

Local Lettings Plan for Peters Village, Wouldham, Kent

1.0 Introduction

- 1.1 This development consists of 31 properties, with 23 general needs homes for rent and 8 homes for sale on a shared ownership basis through Help to Buy.
- 1.2 The homes for rent include 17 houses and 6 flats as follows: 7 x 2bed (4 person) houses, 8 x 3bed (5 person) houses and 2 x 4bed (6 person) houses and 6 x 2bed (4 person) flats. There are 8 x 2bed shared ownership houses.
- 1.3 There is no lift in the blocks of flats.
- 1.4 This plan is for the letting of properties managed by Hyde Housing Association to which Tonbridge and Malling Borough Council have nomination rights. It is designed to support sustainable letting on the development.
- 1.5 This local lettings plan aims to prioritise applicants with a local connection to Tonbridge and Malling on a cascade basis. Households with a connection to Wouldham, and the immediate villages of Burham and Eccles will have highest priority. This plan will also aim to achieve approximately 50% of lettings to economically active households, to prevent a concentration of residents wholly dependent on welfare benefits.

2.0 Choice Based Letting Scheme

- 2.1 For first let all affordable homes will be advertised by Hyde via Kent HomeChoice CBL scheme. This will be as early as possible prior to handover of the scheme. Advertisements will clearly state a Lettings Plan applies giving preference 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 Local connection

- 3.1 Priority will be given to households with a local connection to Wouldham, and the neighbouring villages of Burham and Eccles, in line with the definition of local connection in the Council's [Housing Allocation Scheme](#).
- 3.2 Priority will be allocated in the following order:

- 1) Local connection to Wouldham and the neighbouring parishes of Burham and Eccles
- 2) Local connection to neighbouring areas of the borough: Snodland (Snodland West & Holborough Lakes, Snodland East & Ham Hill) and Medway gap (Larkfield North, Larkfield South, Aylesford North & Walderslade, Aylesford South, Ditton and East Mallings)
- 3) Local connection to other areas in the Borough.

4.0 Ground floor units

- 4.1 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.

5.0 Economic activity

- 5.1 This plan aims for approximately 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 prioritised in the following order:
 - 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
 - 5) Training for employment.
- 5.2 Applicants will be required to evidence their employment information at interview stage.
- 5.3 Households not able to be economically active because they are not working age, are full time carers, due to a disability or impairment, will be treated as economically active.

6.0 Shortlisting

- 6.1 The Council's Housing Options and Support team will contact households who have placed a bid for a property to check if they meet any of the criteria outlined in this plan and assign priority. This may be before the end of the bidding cycle.
- 6.2 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.
- 6.3 Applicants will be considered in priority order.

7.0 Allocation Process

7.1 Homes will be allocated as follows:

- The Council will notify Hyde when shortlisting is complete. This will be within five working days of the bidding closing.
- Hyde 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 do not have any unspent convictions or committed ASB in the last five years.

7.2 Allocations will follow the terms set out in the S106 agreement for the development.

7.3 Hyde Housing Association will allocate the homes in line with this local lettings plan, and Tonbridge and Malling Borough Council's Housing Allocation Scheme.

7.4 Applicants will be offered a tenancy based on Hyde's Allocation Policy.

8.0 Review Process

8.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and Hyde. 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.

8.2 This local lettings plan will be reviewed annually and any amendments will be agreed by both parties. Both parties will collect household data to enable compliance with the principles of this agreement to be monitored, and inform the annual review. 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 Tonbridge and Malling Borough Council or Hyde's policies.

Tonbridge and Malling Borough Council

Signed by:



Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date: 18 06 19.

Hyde Housing Association

Signed by: Matthew Ostler

Name(s): Matthew Ostler

Designation: Head of Empty Homes & Lettings

Date: 18.06.19