

LOCAL LETTINGS POLICY – Elder Court, Mead Lane, Hertford

This scheme consists of the following units:

BLOCK	PROPERTY TYPE/SIZE	FLOOR	TENURE	
C	1 x 1 bed 1 person flat	First floor	General needs rented	
	1 x 1 bed 1 person flat	Second floor	General needs rented	
	2 x 1 bed 2 person flats	First floor	General needs rented	
	2 x 1 bed 2 person flats	Second floor	General needs rented	
	1 x 2 bed 3 person flat	Ground floor	General needs rented	
	2 x 2 bed 3 person flats	First floor	General needs rented	
	2 x 2 bed 3 person flats	Second floor	General needs rented	
	1 x 3 bed 4 person flat	Ground floor	General needs rented	
	1 x 3 bed 4 person flat	First floor	General needs rented	
	1 x 3 bed 5 person flat	First floor	General needs rented	
	1 x 3 bed 5 person flat	Second floor	General needs rented	
	1 x 1 bed 1 person flat	Ground floor	Intermediate rented	
	1 x 1 bed 1 person flat	First floor	Intermediate rented	
	1 x 1 bed 1 person flat	Second floor	Intermediate rented	
	2 x 2 bed 2 person flats	Second floor	Intermediate rented	
	1 x 2 bed 3 person flat	First floor	Intermediate rented	
	3 x 2 bed 3 person flats	Ground floor	Shared ownership	
	1 x 2 bed 3 person flat	First floor	Shared ownership	
	1 x 2 bed 4 person flat	First floor	Shared ownership	
	1 x 2 bed 4 person flat	Second floor	Shared ownership	
		TOTAL 27		
	D	1 X 1 bed 2 person flat	Ground floor	General needs rented
		1 x 2 bed 3 person flat	First floor	General needs rented
		1 x 2 bed 3 person flat	Second floor	General needs rented
		1 x 2 bed 4 person flat	First floor	General needs rented
		1 x 3 bed 4 person flat	First floor	General needs rented
		1 x 3 bed 6 person flat	Second floor	General needs rented
1 x 3 bed 5 person duplex			General needs rented	
3 x 3 bed 6 person duplex			General needs rented	
2 x 3 bed 6 person house				
	TOTAL 12			

The terms of this local lettings policy will apply to the general needs rented properties only. Shared Ownership and Intermediate rent properties will be allocated separately by Lea Valley Homes, using the criteria relevant to those tenures.

Any scheme where several properties are being let at the same time and new communities are being developed needs to be pro-actively managed to avoid the potential for unsustainable communities and future management problems. In addition, Elder Court has a high number of properties in close proximity, with the additional potential for a high level of child density, much of which will be in flatted accommodation. Experience of managing similar schemes indicates that there are likely to be issues relating to support needs

and tenancy sustainment, which in turn may lead to anti-social behaviour and loss of tenancies. Furthermore, although there is parking on site, there is insufficient provision for every property to have a parking space (28 spaces for 39 units). It is felt that a Local Lettings Policy (LLP) will help to manage these issues, and to achieve longer term sustainability.

Local Lettings Policy Objectives:

1. To meet local housing need and to assist in tackling homelessness
2. To create a sustainable and manageable community in order to minimise turnover and to create long term homes for people in housing need, rather than a stepping-stone to other housing.
3. To discourage discrimination and social exclusion
4. To address any issues of limited available car parking.

NEW LETS

100% of new lets will be allocated to nominations from East Herts District Council

Objective	Criteria
Objective 1. To meet local housing need and assist in tackling homelessness	
Balanced community	<p>33% of vacancies will be set aside for those who are identified as statutorily homeless. This will assist the local authority in meeting their statutory duties.</p> <p>33% of vacancies will be set aside for existing RSL tenants living in the district who are registered with E Herts for a transfer. This will bring households with experience of successfully managing a tenancy to the scheme.</p> <p>33% of vacancies will be offered to non-transfer applicants from E Herts housing register. This will enable new households to access social housing in the area.</p>
Objective 2. To create a sustainable and manageable community in order to minimise turnover and to create long term homes for people in housing need, rather than a stepping-stone to other housing.	
Diversity	The overall community within each development should reflect the East Herts housing, particularly in terms of gender, age (for those of non-pensionable age), and ethnicity
Economic Activity	Aim to ensure that at least 40% of the properties are let to households with at least one member in employment.

Support	No more than 15% of households should have a member with high support needs. The housing association will confirm with the council any cases they consider high support needs.
Family mix	To treat single parents and couples equally, so that: 3 person properties have a maximum of 1 child 4 person properties have a maximum of 2 children 5 person properties have a maximum of 3 children 6 person properties have a maximum of 4 children Aim to ensure the children cover a mix of ages, aiming for no more than 30% children under the age of 5 and no more than 30% of children over the age of 14.
Objective 3. To discourage discrimination and social exclusion	
	Up to seven of the general needs properties will be allocated to applicants with a learning disability who are able to live independently. These applicants will be referred by the Learning Disabilities Team, who will ensure that ongoing support packages are provided.
Objective 4. To address the shortage of available car parking	
Car parking facilities	On schemes where there will be limited or no car parking applicants will be made aware of the situation through Choice Based Lettings advertising and will be asked to sign documentation acknowledging they are aware of the restrictions.

In order for Aldwyck staff to provide individual and tailored management/maintenance services, the current good practice of sharing applicant details at the time of nomination should continue. This process is especially important for vulnerable households. If appropriate, a support plan should be in place to determine initial and future support needs.

This LLP will override the Council's points scheme for deciding which applicant receives priority for a nomination. However, where more than one applicant meets the relevant criteria, applicants will be considered in points order which takes account of reasonable preference requirements.

East Herts will keep a record of the decisions made with regard to the nominations for the general needs rented properties, justifying the nomination and maintaining proper audit records.

RELETS

As part of the joint working initiative through the Choice Based Lettings scheme, Aldwyck will offer 100% of relets to nominations from East Herts Council. Should the Choice Based Lettings scheme cease to exist in the future, this arrangement is subject to review.

After the initial letting of the scheme, general needs properties becoming available for reletting will be allocated in accordance with any local lettings policy in operation at that time (see review section below).

Review

This Local Lettings Policy will be reviewed jointly by representatives from Aldwyck Housing Group and East Herts District Council, 2 months after initial lettings are completed – to review the allocations process in respect of the various tenures, and to assess any issues in relation to the anticipated supply and demand. Examples of good practice and areas for improvement will be incorporated into other local lettings policies set up by Aldwyck Housing Group in the East Herts area.

Should any vacancies occur at Elder Court during the first 12 months after initial letting, they will be allocated in accordance with this LLP in order to maintain the balance of the scheme. If, at the end of the first 12 months it is felt that there are outstanding management or sustainability issues, Aldwyck Housing Group will provide relevant statistical information (eg on turnover, anti-social behaviour, arrears actions, complaints) and the continuation of an amended LLP will be considered jointly by Aldwyck and East Herts Council.

Publicising Local Lettings Policies

In order to ensure that allocations through local lettings policies are as transparent as possible, the details of this policy will be made available on the Aldwyck's/E Herts website, and will be referred to in the Choice Based Lettings adverts. A paper version of the LLP should be available on request for applicants who request it.