 bedroom flat have 1 allocated parking space 2 bedroom houses have 1 in-curtilage parking space with electric vehicle charging point	

		3 bedroom houses have 2 in-curtilage parking spaces with electric vehicle charging point.
	Pets	Pets will be considered with prior approval by Quercus Housing
	Internal features	<b>Houses</b> Open plan kitchen/lounge/dining (3 bedroom houses) Kitchen. Lounge/dining room (2 bedroom houses).
		Heating and hot water provided via Air Source Heat Pumps
		Ground floor WC, family bathroom with shower over bath and ensuite shower room to Bedroom 1
		<b>Flats</b> Open plan kitchen/lounge/dining
		Heating and hot water provided via Air Source Heat Pumps
		Bathroom with shower over bath
	Council Tax	All homes are charged at Sevenoaks District Council's Annual Council Tax rates - Bandings to be confirmed
	Landscaping and external areas	<b>Houses</b> Private rear gardens, provided with turfing and paving. <b>Flats</b> Private amenity space, provided with paving.  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	<b>Houses</b> Household refuse should be bagged by the resident and left outside the front of the home on the morning of refuse collection. <b>Flats</b> Household refuse should be bagged by the resident, taken to the residential bin storage area, and placed in bins provided
	Communal Areas	No communal areas
	TV and Media	A TV connection point is provided. 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 home
10	Funding	Local Authority Housing Fund - Homes for Ukraine and Kent County Council - Homes for Ukraine
11	Planning or funding conditions attached to the development which are relevant to	None

	allocation of the homes	
12	Objectives met by the development	<p>Aims:-</p> <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 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.	<p>None known</p> <p>There is good access to public transport, shops and health facilities which are all within walking distance.</p>
<b>Local Lettings Policy</b>		
1	Allocation	<p>For first lets, priority will be given to applicants who are being housed through the Homes for Ukraine scheme.</p> <p>Further priority will be given to those applicants who are currently placed in temporary accommodation.</p> <p>First lets will be let to applicants on the Sevenoaks District Council Housing Register</p> <p>All homes will be let directly by the Sevenoaks District Council's Housing Accommodation Team</p> <p>Homes 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</p> <p>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</p> <p>Quercus Housing will seek to obtain references for prospective residents where applicable</p> <p>All applicants will need to complete an affordability check with Quercus Housing through the Sevenoaks District Council's Housing Accommodation Team</p>

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, 2 and 3 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:**