

Local Lettings Plan (LLP) for Sportsmans Farm (rented affordable homes)

1.0 Introduction

- 1.1 This plan applies to the 29 homes in Sportsmans Farm which are provided at Affordable Rents, due to complete February 2022 – November 2023:

Tenure/Unit type	1bed flat	2 bed houses	3 bed houses	4 bed houses	5 bed houses	Total
Occupancy (persons)	2	3	4	6	8	
Affordable rent	12*	10	5	1	1	29

*one 1bed flat is a wheelchair accessible home.

- 1.2 Tonbridge and Malling Borough Council (TMBC) has nomination rights to the rented properties managed by Golding Homes Limited (Golding) 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 Golding 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 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
 - 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 West Malling & Leybourne and Kings Hill 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 Golding 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
- C) Consideration of medical need for ground floor flats or a wheelchair accessible home: applicable to one 1bed flat only.

- 3.2 A) Local connection

Priority will be given to households with a local connection to the wards of West Malling & Leybourne and Kings Hill, 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 (i.e. where one or more household members are permanently employed).

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

- 3.4 C) Suitability or medical need for ground floor units and medical need for a wheelchair accessible home

Flats: 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 subject to the prioritisation criteria in A and B.

Wheelchair accessible home: there is one home, a 1bed flat, built to building regulations M4(2) to provide a home suitable for a wheelchair user. This home will be prioritised for households with an evidenced medical need for an accessible home, above all other prioritisation criteria set out in this LLP.

4.0 Shortlisting

- 4.1 Golding's Lettings 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:

- Golding will notify the Council when shortlisting is complete and provide evidence of the shortlisting process for verification purposes
- Golding 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 Golding's criteria as outlined in the nomination agreement between the Council and Golding Homes.

5.2 Golding will allocate the homes in line with this local lettings plan, the nomination agreement in place between Golding and TMBC and TMBC's Housing Allocation Scheme.

5.3 Applicants will be offered a starter tenancy and then an Assured (non-shorthold) periodic tenancy in line with Golding's 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.

6.0 Review Process

6.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and Golding Homes Limited. 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.

6.2 This Local Lettings plan will be reviewed annually and any amendments will be agreed by both parties. Golding Homes 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 Golding Homes' policies.

Tonbridge and Malling Borough Council

Signed by:



Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date: 27th April 2022

Golding Homes Limited

Signed by:



Name(s): Samantha Butler

Designation: Onboarding Manager

Date: 26th April 2022

Local Lettings Plan (LLP) for Sportsmans Farm Addendum

This LLP Addendum dated 15th May 2023

Between: Tonbridge and Malling Borough Council

And

Golding Homes Limited

1.0 Tonbridge Borough Council and Golding Homes Limited agree to amend the LLP dated 27 April 2022.

2.0 This is the first amendment to the agreed LLP.

3.0 Amendment

The LLP is amended as follows to reflect ward boundary changes applicable from May 2023:

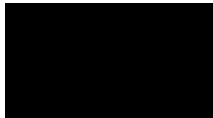
A) Those with a local connection to the wards of East Malling, West Malling and Offham ward and Kings Hill ward will receive priority under the LLP.

B) References to the previous wards of West Malling and Leybourne ward and Kings Hill ward are all replaced with the wards of East Malling, West Malling and Offham ward and Kings Hill ward.

4.0 All other terms remain as agreed in April 2022.

Tonbridge and Malling Borough Council

Signed by:



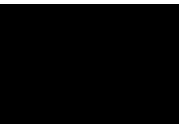
Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date: 17/05/23

Golding Homes Limited

Signed by:



Name(s): Francesca Spencer

Designation: Onboarding Manager

Date: 17/05/23