

**Local Lettings Plan for 89,**

**Ingram Road , Gillingham**

**Kent. ME7 1SH**

# Guidance

This locally developed lettings plan is guided by Medway Councils priorities, and is compliant with Medway Councils Allocations Policy

# Description of site

* 1. Ingram Court is a development of two blocks of flats. Block A is owned by Medway Council Housing Services. Block B is privately owned.

**BLOCK A**

13 x 2b/4p flats

3 x 1b/2p flats

1x 3b/5p flat

1.2 There are two blocks.

Block A consists of 17 flats and has 4 floors (ground – third) with no lift

Block B at the rear of the site is privately owned.

1. **Aim**
   1. The aim of this local Lettings Plan is to create a sustainable and balanced community, whilst meeting housing need.
   2. Established communities develop a natural balance over time – a mix of ages, incomes, household type, household size and so on, and this Lettings Plan aims to try and replicate some of that balance from first lettings.
   3. This Plan is intended for first lettings of the properties, and for any subsequent re-lettings during the first 5 years of the development. This is intended to give the development the best possible opportunity of getting successfully established.
   4. The situation will be reviewed after the first five years and either an updated Lettings Plan introduced, or subsequent lettings will be in line with the Medway Council Allocations Policy in force at that time.
   5. Particular reference will be made to

* Developing a balanced community in terms of household type, age, and economic activity
* Avoiding an unsustainably high population density
* Encouraging best use of existing social housing stock
* Providing transfer opportunities for existing Medway Council Tenants

1. **Enabling a balanced community**
   1. To encourage a sustainable mix, the following targets will be used.

**1-bedroom flats**

* 66% (2 flats) to be let to applicants with existing and satisfactory social housing tenancy.
* Max 33% (1 flat) to be let to applicants with a positive tenancy history and no previous eviction for anti-social behavior or breaches of tenancy. This to include at least one property to be let to a young person leaving or recently left the care of Medway Council.

**2 & 3-bedroom flats**

* 75% (11 flats) to be let to applicants with existing and satisfactory social housing tenancy.
* Max 25% (3 flats) to be let to applicants with a positive tenancy history and no previous evictions for anti-social behavior or breaches of tenancy.
* Overall, maximum 60% of working age households to be wholly dependent on benefits

1. **Limiting population density**
   1. To avoid ‘over populating’ this new development to maximum occupancy, the following targets will be used.

**2-bedroom flats**

* 50% maximum (6 flats) to be let to full child capacity
* 30% minimum (4 flats) to be let to one child households
* 10% (1 or 2 flats) to be let to 2 non-sharing adult households
* 10% (1 or 2 flats) to be let to singles/couples who need an extra bedroom for medical reasons
* If there are no eligible households for the 2 non-sharing adults or the singles/couples requiring an extra bedroom, then lets will revert to families with one child

1. **Making best use of existing social housing stock**
   1. To encourage best use of existing social housing stock, priority will be given to households down-sizing from existing Council or Housing Association stock.
2. **Children at Height**

6.1 Ingram Court has no lifts, and the flats have no balconies or external amenity space. In recognition of this

6.2 We will aim not to offer any tenancy at 2nd or 3rd floor to a household that includes children under 5 years old. Discretion may be used where a need to move is urgent, and the household in question is happy to accept an upper floor.

1. **Providing transfer opportunities for existing Medway Council Tenants**
   1. This development is being funded from Medway Council Housing Revenue Account, with no central Government grant It is therefore reasonable to give priority to existing Medway Council tenants with an identified housing need.
   2. For all properties that are earmarked for tenants bidding via Homechoice therefore,

priority will be given to existing Medway Council tenants, where their priority band matches the priority band of other bidders for the property.

# Other criteria

* 1. Sensitive lettings will take place with positive tenancy record history.
  2. Existing social housing tenants who are nominated for an Offer may be assessed and/or visited by a Housing Officer prior to a formal offer being made.
  3. Where any nominee’s property has not been maintained in accordance with the conditions of the tenancy, Medway Council Landlord Services reserves the right to refuse a nomination withdraw an offer.
  4. Where a nominee or member of the nominee’s household is the perpetrator or associated with serious and/or ongoing nuisance or anti-social behavior at their current home, or had any legal action taken against them including a Notice Seeking Possession (within the previous 3 years), Medway Council Landlord Services reserves the right to withdraw an offer
  5. Nominees will be expected to have an up to date rent account and a satisfactory rent account history. Discretion may be used if any arrears relate to a delay in payment of Housing Benefit or UC Housing Allowance.
  6. Any debts that are owed to Medway Council Landlord Services must be paid prior to an offer of accommodation, unless the monies owed can be cleared as a result of any incentive payments that may be applicable as a result of moving to smaller accommodation.

* 1. Consideration may be given to allocation of property where the nominee can demonstrate that the arrears are only caused as a result of the bedroom size criteria due to under occupation. Any decision will be based on an agreement for a payment plan to be signed by the tenant to clear the former tenancy arrears, or where the arrears can be cleared by any money payable under a downsizing incentive.
  2. Applicants will not have any outstanding or current tenancy notice for any breaches of tenancy.
  3. Any person considered to be in need of support to maintain their tenancy will not be made an offer of accommodation without evidence that appropriate levels of support are in place.
  4. Medway Council Housing Services have a Pets Policy in place. These flats do not allow tenants to have dogs or cats, other small pets may be considered with permission of the Housing Officer.

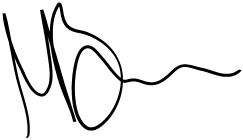
1. **Monitoring and review**

This Lettings Plan will be monitored to measure

* 1. Whether the properties have been let in accordance with this Lettings Plan
  2. The success of the Lettings Plan in meeting its aims
  3. This Plan is intended for first lettings of the properties, and for any subsequent re-lettings during the first 5 years of the development. The situation will be reviewed after the first five years and either an updated Lettings Plan introduced, or subsequent lettings will be in line with the Allocations Policy in force at that time.
  4. This plan may be reviewed sooner if it is apparent that it is not meeting its aims, or if it is not possible to let or re-let vacant flats within the restrictions of the plan.

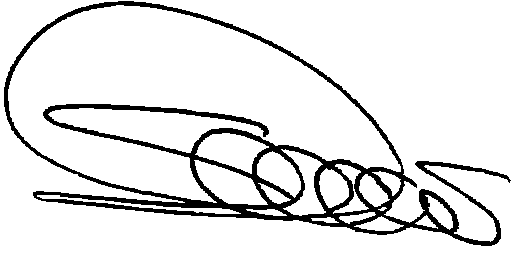
1. **Responsible Officer**

Overall responsible for effective delivery and monitoring of this plan is that of the Head of Housing Management.



Signed ……………………………………………………………………………………………… Dated …………………………………………………………………………………………………

Operational management of this Plan is with the Landlord Services Manager.

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To be reviewed in October 2025