

# Local Lettings Plan

## Between South Cambridgeshire District Council and Metropolitan Thames Valley Housing for Cambourne West – Swansley Park, Parcel 2.1

### Introduction

Local lettings plans are an important tool that can be used to respond to specific local circumstances and are one of the main vehicles for South Cambridgeshire District Council and their housing provider partners to allow flexibilities within the allocations on a new build scheme for social and affordable rented housing.

### Purpose of the Local Lettings Plan

This Local Lettings plan (LLP) has been prepared to assist in the letting of **26** Affordable Rented homes on the development known as **Cambourne West**. The phase covered in this plan is known as the '**Swansley Park – Parcel 2.1**'. The Local Lettings Plan will set out how these properties will be let, and which households will be prioritised for certain lettings on the development. The Registered Provider (Owner & Landlord) for this scheme is **Metropolitan Thames Valley Homes**.

This LLP will apply to all the first-time lettings on the development, **South Cambridgeshire District Council** having 100% allocation rights on first let.

### Affordable Housing

#### Affordable Rent

Three 1 bed flats

Three 2 bed flats

Eight 1 bed maisonette

Two 2 bed flat over garage

Four 2 bed houses

Three 3 bed houses

Two 4 bed houses

One 5 bed house

Total of twenty six homes.

### Location of the scheme

The Cambourne West site is located to the West of Cambourne, South of the A428, East of the A1198 and North of Caxton Bypass. This parcel sits to the North of the site.

## Objectives of the Local Lettings Plan

- To help create a mixed, balanced, and diverse community.
- To help create a community that is sustainable and well-integrated with existing homes and communities.
- To help create a high-quality place where people choose to live and stay, feel safe and content in their homes and are protected from nuisance and anti-social behaviour.
- To ensure that, in implementing the plan, applicants are treated fairly and equitably, and not unreasonably excluded from being awarded a tenancy.
- To enable a mix of economic and social characteristics.
- To enable a mix of household sizes and types and avoid over-concentration of one particular group.
- To help prevent a high concentration of households with high levels of vulnerability and support needs; for example, around substance misuse.

## Letting Plan Criteria

*(Note there may be overlaps between the groups)*

- 50% of one, two, three & four bed properties will be prioritised to those in full time employment or employment more than 16+ hours per week that has lasted at least six months.
- 25% of 1 bed homes to be prioritised to applicants aged 55 years and over.
- 100% of properties will be provided to South Cambridgeshire District Council with nomination rights for first lets.
- The landlord, Metropolitan Thames Valley Housing retain the right to carry out extensive checks on all nominations, this can include affordability, previous landlords, previous ASB, current & previous rent arrears, requirement of support needs.

## Relationship with Home-Link Lettings Policy

Homes on this development will be allocated in accordance with this Local Lettings Plan in the context of the Council's choice-based lettings portal, Home-Link & Lettings Policy.

Future reletting of these properties will also be undertaken in full accordance with the Council's Lettings Policy.

## Tenancy Agreement

All new tenants will be given a Starter Tenancy. If the tenant is transferring from an existing Council / Registered Provider property, they will be given an appropriate tenancy; this will be determined by the tenancy they currently hold.

## Nomination Rights

100% of the first nominations on this scheme will be made available to the Council. Subsequent lettings will be available to the Council in line with our standard Nomination Agreement.

## Urgent housing need Rights

The council will continue to give appropriate priority to those who are homeless and those who need to move on medical or welfare grounds and who have an urgent need for housing.

## How rent levels will be set

Affordable Rents are expected to be set in line with the council's [Affordable Rents Policy](#) at Annex 4 to the Greater Cambridge Housing Strategy.

*(See the policy for more detail)*

## Financial hardship

Applicants will be asked to complete an affordability assessment before being made an offer. An applicant may be excluded from being made an offer if it is clear from the assessment that they are unlikely to be able to afford the rent and any service charges.

## Equalities

The Council will not tolerate discrimination, harassment or victimisation and will strive to promote equality of opportunity and understanding within our organisation and our communities. The Equality Act 2010 identifies a number of 'protected characteristics':

- Age
- Disability
- Gender Reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Pregnancy & maternity
- Marriage & civil partnership

Applicants with any of these protected characteristics will not be disadvantaged in respect of decisions made about the allocation of available homes.

### Decisions to refuse an applicant

Any decision to refuse an applicant for a home must be fair and reasonable, and applicants will be informed of any such decisions and the reasons for them.

The housing provider will be expected to have arrangements in place to deal with applicants who challenge a decision made by the provider.

### Background checks

When shortlisting applicants, the Council / provider may consider evidence of any recent history of unacceptable behaviour, particularly within the last three years. Unacceptable behaviour may include, but is not limited to; domestic abuse, harassment, hate crime, anti-social behaviour, drug dealing or other criminal activity, failing to maintain or repair their home or associated garden / communal area, noise nuisance, and / or housing related debt.

The Council will disclose any information they hold from the Multi-Agency Protection Agency (MAPPA) in relation to violent and / or sexual offenders to the provider.

The housing provider retains the right to carry out checks on all nominations to check for evidence of any support needs / support plans in place or history of unacceptable behaviour.

### Monitoring and Review

The Council will monitor allocations periodically whilst the Plan is in place, to ensure the homes are being let in line with the criteria in the Plan and that the objectives and outcomes from the Plan are being achieved.

To enable this to happen the housing provider will be required to provide information on a regular basis, with format and timescales to be agreed by the Council.

This information may also consist of the following.

- Turnover of vacancies
- Failed tenancies and reasons for these
- Households accessing / needing support services
- Anti-social behaviour and any impact on the development
- General tenant satisfaction

If problems are identified whilst the Plan is being implemented the Council will support the provider in resolving these. If issues are ongoing the Plan may be amended with the agreement of both the Council and the housing provider.

Once all the homes on this development have been let the Council will complete a final evaluation exercise to review how all properties were let, assessing factors of housing need, household composition, equalities and if all the original objectives of the Lettings Plan has been achieved. This will inform guidance for future Local Lettings Plans on other schemes.

This Local Lettings Plan will assist in the letting of the following properties.

<b>Plot Number</b>	<b>Unit Type</b>	<b>Tenure</b>	<b>Postal Number</b>	<b>Postal Address</b>
1918	2b4p flat	Affordable Rent	42	Nicol Walk
1919	1b2p flat	Affordable Rent	44	Nicol Walk
1920	2b4p flat	Affordable Rent	46	Nicol Walk
1921	1b2p flat	Affordable Rent	48	Nicol Walk
1922	2b4p flat	Affordable Rent	50	Nicol Walk
1923	1b2p flat	Affordable Rent	52	Nicol Walk
1947	4b6p house	Affordable Rent	2	Carpenter Way
1969	3b5p house	Affordable Rent	13	Crummell Drive
1970	3b5p house	Affordable Rent	15	Crummell Drive
1971	3b5p house	Affordable Rent	1	Crummell Drive
1994	2b4p house	Affordable Rent	30	Crummell Drive
1995	2b4p house	Affordable Rent	28	Crummell Drive
2000	2b4p house	Affordable Rent	18	Crummell Drive
2001	2b4p house	Affordable Rent	16	Crummell Drive
2002	1b2p maisonette	Affordable Rent	14	Crummell Drive
2003	1b2p maisonette	Affordable Rent	12	Crummell Drive
2004	1b2p maisonette	Affordable Rent	10	Crummell Drive
2005	1b2p maisonette	Affordable Rent	8	Crummell Drive
1924	1b2p maisonette	Affordable Rent	38	Nicol Walk
1925	1b2p maisonette	Affordable Rent	40	Nicol Walk
1932	1b2p maisonette	Affordable Rent	24	Nicol Walk
1933	1b2p maisonette	Affordable Rent	22	Nicol Walk
1941	2b4p flat over garage	Affordable Rent	6	Nicol Walk
1946	2b4p flat over garage	Affordable Rent	4	Carpenter Way
1976	4b6p house	Affordable Rent	14	Salam Close
1987	5b8p house	Affordable Rent	44	Crummell Drive