

LOCAL LETTINGS PLAN

BEARSCROFT FARM, GODMANCHESTER

Between Huntingdonshire District Council and Cross Keys Homes,
Peterborough

Purpose of the Local Lettings Plan

This Local Lettings Plan has been prepared to assist in the initial letting of **51** general needs affordable rent properties by Cross Keys Homes at xxxxx Bearscroft Farm, Godmanchester through the Choice Based Lettings scheme.

The content of this document will be used to prepare the advert for promoting the development under Home-Link CBL, and will assist with the final selection of the successful applicants.

Objectives of the Local Lettings Plan

The objectives of this Local Lettings Plan for the new development are:

- i) Promoting a balanced and sustainable community.
- ii) Ensuring that the needs of the local and wider community are reflected within the new development.
- iii) Preference to applicants who are working and are therefore making a contribution to the local economy.
- iv) Helping to create a socially cohesive mixed tenure and mixed income community

Breakdown of property types

The new development consists of 51 general needs properties. A breakdown of property types is listed below:

- 16 x one bed two person flats
- 11 x two bed four person flats
- 1 x two bed four person flat over garage
- 16 x two bed four person houses
- 5 x three bed 5 person houses
- 2 x four bed 6 person houses
- *All to be let on affordable rent*

In addition the following 22 property types will be offered via shared ownership and **do not** form part of this local letting plan

- 6 x one bed two person flats
- 6 x two bed four person flats
- 6 x two bed four person houses
- 4 x three bed 5 person houses

Allocation Process

An advert will be prepared for submission to Home-Link CBL with the specified criteria as detailed under. Applicants will be permitted to bid for these properties through the normal CBL route.

Upon closure of the bidding process applicants will be shortlisted by band and date order as normal in accordance with the Huntingdonshire District Council Lettings Policy.

The final selection of the successful applicants to be verified (and potentially offered the property) will depend upon their band status and the length of application, and their ability to meet the overall aims of the letting plan for the development.

The main aims of this Local Letting Plan

The initial letting of large scale developments through the Home-Link CBL scheme can cause challenges in terms of community mix. This local letting plan aims to provide a balance to the community and reflect all the communities' needs. This is to be achieved through a number of means:

Housing Register

The 51 general needs units will be allocated through choice based lettings, but in order to achieve a stable community environment from the outset will be allocated in such a way that there will not be a large number of households moving from a crisis situation. Allocations will be split as follows:

Band A - 17 Applicants of which **8** to be allocated to applicants where one tenant is working. No more than **8** households moving from homelessness temporary accommodation.

Band B - 17 Applicants of which **8** to be allocated to applicants where one tenant is working

Band C - 17 Applicants of which **8** to be allocated to applicants where one tenant is working

Transfer Applicants

Tenants of Home-Link Partner organisations shortlisted for transfer in any of the above Bands should meet the following criteria:

- Clear rent account, maintained for six weeks
- Anti-social behaviour – no current open case
- Current property and garden kept in a good condition

Working households

Working households are defined as households where at least one adult member is in employment. Prior to being offered the property, the applicant's details will be rechecked by Cross Keys Homes to confirm that they still meet the criteria. Proof of employment will be required e.g. wage slip, contract, etc.

Single applicants under 35

Single applicants under 35 years old claiming housing benefit / Universal Credit who do not have any dependent children living with them will be affected by the Local Housing Allowance from 1 April 2018 resulting in the eligible rent being capped to a shared accommodation rate. Prior to being offered a property a financial assessment will be undertaken by Cross Keys Homes to evidence if the applicant can cover the shortfall. Applicants may not be offered a property depending on the outcome of this assessment.

In the event that full allocation is not achieved via the above criteria Cross Keys Homes will liaise with the Home-Link manager to agree any reasonable variations.

Future Lettings

All future vacancies will resort to the existing Home-Link CBL banding and labelling principles and Cross Keys Homes will be responsible for preparing properties that become void for advertising in accordance with the existing work processes. Cross Keys Homes retains the right to amend or extinguish this local letting plan if this is found to be having a negative impact on the ability to let the properties.