

Local Lettings Plan
Lettings Plan
between
Devon and Cornwall Housing Group
and
East Devon Council
Gallops Court, Cranbrook
August 2017

1. Purpose of the Local Lettings Plan

This Local Lettings Plan has been prepared to assist in the initial lettings of 14 flats for rent at Gallops Court, Cranbrook.

The contents of this document will be used to prepare the advert for promoting the development under the Devon Homechoice scheme and will assist with the final selection of successful applicants.

It will ensure the properties are let to applicants who meet the local connection criteria, minimise future housing management issues and provide a safe and sustainable community.

Devon and Cornwall Housing Group will own the building consisting of 14 one and two bedroom residential units situated on the first floor of the new development. The properties are managed from our Exeter office and they are all affordable rent for general needs housing. They are not suitable for letting to families with young children or bidders who would not be able to afford the rent as a result of changes in Welfare Reform. Due to the stepped access to the properties they will not be suitable for those with mobility problems; there is no lift at this development.

2. Objectives of the Local Lettings Plan

The objectives of this Plan are to:

- i) create a balanced sustainable community that reflects the community's present and future needs;
- ii) ensure the needs of the local and wider community are reflected within the property;
- iii) minimise future housing management issues
- iv) make best use of the housing stock.
- v) Offer preference to applicants who are working within the community in which identifies those unable to purchase or rent reasonably suitable accommodation in the open market.

This Local Lettings Plan will give overall preference to applicants who work within the 'community' (The administrative district of East Devon or Exeter), for a continuous period of 6 months prior to advert. DCH will only consider those who have not been involved in incidents of anti-social behaviour, nuisance or drug misuse; within the last 5 years; and must therefore meet the "good behaviour" criteria as set out below.

Defining anti social behaviour, serious harassment, nuisance and drugs misuse

For the purpose of the Local lettings Plan, the following definitions support the existing policies of the Devon and Cornwall Housing Group and set out the type of applicant who will **not** be re-housed in Gallops Court flats.

• Anti Social Behaviour

Is where a householder has been **cautioned** for violent crimes against other people or properties or under any parts of the anti social behaviour legislation within the last 12 months.

Is where a householder has been **prosecuted** for violent crimes against other people or properties or under any parts of the anti social behaviour legislation within the last 5 years.

• Harassment

Is where a householder has been **cautioned** for crimes of harassment against others within the last 12 months.

Is where the householder has been **prosecuted** for crimes of harassment against others within the last 5 years.

• Nuisance

Is where a householder has caused persistent low level ASB or a nuisance that has resulted in **legal action** by the Association or another social housing landlord within the last 5 years. This includes actions against a tenancy through environmental health or planning legislation.

• Drug misuse

Is where a householder has been **cautioned** for the possession or supply of a controlled drug within the last 24 months.

Is where a householder has been **prosecuted** for the possession or supply of a controlled drug within the last 5 years.

These criteria will be checked at verification stage. Should an applicant be refused on the above they will have a right of appeal which must be submitted in writing within 7 days to the Lettings Team Leader at DCH, Kenwyn Street, Truro, TR1 3BA. The review of the decision will be completed within 14 days and the applicant advised of the decision in writing.

Overall Preference for Good Behaviour

All applicants including homeless applicants will **have** to pass the test of not being cautioned or prosecuted or had any legal action taken against their tenancy for **anti social behaviour, serious harassment, nuisance and drug misuse**. The fact that the property is subject to a Local Lettings Plan will be identified in the advert and this will be verified as part of the allocation/verification process. An application will be refused or offer withdrawn if evidence comes to light that an applicant fails to meet the criteria within the Local Lettings Plan.

3. Breakdown of Property Types

There are currently a total of 14 units.
10 x 2 bedroom flats. 4 x 1 bed flats.

4. Local Connection and Qualifying Criteria

There is a section 106 agreement defining the local connection and qualifying criteria attached to this document giving preference to bidders with a connection to East Devon in line with the nomination agreement.

5. Terms of Tenancy

The terms of the tenancy will be as per Devon and Cornwall Housing Group standard tenancy conditions. Applicants will normally be offered a starter tenancy for a period of one year. Following this if the tenancy has been conducted in a satisfactory manner, the tenancy will become a six year Assured short hold Tenancy.

6. Household Type

One and two bedroom flats on the first floor.

7. Household size

In the interests of creating a safe and sustainable community and to minimise future management issues it is proposed that initial lettings will be as follows:

18 x 1 bed properties max occupancy 2 persons, no children under 16 years.
10 x 2 bed properties max occupancy 2 persons, no children under 16 years.

For the initial adverts, the two bed properties will be opened up to under occupation for bidders with and East Devon or Exeter connection subject to a personal affordability check.

These will be short-listed by band and band date.

8. Equality & Diversity

This lettings plan is intended to work alongside the Equality and Diversity policies of both East Devon and Exeter Council and DCH group. It should ensure that the assessment and nomination process does not discriminate against households and enables applicants with diverse needs to access accommodation on this scheme. The aim is that the residents of Gallops Court as a whole will reflect the diversity of the community.

9. Future Lettings

All future vacancies on this development will be let to the highest banded applicant who meets the local connection criteria for the vacancy, in accordance with the Council's allocations policy and DCH's general lettings policy.

This Local Letting Plan will be reviewed and managed annually by DCH.