

## LETTINGS PLAN FOR MILL HALL HYDE HOUSING

### Summary

This development consists of 52 properties, 13 for general needs Affordable Rent (80% of Market Rent), 5 for general needs Affordable Rent (65% of Market Rent), and 28 for Shared Ownership, the balance being for open market sale. The mix for the Affordable Dwellings is as follows:

Tenure	1 bed	2 bed	3 Bed	Total
Affordable Rent	3	10		13
Social Rent		5		5
Shared Ownership	2	10	16	28

All the Affordable Rent flats are in Block 7. The five Affordable Rent (65% of Market Rent) flats are two bed units all in Block 7:

PLOT	FULL POSTAL ADDRESS	BLOCK	No of Bedrooms
35	Flat 1	7	2
36	Flat 2	7	2
37	Flat 3	7	2
39	Flat 5	7	2
40	Flat 6	7	2

This plan operates in conjunction with the Council's Housing Allocation Scheme and is for first and subsequent lets of the properties managed by Hyde Housing to which Tonbridge & Malling Borough Council have nomination rights. It is designed to support sustainable letting on the development and to provide a balance, maximising the meeting of housing need whilst seeking the prevention of potential management problems occurring on the site.

### Aims

The aims of this local lettings plan are:

- To establish a balanced community, by letting to a mix of applicant types and household sizes, and transferring households.
- To prioritise economically active households for the five Affordable Rent (65% of Market Rent) units.
- To achieve sustainable tenancies.
- To support integration into the surrounding established community.
- Any refusals based on criminal convictions or ASB, including drug related crimes to be agreed by both parties.

## **Kent HomeChoice**

All affordable homes that become vacant within this development will be advertised by Hyde Housing via the Kent Homechoice Choice Based Lettings (CBL) scheme. From time to time the Council may also need to offer properties as a direct let outside of Choice Based Lettings. On first let properties will be advertised at least 8 weeks prior to handover of the scheme. The advertisements will clearly state that a Lettings Plan applies. A link to the lettings plan will be attached to the advert.

Applicants wishing to be considered for homes including existing tenants seeking a transfer must be included on the Council's Housing Register. When vacant properties are advertised, applicants should bid in the usual way. At the close of bidding, a shortlist of applicants that have placed bids will be produced. The highest priority applicant will usually be offered the property, subject to meeting the preference requirements of this lettings plan and the pre-tenancy verification requirements of the housing association. In the event of two or more applicants sharing the priority band, their registration date order will be used to determine priority.

### **Shortlisting**

The Homechoice team will verify whether the applicant meets any of the criteria to award preference. Applicants who meet the criteria and are awarded preference will be considered first. Other applicants will only be considered if the property is not let to an applicant with preference.

The allocation of homes will be in accordance with the following:

- The Council will nominate applicants for each property for consideration by Hyde Housing.
- The top applicant will be invited to be interviewed by Hyde Housing, and with the aim to combine this with a viewing of the actual property.
- Any applicants identified as having found to have committed any acts of ASB in the last 5 Years or have any unspent convictions for the types of offence that could pose a risk to other occupants will not usually be considered.

### **Allocation Process**

Hyde Housing will allocate the rented properties and select which applicants will be offered in line with Tonbridge & Malling Borough Council's Housing Allocation Scheme. Allocations will follow the terms of the relevant Nomination Agreement signed by both/all parties.

All applicants will be offered an Introductory or Starter Tenancy in line with Hyde Housing's policies and procedures unless they already hold a tenancy with another Housing Association.

## **Details of Lettings Plan**

### **1) For all the Affordable Rent Homes (both 65% and 80% of Market Rent)**

From time to time the Council may need to offer properties as a direct let outside of Choice Based Lettings.

### **2) For the five Affordable Rent (65% of Market Rent) Homes**

A preference will be given to applicants who are economically active. Where possible, all of the Affordable Rent (65% of Market Rent) properties will be let to households where one or more members is employed on a permanent basis. Our approach will be to prioritise offers of housing to applicants that meet the criteria set out below. Information about current employment will be identified when applicants are invited to be interviewed for the properties, when they will need to provide proof.

1. A permanent employment contract
2. A long-term temporary contract
3. Self-employed
4. Tenants who are working more than 16 hours per week

Households that are unable to be economically active through reasons such as being full time carers, not being of working age, or having a disability stopping them from working will be treated as if economically active.

### **Marketing Plan for the Shared Ownership Units**

- All homes to be advertised through Help To Buy
- Applicants must have a local connection with the Borough of Tonbridge & Malling
- Where possible priority will be given to existing renting social housing residents, from any housing association

### **Review Process**

This lettings plan has been drawn up in partnership between Tonbridge & Malling Borough Council and Hyde Housing. Both parties are positive about the principles of the lettings plan, and are keen to see successful long-term lettings achieved at the new scheme.

This local lettings plan will be reviewed annually with any amendments to be agreed by both parties.

**Tonbridge & Malling Borough Council**


Signed by 

Print Name(s)..... Chris Knowles

Designation..... Housing Strategy & Enabling Manager

Date 13 June 2016

**Hyde Housing**

Signed by 

Print Name(s)... Sarah Osborne

Designation Empty Homes and Lettings Team Leader

Date 9 June 2016