

**LETTINGS PLAN FOR THE DEVELOPMENT KNOWN AS
Old Farm Park
Oast House, 8 Old Farm Place Sidcup DA15 8FD**

Summary

This development consists of 12 properties comprising 7, one bedroom, two person flats of which 3 are fully adapted for wheelchair users and 5, two-bedroom, three person London Affordable Rent flats. Expected completion of the above properties will be September 2021.

This plan is for the letting of properties managed by Moat Homes Ltd to which the London Borough of Bexley Council have nomination rights. It is designed to support sustainable letting on the development and to provide a balance, maximising the meeting of housing need whilst seeking the prevention of potential management problems occurring on the site.

Aims

The aims of this local lettings plan are to:

- To establish a balanced community, by letting to a mix of applicant types and household sizes
- To meet the housing needs of households with a specific local connection whose needs might otherwise not be met
- To agree targets on the overall levels of economically active households to prevent a concentration of residents wholly dependent on welfare benefits
- To achieve sustainable tenancies where affordability is considered so that tenancies are not set up to fail
- To support integration into the surrounding established community
- To reduce the problems of anti-social behaviour (ASB) reported to the housing association by excluding applicants who have criminal convictions for (or a record of) ASB, including drug related crimes
- Any refusals based on criminal convictions or ASB, including drug related crimes to be agreed by both parties

Choice Based Letting Scheme

The London Borough of Bexley will make 50% of direct offers to Homeless clients in temporary accommodation who have a full homelessness duty. All direct offers will be assessed by Moat according to their Lettings Policy. The remaining 50% on this scheme of affordable homes that become vacant within this development will be advertised by Moat via the London Borough of Bexley Councils' CBL scheme, at least 8 weeks prior to handover of the scheme. The advertisements will clearly state that a Lettings Plan applies which gives preference to those applicants through criteria such as a local connection/economically active/number of children per household.

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. At the close of bidding, a shortlist of applicants that have placed bids will be produced. The highest priority applicant will usually be offered the property. In the event of two or more applicants sharing the priority band, their registration date order will be used to determine priority.

Shortlisting

Where possible, home seekers that have expressed an interest in vacant properties by placing a bid will be contacted by Bexley Allocation Service team once the bidding cycle has ended and a shortlist of nominations sent to Moat. The Bexley Allocation Service team will verify the applicant and ensure they meet the criteria for the property they have placed a bid on.

The allocation of homes will be in accordance with the following:

- The Council will send the top three applicants for each property for consideration by Moat.
- The top applicant will be invited to be interviewed by Moat, and with the aim to combine this with a viewing of the actual property.
- All applicants will be required to confirm they have not committed any acts of ASB in the last 5 years nor have any unspent convictions for the types of offence that could pose a risk to other occupants.

Allocation Process

Moat Homes Ltd will allocate the rented properties and select which applicants will be offered in line with the London Borough of Bexley Council's Allocation Policy and Tenancy Strategy. Allocations will follow the terms of the relevant Nomination Agreement signed by both/all parties and Moats Allocation Policy. London Borough of Bexley Council will check all applicants' previous tenure history and investigate where necessary before an allocation is made.

All applicants will be offered an assured tenancy with the first year being a probationary period in line with Moat's policies and procedures unless they already hold an Assured Tenancy with another Housing Association or a secure tenancy with the local authority.

Details of Lettings Plan

The purpose of the lettings plan for the rented homes is to balance the following factors.

1) A preference to applicants with a Local Connection to the London Borough of Bexley

This applies to both transfers and home seekers, and to all properties. The following are defined as having a local connection to the London Borough of Bexley, in line with their Allocations Policy:

- An applicant who currently lives within the London Borough of Bexley and has lived in the Borough continuously for a minimum of 5 years; or
- An applicant who is currently employed on a permanent basis within the borough, and has worked there continuously for the past 6 months or more; or
- An applicant who neither lives nor works in the borough but has close family members who currently live in the borough, and who have done so continuously for the last 5 years or more. Close family members are defined as parents, brothers, sisters, or adult children (aged over 18) of the applicant.

2) A preference to applicants who are economically active.

Where possible, at least four of the properties will be let to households where one or more members are either employed on a permanent basis, or actively seeking employment whilst in receipt of Job Seekers Allowance. Our approach will be to prioritise offers of housing to applicants that meet the criteria set out below. Information about current employment will be identified when applicants are invited to be interviewed for the properties and will need to provide proof.

1. A permanent employment contract
2. A long-term temporary contract
3. Self-employed
4. Tenants who are working more than 16 hours per week
5. Training for employment

Households that are unable to be economically active through reasons such as being full time carers, not being of working age, or having a disability stopping them from working will be treated as if economically active.

3) Specific details for household composition –

- 1 or 2 adults with no children will qualify for the 1 bedroom 2 person properties
- 1 or 2 adults with 1 child will qualify for the 2-bedroom 3 person properties
- To achieve an even spread of ages for children living in the homes wherever possible
- To achieve an even spread of applicants from different backgrounds e.g., working, benefits, sex, age, culture

4) Households with support needs

For households with a support need Moat will require supporting evidence and an appropriate support package to be in place at the time of the nomination, and for the foreseeable future to ensure the nomination is able to sustain the tenancy.

Review Process

This lettings plan has been drawn up in partnership between the London Borough of Bexley Council and Moat. 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.

It is intended to review this local lettings plan annually with any amendments to be agreed by both parties. The review may consider:

- Turnover of vacancies
- Any failed tenancies and the reasons why
- Households accessing/needing support services
- Anti-social behaviour and the impact this may be having
- General tenant satisfaction
- Any changes to the London Borough of Bexley or Moats policies

London Borough of Bexley Council

Signed by *Chiomakwunodulu*.....

Print Name(s)...Chiomakwunodulu.....

Designation...Housing Services Manager.....

Date...19 October 2021.....

Moat Homes Ltd

Signed by... *Russell Drury*

Print Name(s) Russell Drury.....

Designation Senior Land, New Business & Development
Manager.....

Date...19 October 2021.....