

## **APPENDIX D**

### **Local Lettings Plan - Coldharbour Site Aylesford**

#### **Aims of the Local Lettings Plan**

This Local Lettings Plan (LLP) is designed to work alongside and in conjunction with Kent County Council's (KCC) Allocation Policy, for the provision of pitches on the Coldharbour site which takes account of Tonbridge & Malling's Gypsy and Traveller accommodation needs, through initial and future lets. The LLP is to be the determining influence to ensure that the Coldharbour site, as far as reasonably practicable, serves this purpose.

There are a limited number of pitches, and it is not possible to provide a pitch for everyone who applies.

#### **Eligibility criteria to apply for a Pitch**

All applicants must already be eligible for and placed upon Kent County Council's Gypsy & Traveller Unit Plot Waiting List. The purpose of the lettings plan for the Coldharbour site is to enable the site to meet the identified need for Gypsy & Traveller accommodation within Tonbridge & Malling as set out in the GTAA 2012 (or subsequent review of that document) and helps to address the issues arising from unauthorised developments. As a proportionate means to meeting the identified needs, this LLP gives first consideration to those who are able to evidence both a local connection to and accommodation need within Tonbridge & Malling, as defined below.

#### **Local Connection Definition**

An applicant fulfilling **one or more** of the following criteria is defined as having a local connection to Tonbridge & Malling:

- i) An applicant who currently lives within the borough of Tonbridge & Malling, and has done so continuously for at least 12 months;
- ii) An applicant who has close family that have lived in the borough of Tonbridge & Malling for at least the past three years consecutively. Close family members are either: mother, father, sibling, or grandparent of the applicant;

#### **Accommodation Need Definition**

An applicant fulfilling both the following criteria is defined as having an accommodation need in Tonbridge & Malling:

- i) Essential need in accordance with the Points Rating Criteria in the KCC Gypsy and Traveller Sites Pitch Allocation Policy set out in the Plot Waiting List Application Form.
- ii) An applicant who is currently living on an unauthorised site (or a private site where the planning consent has expired or is due to expire within one month of a pitch becoming available for re-letting) where the waiting list applicant is the planning applicant and has exhausted the planning process; this reflects the profile of need set out in the GTAA.

## **Allocation Process**

Allocations will be made in accordance with the following sequence:

- A) First consideration will be given to those applicants with evidenced accommodation need in, and local connection to, Tonbridge & Malling.
- B) Where there are no suitable applicants that meet the criteria in A) KCC's County wide Allocation Policy will apply.

Notwithstanding the above, allocations may be made to people whom KCC and TMBC consider to be qualifying persons, on a case by case basis because of exceptional circumstances.

## **Local Lettings Plan Review**

This Local Lettings Plan will be reviewed by Kent County Council and Tonbridge & Malling Borough Council after an initial period of six months from the site being fully opened and thereafter on an annual basis. The review may include the consideration of:

- Whether the LLP is fulfilling the stated aims and objectives.
- Turnover of vacancies
- Failed tenancies and the reasons why
- Households accessing/needing support services
- Crime or anti-social behaviour and any impact this may be having locally
- General tenant satisfaction

KCC and TMBC may consider other relevant issues from time to time as necessary when reviewing this Local Lettings Plan.