

New Development : Local Lettings Plan Request

Development Name: Honeymans Helm, Highworth

Landlord: Cottsway

Request made by: Liz Frost

Date to be reviewed: Review annually or upon either parties requesting

Sensitive Let requirement: Yes or No (if yes please provide criteria in section below)

Date approved by Lettings Manager:

Date approved by SBC: 12/03/2026

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1. Overview of Development

Provide brief of development i.e. number of properties, size of properties (plans), welfare adaptations (wheelchair, lifts, etc.), proposed dates of handover of each units, tenure and affordable rent:

The overall site is to be 253 homes in the Swindon Borough Council (SBC) area. Within the development, 71 homes will be allocated for affordable housing as follows, with 50 for affordable rent and 21 for shared ownership:

- 9 x 1 bed 2 person flats for affordable rent
- 6 x 1 bed 2 person Ground Floor WC Flat for affordable rent
- 12 x 2 bed 4 person flats for affordable rent
- 5 x 2 bed 4 person houses for affordable rent
- 14 x 3 bed 5 person houses for affordable rent
- 4 x 4 bed 6 person houses for affordable rent
- 3 x 2 bed 4 person houses for shared ownership
- 16 x 3 bed 5 person houses for shared ownership
- 2 x 4 bed 6 person houses for shared ownership

Current proposed handover date (subject to change)	Plot No	Flat No.	House/Flat Road No.	Address 1	Postcode	Property Tenure	Type of property	No. of bedrooms	Persons allowed	Type House/Flat Floor Level
15/04/2026	11		6	Ely Close	SN6 7FU	General Needs Affordable Rent	Semi Detached House	4	6	House Semi Detached
15/04/2026	12		7	Ely Close	SN6 7FU	General Needs Affordable Rent	Semi Detached House	4	6	House Semi Detached
15/04/2026	13		8	Ely Close	SN6 7FU	General Needs Affordable Rent	Semi Detached House	4	6	House Semi Detached
15/04/2026	14		9	Ely Close	SN6 7FU	General Needs Affordable Rent	Semi Detached House	4	6	House Semi Detached

15/04/2026	17		12	Ely Close	SN6 7FU	General Needs Affordable Rent	House	End Terrace	2	4	House	End Terrace
15/04/2026	18		13	Ely Close	SN6 7FU	General Needs Affordable Rent	House	Mid Terrace	2	4	House	Mid Terrace
15/04/2026	19		14	Ely Close	SN6 7FU	General Needs Affordable Rent	House	End Terrace	2	4	House	End Terrace
15/05/2026	27		23	Three Smiths	SN6 7GD	General Needs Affordable Rent	House	Semi Detached	3	5	House	Semi Detached
15/05/2026	28		25	Three Smiths	SN6 7GD	General Needs Affordable Rent	House	Semi Detached	3	5	House	Semi Detached
15/10/2026	74	Flat 1	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	Ground Floor	1	2	Flat	Ground Floor
15/10/2026	75	Flat 2	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	Ground Floor	1	2	Flat	Ground Floor
15/10/2026	76	Flat 3	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	Ground Floor	1	2	Flat	Ground Floor
15/10/2026	77	Flat 4	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	First Floor	1	2	Flat	First Floor
15/10/2026	78	Flat 5	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	First Floor	1	2	Flat	First Floor
15/10/2026	79	Flat 6	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	First Floor	1	2	Flat	First Floor
15/10/2026	80	Flat 7	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	Second Floor	1	2	Flat	Second Floor
15/10/2026	81	Flat 8	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	Second Floor	1	2	Flat	Second Floor
15/10/2026	82	Flat 9	36	Three Smiths	SN6 7GD	General Needs Affordable Rent	Flat	Second Floor	1	2	Flat	Second Floor
15/12/2026	83	Flat 1	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Ground Floor	1	2	Flat	Ground Floor
15/12/2026	84	Flat 2	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Ground Floor	1	2	Flat	Ground Floor
15/12/2026	85	Flat 3	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Ground Floor	1	2	Flat	Ground Floor
15/12/2026	86	Flat 4	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	First Floor	1	2	Flat	First Floor
15/12/2026	87	Flat 5	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	First Floor	1	2	Flat	First Floor
15/12/2026	88	Flat 6	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	First Floor	1	2	Flat	First Floor

15/12/2026	89	Flat 7	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Second Floor	2	4	Flat	Second Floor
15/12/2026	90	Flat 8	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Second Floor	2	4	Flat	Second Floor
15/12/2026	91	Flat 9	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Second Floor	2	4	Flat	Second Floor
15/12/2026	92	Flat 10	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Ground Floor	2	4	Flat	Ground Floor
15/12/2026	93	Flat 11	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Ground Floor	2	4	Flat	Ground Floor
15/12/2026	94	Flat 12	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Ground Floor	2	4	Flat	Ground Floor
15/12/2026	95	Flat 13	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	First Floor	2	4	Flat	First Floor
15/12/2026	96	Flat 14	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	First Floor	2	4	Flat	First Floor
15/12/2026	97	Flat 15	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	First Floor	2	4	Flat	First Floor
15/12/2026	98	Flat 16	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Second Floor	2	4	Flat	Second Floor
15/12/2026	99	Flat 17	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Second Floor	2	4	Flat	Second Floor
15/12/2026	100	Flat 18	13	Crossley Close	SN6 7FY	General Needs Affordable Rent	Flat	Second Floor	2	4	Flat	Second Floor
28/03/2027	171		51	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	End Terrace	3	5	House	End Terrace
28/03/2027	172		53	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Mid Terrace	2	4	House	Mid Terrace
28/03/2027	173		55	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Mid Terrace	2	4	House	Mid Terrace
28/03/2027	174		57	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	End Terrace	3	5	House	End Terrace
22/11/2026	224		87	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	End Terrace	3	5	House	End Terrace
22/11/2026	225		85	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Mid Terrace	2	4	House	Mid Terrace
22/11/2026	226		83	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	End Terrace	3	5	House	End Terrace
10/01/2027	227		77	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	End Terrace	3	5	House	End Terrace

10/01/2027	228	79	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Mid Terrace	3	5	House	Mid Terrace
10/01/2027	229	81	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	End Terrace	3	5	House	End Terrace
28/03/2027	230	69	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Semi Detached	3	5	House	Semi Detached
28/03/2027	231	67	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Semi Detached	3	5	House	Semi Detached
28/03/2027	232	65	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Semi Detached	3	5	House	Semi Detached
28/03/2027	233	63	Lay Road	SN6 7FZ	General Needs Affordable Rent	House	Semi Detached	3	5	House	Semi Detached

Location of development.

Provide address and postcode of development (plans):

Honeymans Helm can be found off Shrivenham Road, Highworth, Swindon, SN6 7QQ



- Alder 3 Bedroom Home
- Foxglove 3 Bedroom Home
- Langstone 3 Bedroom Home
- Eivenhall 4 Bedroom Home
- Sudbury 4 Bedroom Home
- Wychwood 4 Bedroom Home
- Culver 4 Bedroom Home
- Yapton 5 Bedroom Home
- Burlington 5 Bedroom Home
- Affordable Housing
- Show Homes
- Sales Centre
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- Existing Trees
- New Tree Line
- Gravel Path
- Attenuation Basin
- Play Area
- Electric Vehicle Charging
- Photovoltaic Panels
- Giving nature a home on this development:**
- Bat Box
- Swift Box
- Hedgehog Highway
- BCP Bin Collection Point
- Visitor Parking Space



See the Difference at dwh.co.uk

Images and development layouts are for illustrative purposes, should be used for general guidance only and are not intended to form part of any contract or warranty unless specifically incorporated in writing. Development layouts including house types and tenures, the location of affordable housing, parking arrangements, play areas, landscaping and public open spaces are subject to change including any changes required due to a change in planning permission. Honeymans Helm is a marketing name only and may not be the designated postal address, which may be determined by The Post Office.

2. Objectives of the Lettings Plan

The lettings plan aims to:

- Help create a mixed housing area that meets the needs of applicants and the local community. Whilst Swindon Borough Council's Allocation Policy is the overarching policy against which allocations are made, this local lettings plan outlines how allocations will be made for initial lettings for this new development and for subsequent lets. We want to ensure that sustainable, settled and successful communities are formed and the document is aimed at achieving this.
- A local lettings plan allows allocation of particular homes to prospective tenants of particular descriptions to create a harmonious and sustainable community. We will ensure that overall, preferences for allocations is given to applicants in the reasonable preference categories, and that we do not unlawfully discriminate in the selection of tenants.
- To be clear the 21 shared ownership properties will fall outside the scope of this Local Lettings Plan.

3. The Lettings Process

- Applicants will have a housing need in accordance with Swindon Borough Council's allocations policy and will be made up of all bandings.
- Nominated applicants will be subject to a Housing Application Assessment, including a rent affordability check. All applications will be assessed in accordance with Cottsway's lettings policy.
- If pets are allowed on any particular property type, this will be noted on the advert request sent from Cottsway over to SBC
- There will be restrictive covenants that apply to this new build estate, and these conditions would be shared with the applicant in advance of sign up
- Properties will be advertised and allocated using the criteria set out in section 4.
- A sensitive let applies to this scheme first lets, so applicants will be subject to enhanced housing checks, which may involve Police or other relevant professional agencies checks.
- As Cottsway does not maintain its own waiting list and supports Swindon Borough Council's Common Housing Register, the Council will be asked to provide 100% of nominations for vacancies that arise.
- If after two rounds of advertisement there are no suitable applicants, Cottsway reserves the right, in appropriate cases, to consider its own current tenants for a transfer to the development. Such cases will be discussed in advance and only accepted with a written agreement from a SBC Senior Housing Letting Manager, ensuring that they meet the criteria laid out in the Allocation Scheme.
- We require applicants to demonstrate an income that will cover rent and service charge for the homes it covers. All applicants must meet the relevant criteria under Cottsway current lettings policy. One month's rent in advance is required in most cases but flexibility will be shown to those in hardship.
- For first allocations only, there is an aim to have a minimum of 50% of allocated homes with at least one household member in employment or economically active. The

definition of employment includes those participating in dedicated training schemes, internships, managed volunteer work, back to work programmes or further and higher education courses. State Pension age applicants are treated as economically active. Any future allocations will only be allocated in this way where an appropriate review has been completed and it is deemed necessary to do so in order to meet the objectives of the lettings plan.

- Occupying a third of homes at minimum occupancy levels eg three or four occupants in a third of three bedroom/five person homes and four or five occupants in four bedroom/six person homes (this achieves a mix of children's ages across the particular scheme).
- Where applicable priority for ground floor units in the scheme will be given to those whose housing need means they need ground floor accommodation, including people with mild to moderate mobility issues or visual impairments. Any wheelchair adapted properties should only be allocated to those applicants who require this adaptation.
- Occupying a proportion of two, three, four and five bedroom homes across the scheme with households where a person has had experience of managing a home (not necessarily a tenancy) eg a third of the lettings.
- Where there are one bedroom flats only, occupying a proportion with households consisting of couples, a proportion who are economically active, a proportion with households including a physically disabled or sensorily impaired person (normally ground floor), a proportion of households where a person has had experience of managing a home (not necessarily a tenancy), proportions in particular age groups (eg 18-24 years, 25-34 years, 35 years+, and where a couple the age of the younger partner being the determining factor) and a proportion with households with support needs where those support needs are met.
- Cottsway will take into account the overall needs profile of highly placed applicants when considering bids from people requiring high levels of support. Where a certain combination of residents is likely to be unsustainable either for the individuals concerned or for the community as a whole, their application will be rejected.
- We will consider applicants with mental health problems which have in the past caused tenancy sustainment issues only where there are sufficient protective factors to ensure a successful tenancy and that these applicants would not suffer financial or other exploitation by others putting them at risk of tenancy breaches (eg: ongoing support from primary health care services, mental health services, and/or other services).

4. How will this plan create a more sustainable community?

- Applicants will be assessed by the Neighbourhood Housing Officer using our Housing Application and Pre Tenancy Assessment and in line with the criteria set out in our Allocations Policy. This is to ensure that the allocation of the property to the applicant will help to build a balanced, cohesive and sustainable community.
- At the discretion of Cottsway, applicants may be asked supplementary interview and risk assessment questions that will be completed by a Neighbourhood Housing Officer and/or Tenancy Sustainment Officer as part of the allocation assessment process. The aim of this is to ensure that a balanced, cohesive, and sustainable community is built and to ensure tenancy sustainment and minimise turnover and reduce voids.

New tenants

All new applicants accepted onto the scheme will be given Starter Assured Shorthold Tenancies. The conduct of the tenancy will be reviewed during the initial 12-month period and if no breaches of tenancies are identified then the tenancy will automatically be converted to a Full Assured Tenancy on its first anniversary.

If any breach of tenancy is identified during this initial 12-month period then a decision may be made to extend the period of the Starter Tenancy or to bring the tenancy to an end.

If a decision is taken to end the tenancy, the tenant has the right of appeal through the Cottsway Housing's complaints procedure.

Existing tenants of Housing Association will be issued with an Assured Tenancy.

Local Connection

All applicants will be expected to meet the requirements of the local connection to Swindon and be able to prove that connection.

Cottsway will work in partnership with the Swindon Borough Council's Allocations Team on all verifications and any refusals that may result.

Exclusions

Applicants with any serious criminal convictions (violence, sexual offences, drug related, weapons) within the last 3 years will **not** be considered for accommodation within this scheme.

Applicants must not have been perpetrators of anti-social or unacceptable behaviour either as a tenant or within a household within the last 3 years.

Unacceptable behaviour is that which, if the applicant or household member were a Cottsway tenant, would entitle Cottsway to a notional possession order on any grounds in Schedule 2 of the Housing Act 1988 (other than Ground 8)

Unacceptable behaviour could also include:

- Conviction for illegal or immoral purposes
- Causing nuisance and annoyance to neighbours or visitors
- Committing criminal offences in or near the home and is still posing a threat to neighbours or the community
- Allowing the condition of the property to deteriorate or causing damage to the property
- Obtaining a tenancy by deception, for example by giving false information
- Being violent or threatening behaviour towards neighbours or visitors
- Being violent or threatening to members of staff or other professional representatives
- Being violent towards a partner or other family members

- Those that have not had a fixed term tenancy renewed by us or another social landlord

Nominations will not normally be considered from those who have a debt outstanding to this association or another landlord. This includes present rent arrears, former rent arrears or any sundry debt such as recharges within six years.

In all cases where an applicant owes rent/occupancy charge, mortgage or other housing debts and has defaulted on repayment we will communicate with previous landlords and lenders to request references regarding rental and mortgage accounts. This will form part of our pre-tenancy assessment to help us understand the reasons for the housing debt before we make our decision. A current or previous landlord's reference will also be required.

For existing social tenants, their present accommodation must be in good decorative order with no outstanding tenant repairs.

Rejecting a Nomination

Should Cottsway reject a nomination then it will advise Swindon BC within 1 working day of their decision, fully stating the reasons for rejecting.

Review

SBC and Cottsway will work in partnership to deliver the objectives of this LLP. Where allocations require review, this will be done by mutual agreement and permission will not be unreasonably withheld. Any review should be concluded within 2 weeks to avoid delays to the allocation process.

Signed on behalf of Cottsway

Name: Liz Frost

Position: Neighbourhood Housing Officer

Signature:



Date: 04/03/2026

Signed on behalf of Swindon Borough Council

Name: Becki Moorman

Position: Allocations Manager

Signature

Date: 12/03/2026