



## Local Lettings Plan (LLP) for Peters Village parcels 3a and 3b

### 1.0 Introduction

- 1.1 This plan applies to 44 homes in Peters Village provided by Orbit homes (10 provided at affordable rents and 34 as shared ownership homes):

Tenure/Unit type	1 bed flat	2 bed flat	2 bed house	3 bed house	Totals
Affordable Rent	6	4	0	0	10
Shared Ownership	0	12	10	12	34

Note: there is no lift in the block of flats.

There are 12 additional shared ownership homes being provided at this site not included in this agreement as they are not part of the affordable housing provision required in the planning permission and S106:

Tenure/Unit type	1 bed flat	2 bed flat	2 bed house	3 bed house	Totals
Additional Shared Ownership (non S106 provision)	0	0	0	12	12

At first sale 38 shared ownership homes have been sold without this Local Lettings Plan (LLP) in place.

- 1.2 Tonbridge and Malling Borough Council (TMBC) has nomination rights to the rented properties managed by Orbit homes (Orbit) and this 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 Orbit agree to allocate a home outside of this LLP.
- 1.4 This LLP gives priority to households with a local connection to the immediate area of the development, those with a local connection to Aylesford North & North Downs ward and Walderslade 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 for rent will be advertised by Orbit 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 relevant wards.
- 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 in 3.0 below. The highest priority applicant will usually be offered the property.

## **3.0 Prioritisation criteria for rented homes**

- 3.1 There are two considerations that will inform the prioritisation of households for the allocation of properties in the following order:

- A) Local connection
- B) Economic activity

Ground floor flats will be considered using the above prioritisation criteria and medical need for a ground floor home. Households with a need for ground floor accommodation who also meet prioritisation criteria A or B will be prioritised for these homes. Next priority will be to those with a medical need for a ground floor home, regardless of meeting criteria A or B.

- 3.2 A) Local connection

Priority will be given to households with a local connection to Aylesford North & North Downs ward and Walderslade 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. 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 or in work-based training.

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

Households not able to be economically active because they are not working age, are full time carers, due to a disability or impairment, will not have the economically active element of priority considered, i.e. they will be treated in a neutral way and not bypassed due to not working should they be next in line to be offered in line once the other criteria of this local lettings plan has been applied.

- 3.4 Ground floor flats will be prioritised for households with a medical need for a ground floor home. Prioritisation criteria A and B will be applied to prioritise households with a medical need for ground floor. If there are no such households, the properties will be prioritised for any household with a medical need for a ground floor home.

If there are no suitable households with a medical need for a ground floor home the remaining homes will be allocated in the same way as the other flats, with criteria A and B applying in the first instance.

#### **4.0 Shortlisting**

- 4.1 Orbit'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 is 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:

- Orbit will notify the Council when shortlisting is complete and provide evidence of the shortlisting process for verification purposes
- Orbit will invite the applicant at the top of the shortlist for interview
- Applicants will need to provide any information requested, and confirm they meet Orbit's criteria as outlined in their [Lettings Policy](#).

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

- 5.3 Applicants will be offered an assured non-shorthold tenancy. 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 proactively advertised by Orbit, including through Orbit's website and other platforms such as Share to Buy as appropriate.
- 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 guidance and capital funding 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).
- B) Local connection
- Where demand for initial sales from eligible buyers outweighs supply, priority will be given to households with a local connection.
- Top priority will be given to households with a local connection to Aylesford North & North Downs ward and Walderslade ward in line with the definition of local connection in the Council's [Affordable Home Ownership Discount Sale Policy](#) (or equivalent Council Policy in place at the point of sale).
- Secondary priority will then be given to households with a local connection to the rest of the Borough of Tonbridge and Malling.
- 6.3 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. If there are no interested eligible buyers with a local connection, homes may be sold to any household eligible for Shared Ownership housing in line with Government criteria in place at the time of the re-sale.

## **7.0 Review Process**

- 7.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and Orbit 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. Orbit 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 and customer satisfaction
- Sales and resales information
- Any changes to Tonbridge and Malling Borough Council or Orbit's policies.

## **Tonbridge and Malling Borough Council**

Signed by:

[REDACTED]

Name(s):

[REDACTED]

Designation: Director of Planning, Housing and Environmental Health

Date:

[REDACTED]

## **Orbit Group Ltd**

Signed by:

[REDACTED]

Name(s):

[REDACTED]

Designation:

Date:

[REDACTED]

## **Orbit Housing Association Ltd**

Signed by:

[REDACTED]

Name(s):

[REDACTED]

Designation:

Date:

[REDACTED]

## **Local Lettings Plan (LLP) for Peters Village (Parcels 3a & 3b) Addendum**

This LLP Addendum dated 16 June 2025

Between: Tonbridge and Malling Borough Council

And

Orbit Group Ltd

And

Orbit Housing Association Ltd

1.0 Tonbridge and Malling Borough Council and Orbit Homes agree to amend the LLP dated 26 September 2025.

2.0 This is the first amendment to the agreed LLP.

3.0 Amendment

The LLP is amended as follows to reflect 2 additional S106 affordable homes secured on the site by Orbit in June 2025:

- A. One additional 3bed affordable home is provided on the site for sale on a shared ownership basis
- B. One additional 3bed affordable homes is provided on the site for Affordable Rent

4.0 All other terms remain as agreed in September 2025.

## **Tonbridge and Malling Borough Council**

Signed by:

[Redacted Signature]

Name(s):

[Redacted Name]

Designation: Director of Planning, Housing and Environmental Health

Date:

[Redacted Date]

## **Orbit Group Ltd**

Signed by:

[Redacted Signature]

Name(s):

[Redacted Name]

Designation:

Date:

[Redacted Date]

## **Orbit Housing Association Ltd**

Signed by:

[Redacted Signature]

Name(s):

[Redacted Name]

Designation:

Date:

[Redacted Date]