

Local Lettings Plan (LLP) for Carpenters Lane

1.0 Introduction

- 1.1 This plan applies to the 10 homes in Carpenters Lane, 7 provided at social rents and 3 provided as shared ownership by Town and Country Housing:

Tenure/Unit type	1 bed flat above garage	2 bed flat (3 person)	3 bed houses	Totals
Social rent	2	4	1	7
Shared ownership	0	0	3	3

- 1.2 Tonbridge and Malling Borough Council (TMBC) has nomination rights to the rented properties managed by Town and Country Housing (TCH) and this Local Lettings Plan (LLP) is designed to support sustainable letting on the development and balance maximising meeting housing need whilst seeking the prevention of potential management problems.
- 1.3 There may be exceptional circumstances in which TMBC and TCH agree to allocate a home outside of this LLP.
- 1.4 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 domestic abuse (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
 - Households owed a statutory housing duty by TMBC.
- 1.5 This LLP aims to prioritise applicants with a local connection to the immediate area of the development, those with a local connection to the wards of Hadlow and East Peckham ward, Downs and Mereworth ward and Watlington ward 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.

2.0 Choice Based Letting Scheme

- 2.1 All affordable homes will be advertised by TCH via Kent HomeChoice (Choice Based Letting (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 two considerations that will inform the prioritisation of households, in the following order:

- A) Local connection
- B) Economic activity.

- 3.2 A) Local connection
Top priority will be given to households with a local connection to the wards of Hadlow and East Peckham ward, Downs and Mereworth ward and Wateringbury ward, 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 the applicant or joint applicant is permanently employed or in training.

Applicants will be required to evidence their employment information at interview stage.

4.0 Shortlisting

- 4.1 TCH's Lettings Team, in conjunction 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 section 3.0 above.

This may be before the end of the bidding cycle to speed up the process, but it must be made clear to the 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 local lettings plan, registration date will be used to determine priority.

5.0 Allocation Process

- 5.1 Homes will be allocated as follows:

- TCH will notify the Council when shortlisting is complete and provide evidence of the shortlisting process for verification purposes
- TCH 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 TCH's criteria as outlined in their [Lettings Policy](#).

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

- 5.3 Applicants will be offered a starter tenancy, Assured (non-shorthold) periodic tenancy or in exceptional circumstances an Assured shorthold fixed term tenancy in line with Town and Country Housing's Tenancy Policy. 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 [non-shorthold] Tenancy).

6.0 Intermediate housing - approach to shared ownership sales

- 6.1 All homes will be advertised through Help to Buy and prioritisation will be informed by government policy and local connection.

- 6.2 There are two considerations that will inform the prioritisation of households, in the following order:

A) Households awarded priority for Help to Buy under any relevant government policy or criteria in place at the time of sale/re-sale, (for example serving military personnel and former members of the British Armed Forces honourably discharged in the last two years and households who are existing rented social housing residents (housing associations and local authority tenants)).

B) Local connection

Top priority will be given to households with a local connection to the wards of Hadlow and East Peckham ward, Downs and Mereworth ward and Watlington ward in line with the definition of local connection in the Council's [Housing Allocation Scheme](#).

Secondary priority will then be given to households with a local connection to the rest of the Borough of Tonbridge and Malling.

- 6.3 At the point of first sale, a period of six months will be made for prioritisation of households with a local connection to TMBC; six months will be from the point the home/s are actively marketed and available to view/a show home. At first sale the show home may be a similar property within the development.
- 6.4 For re-sales, priority will be given to any households with a local connection within the marketing period alongside the Help to Buy criteria for any interested buyers.
- 6.5 If there are no interested eligible buyers with a local connection, homes may then be sold to any household eligible for Help to Buy in line with such Government criteria as may be in place at the time of sale/re-sale.

7.0 Review Process

- 7.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and Town and Country 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.
- 7.2 This Local Lettings plan will be reviewed annually, and any amendments will be agreed by both parties. Town and Country will collect household data to enable compliance with the principles of this agreement to be monitored and will share this with Tonbridge and Malling 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 Tonbridge and Malling Borough Council or TCH's policies.

Tonbridge and Malling Borough Council

Signed by:



Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date: 29 November 2022

Town and Country Housing

Signed by:



Name(s): Keith Cane

Designation: Head of Integration

Date: 21 November 2022