

**Stoke Fleming**

**Local Lettings**

**Plan**

**March 2019**

# **LOCAL LETTINGS PLAN FOR STOKE FLEMING**

Between South Hams District Council,  
LiveWest and South Western Housing Society

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## **1 Purpose of the Local Lettings Plan**

This local lettings plan has been created in order to allocate the future vacancies of the 57 affordable rented properties owned by LiveWest and South Western Housing Society in Stoke Fleming. South Hams District Council has worked with Stoke Fleming Parish Council in the preparation of this document.

The contents of this document will be used to prepare the shortlist of nominations for the properties at Stoke Fleming and will assist with the final selection of successful applicants. This document will be reviewed on an annual basis. The next review will take place in March 2019.

## **2 Objectives of the Local Lettings Plan**

The objectives of this Plan are to:

- i) To address the severe shortage of available affordable housing for local residents.
- ii) Create and maintain a community, which is sustainable, whilst adhering to Devon Home Choice
- iii) Ensure the needs of the local and wider community are reflected within the estates
- iv) Attain a mixture of child density and occupancy levels to encourage sustainability

## 4 Breakdown of Property Types

There are 57 units of affordable rented accommodation.

LiveWest owns:

- 3 x 2 bedroom houses – Hockey Fields
- 1 x 3 bedroom house – Hockey Fields
- 2 x 1 bedroom flats – Hockey Fields
- 9 x 1 bed bungalows – Bidders Close
- 11 x 2 Bed bungalows – Bidders Close
- 3 x 3 bedroom houses – Bidders Close
- 6 x 2 bed Bungalows – Bidders Walk
- 3 x 2 bedroom bungalows – Baileys Meadow

South Western Housing Society owns:

- 9 x 2 bedroom houses
- 2 x 2 bedroom bungalows
- 5 x 3 bedroom houses
- 3 x 4 bedroom houses

## 5 Local Lettings Sequential Selection

For the purpose of this lettings plan, the definition of a qualifying local connection will mean applicants will be given additional preference for meeting the following criteria, with (i), being the highest priority and (v), the lowest.

- i) a person who has immediately prior to such nomination had his or her main residence within the parish of Stoke Fleming for 3 out of the last 5 years
- ii) a person who has permanent employment within the parish of Stoke Fleming for the last year with a minimum contract of 16 hours per week which has continued for the 6 months preceding the allocation without a break in employment of more than 3 months, such employment to include voluntary emergency services and key workers that benefit the parish of Stoke Fleming
- iii) Immediate family have lived in Stoke Fleming themselves for 5 years preceding the allocation. For avoidance of doubt The Local Government Association guidelines define immediate family as parents, siblings and non-dependent children
- iv) Any periods of (ordinary) residence of the person in Stoke Fleming

Social housing is typically allocated at full occupancy i.e. a single person is usually eligible for a 1 bedroom home rather than a 2 bedroom home. In order to enable properties in Stoke Fleming to be allocated to local residents, a degree of under occupation WILL be agreed if a suitable fully occupying applicant cannot be found subject to landlord affordability assessments.

Reasonable preference will be given to applicants who meet the above criteria (i –iv) in Bands A – E under Devon Home Choice.

If the Registered Provider is unable to make a nomination in the manner referred to above then it shall apply the above criteria to any one of the surrounding parishes of Strete, Blackawton and Dittisham. If the Registered Provider is still unable to make a nomination then they will refer to the parish of Dartmouth and then the South Hams Local Allocations Policy followed by Devon Home Choice and consider on the basis of housing need.

The final selection of the successful applicants will depend primarily upon their ability to meet the selection criteria as set out in paragraph 5 and secondly their banding level in Devon Home Choice.

## **6 Household Size/Child Density**

As the properties have maximum occupancy levels, it is anticipated that no property will be under occupied by more than one bedroom.

## **7 Future Lettings**

Future vacancies on these estates will be let in accordance with this plan. The success of the plan will be monitored and reviewed by South Hams District Council, Stoke Fleming Parish Council, South Western Housing Society and LiveWest on an annual basis.

## **8 Equal Opportunities**

The Council is committed to equality of opportunity and anti-discriminatory practise in service provision and seeks to promote social inclusion.

Every effort will be made to ensure that housing applicants are treated fairly and sensitively. Applicants who are eligible to join Devon Home Choice will not be discriminated against on the grounds of race, colour, ethnic or national origin, disability, religion, age, gender, sexual orientation, marital status or for any other reason. Devon Home Choice complies with the Equalities Act 2010.

The plan will be amended and updated in order to conform to new housing and other relevant legislation and case law and to ensure that they do not operate in a way that discriminates against or disadvantages any particular group.

A 360 Assessment has been carried out on the Council's overarching Local Allocations Policy, which this Local Lettings Plan will sit under, no direct impact was found.

## **9 Review of Decisions**

If a Registered Provider refuses an application, the applicant may ask for the decision to be reviewed. Applicants will be advised of their right to a review of decisions about their housing application when notified of the decision.

The applicant should specify what decision they wish to be reviewed, the reason why they wish it to be reviewed and provide any additional evidence to support their case.

The review should be undertaken by the Registered Provider with an alternative member of staff who was not involved in the original decision. The applicant must be advised in writing of the outcome of the review. If there is likely to be a delay in completing the review, the applicant must be advised of this in writing, with the reasons for the delay and the expected completion date of the review.

Allegations that an applicant has obtained a nomination, allocation or tenancy through false information will be investigated if there is evidence to do so.

## 10 Complaints Procedure

The Council has a complaints procedure which can be used by any housing applicant, or other customer of Council services, if they feel that they have not been treated satisfactorily. The following is the link to the Council's corporate complaints policy. A hard copy is available upon request.

[www.southhams.gov.uk/article/3032/Make-a-Formal-Complaint-](http://www.southhams.gov.uk/article/3032/Make-a-Formal-Complaint-)

### Agreed and Signed on behalf of South Hams District Council:

Signed:



Dated: 26<sup>th</sup> March 2019

### Agreed and Signed on behalf of DCH:

Signed:



Dated: 22<sup>nd</sup> June 2016

### Agreed and signed on behalf of South Western Housing Society:

Signed: *Martin Carney*

Dated: 22<sup>nd</sup> June 2016

**Agreed and signed on behalf of Stoke Fleming Parish Council:**

Signed:

Dated: