



## Local Lettings Plan (LLP) for Barden Croft

(planning references 19 003014 OAEA and 22 0260 RM)

### 1. Introduction

- 1.1 Local Lettings Plan applies to the 50 homes in the Barden Croft development, Tonbridge, with 35 homes for rent and 15 homes for shared ownership sale provided by Clarion Housing.

- 1.2 The 50 affordable homes provided are summarised in the table below:

Tenure/type	1bed flat	2bed flat	2bed house	3bed house	4bed house	Total
Occupancy – number of people	1-2	2-4	2-4	3-5	4-6	
Social Rent	0	0	0	0	0	0
Affordable Rent	3	18	2	7	5	35
Shared Ownership	0	0	7	8	0	15

There is no lift access in the blocks of flats.

- 1.3 Tonbridge and Malling Borough Council (TMBC) has nomination rights to the rented properties managed by Clarion Housing (Clarion) and this Local Lettings Plan (LLP) is designed to support sustainable lettings on the development balanced with maximising meeting housing need to prevent potential management problems.
- 1.4 There may be exceptional circumstances in which TMBC and Clarion agree to allocate a home outside of this LLP.
- 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 wards in the Tonbridge area comprising Trench ward, Higham ward, Vauxhall ward, Judd ward and Cage Green 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. Choice Based Letting Scheme

- 2.1 Affordable homes for rent will be advertised by Clarion 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.

## 3. Prioritisation criteria

- 3.1 There are two considerations that will inform the prioritisation of households for the allocation of properties in the following order, with local connection giving top priority:
  - A) Local connection
  - B) Economic activity
- 3.2 Ground floor flats will be considered using the above prioritisation criteria and medical need for a ground floor home. Households with a need for a ground floor accommodation who also meet prioritisation criteria A or B will be prioritised for these homes.
- 3.3 A) Local connection

Priority will be given to households with a local connection to Trench ward, Higham ward, Vauxhall ward, Judd ward and Cage Green ward, in line with the definition of local connection in the Council's [Housing Allocation Scheme](#).
- 3.4 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.
- 3.5 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 Clarion as part of the offer and pre-tenancy checks.
- 3.6 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 once the other criteria of this local lettings plan has been applied.

- 3.7 If no households meet local connection prioritisation criteria (A) or once all those with this prioritisation have been exhausted on a relevant shortlist then the LLP will not apply.

#### 4. Shortlisting

- 4.1 The Council's Housing Register team will check register information for 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.
- 4.2 In the event of two or more applicants sharing top priority in line with the criteria in this lettings plan, housing register application date will be used to determine priority.

#### 5. Allocation Process

- 5.1 Homes will be allocated as follows:
- The Housing Register Team will notify the RP when shortlisting is complete and provide nominations for the available homes
  - Clarion will carry out their checks (including reference checks) with a view to inviting the applicant at the top of the shortlist for interview and view the home
  - Applicants will need to provide any information requested, and confirm they meet Clarion's criteria as outlined in their [Allocations Policy](#).
- 5.2 Clarion 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 in line with Clarion's [Tenancy Policy](#).

#### 6. Intermediate housing – approach to shared ownership sales

- 6.1 All homes will be pro-actively advertised by Clarion online (including through Clarion's website and other platforms such as Share to Buy), including local promotion. Prioritisation of eligible buyers will be informed by government policy.
- 6.2 There are two considerations that will inform the prioritisation of households, for both initial sales and resales 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 – Top priority will be given to households with a local connection to Trench ward, Higham ward, Vauxhall ward, Judd ward and Cage Green 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 In cases where demand outweighs supply households with a local connection will be given priority. Interest in homes will be processed on a first come first served basis.
- 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 be sold to any household eligible for Affordable Home Ownership in line with relevant government criteria and Clarion's policy criteria in place at the time of sale.

## **7. Review Process**

- 7.1 This lettings plan has been drawn up in partnership between Tonbridge and Malling Borough Council and Clarion. Both parties are positive about the principles of the lettings plan and are keen to see successful long-term lettings achieved at the new development.
- 7.2 This lettings plan will apply for all lettings and sales on this development for two years from the date of this agreement. Both parties will then jointly review the agreement, with a view to extending it for another two years along with making any changes needed. Any changes will be agreed by both parties.
- 7.3 Clarion will collect household data to enable compliance with the principles of this agreement to be monitored and will share this with Tonbridge and Malling Borough 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
  - Sales and re-sales information
  - Any changes to Tonbridge and Malling Borough Council or Clarion's policies.

## **Tonbridge and Malling Borough Council**

Signed by:



Name(s):



Designation: Director of Planning, Housing and Environmental Health

Date:

## **Clarion Housing**

Signed by:



Name(s):



Designation: Regional Housing Lead

Date: 16 June 2025

## **Latimer Developments Limited**

Signed by:



Name(s):



Designation: Regional Sales Manager

Date: 16/06/2025