

## **LOCAL LETTINGS POLICY – Bowls Club Development, Bishop’s Stortford**

This scheme is funded under the Stansted Area Housing Partnership, and the general needs rented properties in this scheme consist of two separate small blocks of flatted accommodation, Bowling House & Dearlove Place.

Bowling House consists of the following properties:

PLOT NO.	POSTAL NO.	SIZE	FLOOR	NOMINATING AUTHORITY
1	16	2b3p	GF	EH
2	17	1b2p	GF	EH
3	19	2b3p	FF	Harlow
4	18	1b2p	FF	Harlow
5	20	2b3p	FF	Uttlesford
6	22	2b3p	FF	Braintree
7	21	1b2p	2F	Uttlesford
8	23	2b3p	2F	EH
14	15	1b2p	3F	EH

Dearlove Place consists of the following properties:

PLOT NO.	POSTAL NO.	SIZE	FLOOR	NOMINATING AUTHORITY
11	18	2b3p	FF	EH
12	20	2b3p	FF	EH
13	19	2b3p	FF	EH
14	1	2b3p	FF	EH
19	21	2b3p	2F	Uttlesford
20	23	2b3p	2F	Harlow
21	22	2b3p	2F	Braintree

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, Bowling House and Dearlove Place have a high number of properties in close proximity, with the additional potential for a high level of child density, all of which is in flatted accommodation. Experience of managing similar schemes (for instance the first part of this development) 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 only provision for one allocated parking space for each general needs rented flat. It is felt that a Local Lettings Policy (LLP) will help to manage these issues and to achieve longer term sustainability.

It is envisaged that the principles of this LLP will apply retrospectively to Dearlove Place when relets become available – see section on review.

**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 address any issues of limited available car parking.

Objective	Criteria
<b>Objective 1. To meet local housing need and assist in tackling homelessness.</b>	
Balanced community	Up to 33% of vacancies will be set aside for those who are identified as statutorily homeless. This will assist the local authorities in meeting their statutory duties. Up to 33% of vacancies will be

	<p>set aside for existing RSL tenants needing a transfer. This will bring households with experience of successfully managing a tenancy to the scheme.</p> <p>Up to 33% of vacancies will be offered to non-transfer applicants from any of the participating local authorities' housing registers. This will enable new households to access social housing in the area.</p>
<p><b>Objective 2. To create a sustainable and manageable community in order to minimise turnover and create long term homes for people in housing need, rather than a stepping-stone to other housing.</b></p>	
Diversity	<p>The overall community within each development should reflect the East Herts housing register, particularly in terms of gender, age (for those of non-pensionable age), and ethnicity.</p>
Economic Activity	<p>Aim to ensure that at least 40% of the properties are let to households with at least one member in employment.</p>
Support	<p>No more than 15% of households should have a member with high support needs. The housing association will confirm with the local authority any cases they consider high support needs.</p>
Family mix	<p>To treat single parents and couples equally, so that 3 person properties have a maximum of 1 child.</p> <p>Aim to ensure that children cover a mix of ages, aiming for no more than 30% children under the age</p>

	<p>of 5, and no more than 30% of children over the age of 14.</p> <p>No child under the age of 5 to be occupying a property above the first floor.</p>
<b>Objective 3. To address the shortage of available car parking</b>	
Car parking facilities	This scheme will provide one allocated car parking space per property. 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 South Anglia Housing 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 local authorities' respective points and banding schemes 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 or date order, according to whichever scheme applies in the nominating local authority.

The local authorities 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 Standard Area Housing Partnership working arrangements, South Anglia will offer 100% of relets to nominations from the participating local authorities. After the initial letting of the

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

Nominations rights to the three non-host local authorities will be maintained when properties become available for relet. However, if the nominating local authority cannot provide a suitable nomination, the nomination right will revert to the host authority as per the Nomination Agreement for the Stansted Housing Area Partnership.

## **Review**

This Local Lettings Policy will be reviewed jointly by representatives from South Anglia Housing Association and the four local authorities two months after initial lettings are completed, to assess any issues in relation to the anticipated supply and demand.

Should any vacancies occur at Bowling Close or Dearlove Place during the first 12 months after initial letting, they will be allocated in accordance with this LLP 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, South Anglia Housing Association will provide relevant statistical information (e.g. on turnover, anti-social behaviour, arrears actions, complaints, etc.) so that the local lettings policy can be jointly reviewed and amended to take into account any issues raised by any of the partners.

## **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 South Anglia's, East Herts, and the participating local authorities' websites, and will be referred to in the Choice Based Lettings adverts. A paper version of the LLP should be available for applicants who request it.