1.0 LOCATION AND PROPERTY TYPE

1.1 This plan is to govern the allocation process of the affordable rented properties developed by MTVH at Flats 1-10, Kidwell Place, 70 Between Streets, Cobham KT11 1FA. This is a block of 10 units for affordable rented and 10 units for shared ownership within a development of private residential properties and this local lettings plan applies to the affordable rented units accommodation only.

1.2 The accommodation which will be owned and managed by MTVH as affordable rented accommodation, as featured in the table below.

<table>
<thead>
<tr>
<th>Size of Property</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>One bed two person flat</td>
<td>7</td>
</tr>
<tr>
<td>Two bed three person flat</td>
<td>1</td>
</tr>
<tr>
<td>Two bed four person flat</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

1.3 Floor Levels

<table>
<thead>
<tr>
<th>Floor level</th>
<th>Number of affordable rented units</th>
<th>Number of shared ownership units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>First</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Second</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

2.0 BROAD AIM OF THE LOCAL LETTINGS PLAN

2.1 The primary aim of the local lettings plan is to achieve from first letting, a balanced and sustainable community at 46 Portsmouth Road. EBC operate a choice based lettings scheme called Search Moves and the local lettings plan will apply to all nominations made to the affordable rented units through this scheme. Properties will only be offered once all verification procedures for Search Moves have been completed.
2.2 EBC will be the nominating partner with responsibility for shortlisting the successful household for the tenancy from its housing register. The prioritisation of households bidding for properties will be governed by the Elmbridge Borough Council’s Search Moves choice based lettings scheme and the specific requirements of the local lettings plan set out in this document.

2.3 EBC Housing Allocation Policy states “Some properties (usually new build) will be advertised with the statement ‘local lettings policy applies’. In order to encourage balanced communities it will be necessary, from time to time, for a partner organisation to apply specific criteria designed to address local management issues. The policy will be representative of the needs of the community and promote community cohesion”.

2.4 For 100% of the first lettings and 75% of subsequent re-lets the properties EBC will advertise the properties on Search Moves. All vacancies on the development at Portsmouth Road at first letting will be let under the terms of this local lettings plan and households will be required to meet certain selection criteria in order to help establish a viable mixed household community.

3.0 ALLOCATION CRITERIA

3.1 The following paragraphs 3.2 to 3.10 describe the selection criteria to be taken into account in determining how to advertise and whether to bypass a household under the Search Moves choice based lettings scheme, as they do not fulfil the agreed LLP criteria.

3.2 Employment criteria

3.2.1 In order to achieve the stated aim of the local lettings plan and to create a balanced and sustainable community, it is agreed that a proportion of tenancies let under the local lettings plan will be in stable employment. This scheme is a mixed shared ownership, private and affordable rented development and it is expected most of the shared ownership and private households will be in employment. This has been taken into account when considering the minimum number of households who should be in employment in the rented units.

3.2.2 For the first lettings of the affordable rented units the percentage of nominees who should be in employment (as defined below) shall be not less than 50% i.e. 5 tenancies. The definition of employment will include at least one permanent adult member of the household is currently working at least 18 hours per week in paid employment.

3.2.3 EBC will advertise the properties through Searchmoves with a ‘W’ icon i.e. or a worker for appropriate rented properties. Upon shortlisting, EBC will carry out verification to include clarifying the applicant meets the workers definition prior to forwarding nominee details to MTVH. MTVH will carry out their usual checks at interview stage and seek evidence of employment as appropriate. Nominees who are not able to provide the required evidence or who do not meet the employment criteria detailed in this local lettings plan, will be rejected. MTVH
will inform the EBC of any such rejections and seek further nominations from the Search Moves shortlist, who meet the local lettings plan criteria.

3.3 On the 1st Floor of the block there are a total of 7 properties, 3 of which are affordable rented units, 2 x 1 bed 2 person and 1 x 2 bed 4 person. These units must be let to households that have at least one adult currently working at least 18 hours per week in paid permanent employment, and will constitute 3 out of the minimum 5 working households in the social rented properties for the scheme.

3.4 Breaches of tenancy agreement

EBC will use their best endeavours not to nominate a tenant who has bid for a property through Search Moves, if they are currently involved in antisocial behaviour proceedings or who currently have or in the last 12 months have had a history of criminal activity, as relevant to housing. This will include but is not restricted to activity relating to drugs, including dealing. This will also apply where a Notice of Seeking Possession has been served against them on the above grounds. If this type of case is identified, such applicants will be bypassed when shortlisting of households who have bid for a property. Any such cases not bypassed by EBC at the shortlisting stage, where subsequently information is obtained by MTVH at the interview stage, will be rejected by MTVH. MTVH should send a formal notification to EBC setting out clearly the reasons for their refusal and data relied upon in reaching the decision to refuse the nomination.

3.5 Rent account

Many households on EBC housing register have never, or do not currently have a tenancy or may not have disclosed this on their application. Where it is known that a household have a tenancy with a partner landlord of Search Moves but have significant rent arrears that are not as a result of housing benefit claims needing to be assessed, backdated claims or similar, such nominations may be bypassed, but each case should be treated on its merits. There can be no blanket exclusion. It will be the responsibility of Elmbridge to ensure checks are made to confirm that the applicant has an arrangement in place to pay off the arrears and have demonstrated that they have consistently kept to the agreement for at least a period of six months, prior to nominating the applicant. If this is not identified at the nomination stage and comes to attention at the MTVH interview stage, the applicant may be rejected. In this case MTVH are to send a formal notification to EBC setting out clearly the reasons for their refusal and data relied upon in reaching the decision to refuse the nomination Note homeless households where a statutory duty has been accepted are normally excluded from this requirement.

3.6 Child density

Some properties may be under-occupied against their relative potential occupancy. For example where flats are 2 bedroom 4 person bed space, they may be allocated to successful households under the Search Moves choice based lettings scheme, to households requiring 2 bedroom accommodation but are a 2 or 3 bed space household e.g. 1 adult and one child requiring separate bedrooms.
3.7 High support needs

A significant proportion the general needs properties are 1 bedroom flats. A large number of households on the EBC, Housing Register needing this size of accommodation may have a variety of support or medical problems which may result in them having a higher banding on the borough choice based lettings scheme. The range of medical problems may be quite varied. From a tenancy management viewpoint and in considering sustainable communities, the number of households who have alcohol/drug abuse problems and those who have severe and enduring mental health problems with support needs that may lead to management issues, therefore the density of such households needs to be monitored to ensure a sustainable community is maintained. Households requiring 2 bedrooms or more may also contain household members who fit the profile within this section and they also need to be considered in terms of balancing the community within Portsmouth Rd.

3.8 For the purpose of the local lettings plan the percentage of households fitting this profile should not exceed 2 households across all rented properties on the scheme.

4.0 COMPLAINTS

4.1 All initial complaints concerning the local lettings plan will be responded to by EBC or MTVH, as appropriate. In determining the relevant agency the content of the nomination agreement needs to be taken into account. Any refusal/appeal and subsequent complaint is to be dealt with by MTVH where it relates to their actions/procedures. However, if the issue relates to EBC Officers action/procedures then the Council will deal with the complaint.

5.0 MONITORING PROCESS

5.1 In order to ensure that the local lettings plan is successful, there will be a monitoring process in place to monitor both the sustainability and balance of the community that is produced, both for new lets and re-lets and shared with EBC.

5.2 An estate profile will be produced by MTVH within 18 months of the first letting to include:

- Level of void properties at any given time
- Analysis of frequency of any significant ASB issues
- Analysis of housing management activity on the estate. This would include NOSPs served for breach of tenancy.