



Local Lettings Plan (LLP) for Kings Hill Phase 3, Kings Hill, Kent

1.0 Introduction

- 1.1 This development consists of 112 properties, with 78 general needs homes for rent (including both social rent and affordable rent) and 34 homes for sale on a shared ownership basis through Help to Buy as follows:

Table of Affordable Housing units for Kings Hill phase 3

Tenure/Unit type	1 bed flats	2 bed flats	2 bed houses	3 bed houses	4 bed houses	Totals
Social rent	4	14	2	2	2	24
Affordable rent	16	24	6	5	3	54
Shared ownership	0	7	10	17	0	34
Total	20	45	18	24	5	112

- 1.2 There is no lift in the blocks of flats.
- 1.3 This plan applies to the properties listed in 1.1. Tonbridge and Malling Borough Council (the Council) has nomination rights to the rented properties managed by Clarion Housing Association (Clarion). This plan is designed to support sustainable letting on the development and balance maximising meeting housing need whilst seeking the prevention of potential management problems.
- 1.4 There may be exceptional circumstances in which the Council and Clarion agree to allocate a home outside of this LLP.
- 1.5 The circumstances of some households may need special consideration outside of the criteria of the LLP, such circumstances include (but are not limited to) the following:
- Households who have fled DV (and therefore do not have an established local connection or last settled address in the borough)
 - Former and serving members of the Regular Forces, and their relatives in line with the additional preference set out in the Housing Allocation Scheme
 - Households involved with the national witness mobility service.

- 1.6 This LLP aims to prioritise applicants with a local connection to Kings Hill, and the immediate areas of West Malling and Leybourne will have highest priority. This plan will also aim to achieve 50% of lettings to economically active households, to prevent a concentration of residents wholly dependent on welfare benefits.
- 1.7 This Local Letting Plan (LLP) doesn't apply to four shared ownership and nine rented homes at first let, which were let/sold in 2020 ahead of this LLP being agreed. However, this LLP will apply to the remaining properties at first let or sale and to all properties for re-let and re-sale.

2.0 Choice Based Letting Scheme

- 2.1 All affordable homes will be advertised by Clarion via Kent HomeChoice CBL scheme. For first let, this will be as early as possible prior to handover of the scheme. Advertisements will clearly state a Lettings Plan applies giving priority to applicants with a local connection to the immediate area.
- 2.2 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 on Kent HomeChoice. A shortlist of applicants will be produced when the bidding cycle closes and prioritised as set out below. The highest priority applicant will usually be offered the property.

3.0 Prioritisation criteria

- 3.1 There are three considerations that will prioritise households, in the following order:

- A) Local connection
- B) Economic activity
- C) Suitability or medical need for ground floor flats.

- 3.2 A) Local connection

Priority will be given to households with a local connection to Kings Hill, and the neighbouring areas of West Malling and Leybourne, in line with the definition of local connection in the Council's [Housing Allocation Scheme](#).

Households in temporary accommodation (TA) will have their local connection considered based on their last settled accommodation before placement in TA, or through family or employment. This is to ensure they are treated fairly, regardless of where they are placed in TA.

- 3.3 B) Economic activity

This plan aims for 50% of homes to be let to economically active households: where one or more household members are permanently employed or actively seeking employment while receiving Job Seekers Allowance. Applicants will be required to evidence their employment information at interview stage.

- 3.4 C) Suitability or medical need for ground floor units

To reflect the fact that there's no lift servicing the flats, households with a relevant medical need will be given priority for ground floor flats if they meet their needs.

4.0 Shortlisting

- 4.1 Clarion's Available Homes Team, in consultation with the Council's Housing Solutions team will contact households who have placed a bid for a property to check and verify if they meet any of the criteria outlined in this plan and assign priority in the order set out in 3.0.

This may be before the end of the bidding cycle to speed up the process, but it must be made clear to household that this is an information checking discussion and it not an offer of housing.

- 4.2 In the event of two or more applicants sharing top priority in line with the criteria in this lettings plan, registration date will be used to determine priority.

5.0 Allocation Process

- 5.1 Homes will be allocated as follows:

- Clarion will notify the Council when shortlisting is complete
- Clarion will invite the applicant at the top of the shortlist for interview and to view the home
- Applicants will need to provide any information requested, and confirm they meet Clarion's Allocation Policy (which can be found at <https://www.myclarionhousing.com/about-us/clarion-housing-policies>)

- 5.2 Clarion will allocate the homes in line with this local lettings plan and the Council's Housing Allocation Scheme.

- 5.3 Applicants will be offered an Assured or Fixed Term Tenancy in line with Clarion's Tenancy Policy (which can be found at <https://www.myclarionhousing.com/about-us/clarion-housing-policies>). Applicants who are transferring from a Registered Provider or Local Authority will be offered an agreement with the same security of tenure (those with an Assured or Secure tenancy will be given an Assured Tenancy).

6.0 Intermediate housing - marketing plan for shared ownership units

- All homes will be advertised through Help to Buy
- In line with government priorities, top priority will be awarded to serving military personnel and former members of the British Armed Forces honourably discharged in the last two years
- Priority will be given to existing renting social housing residents (housing associations or local authorities) where possible
- Households with a local connection to the Tonbridge and Malling Borough will also receive priority.

7.0 Review Process

- 7.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and Clarion Housing Association. 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.

- 7.2 This Local Lettings plan will be reviewed annually and any amendments will be agreed by both parties. Clarion will collect household data to enable compliance with the principles of this agreement to be monitored and will share this with the Council annually. The review may consider:

- Turnover of vacancies

- Failed tenancies and the reasons for failure
- Households accessing or needing support services
- Anti-social behaviour and its impact
- General tenant satisfaction
- Any changes to the Council's or Clarion's policies.

Tonbridge and Malling Borough Council

Signed by:



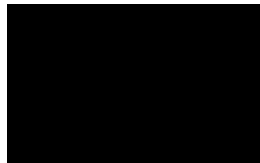
Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date: 10 June 2021

Clarion Housing Association

Signed by:



Name(s): Chris Simmons

Designation: Head of Operations – South Region

Date: 10/06/2021