

Local Lettings Plan (LLP) for Clare Park, New Road, East Malling (18 03008 OA)

1.0 Introduction

- 1.1 This plan applies to 28 homes at Clare Park, New Road, East Malling (20 provided at affordable rents and 8 as shared ownership) provided by Sage Housing:

Tenure/Unit type	1 bed flat	2 bed flat	2 bed houses	3 bed houses	Totals
Affordable Rent	8	8	2	2*	20
Shared Ownership	0	0	4	4	8

*One 3bed house is a wheelchair accessible home.

- 1.2 Tonbridge and Malling Borough Council (TMBC) has nomination rights to the rented properties managed by Sage 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 Sage 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 gives priority to applicants with a local connection to the immediate area of the development, those with a local connection to East Malling, West Malling and Offham ward and Kings Hill 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 Sage 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 wheelchair accessible home: applicable to one 3bed house only.

- 3.2 A) Local connection

Priority will be given to households with a local connection to East Malling, West Malling and Offham ward and Kings Hill 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 lead or joint applicant is permanently employed.

Applicants will be required to evidence their employment information to Sage as part of the offer and pre-tenancy checks.

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

Ground floor flats: to reflect the fact there is no lift servicing the two blocks of flats in this provision 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 3bed house, built to meet 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 Sage's Lettings 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 in consultation with the Council's Housing Solutions team.

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:

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

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

- 5.3 At first let applicants will be offered a 12 month starter tenancy to be followed by an Assured shorthold fixed term tenancy (with a minimum period of 5 years) in line with Sage's [Tenancy Policy](#).

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 to Tonbridge and Malling Borough.

- 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 East Malling, West Malling and Offham ward and Kings Hill 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 is complete. 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 Sage 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. Sage 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 Sage's policies.

Tonbridge and Malling Borough Council

Signed by:



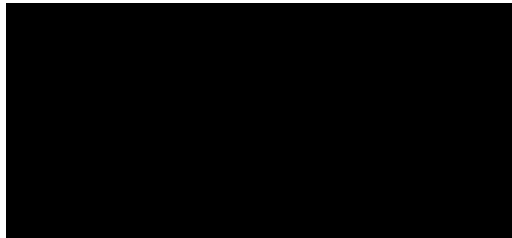
Name(s): Eleanor Hoyle

Designation: Director of Planning, Housing and Environmental Health

Date: 25 May 2023

Sage Homes

Signed by:



Tom Quaye Head of Lettings

Date: 24/05/2023