

## **LOCAL LETTINGS PLAN**

### **KIMMERFIELD COURT, ISLINGTON STREET, SWINDON**

#### **WORKING IN PARTNERSHIP WITH SWINDON BOROUGH COUNCIL & OXFORD CITIZENS HOUSING ASSOCIATION**

#### **The Area – Kimmerfield Court, Islington Street, Swindon**

Kimmerfield Court is situated in the town centre close to shopping, transport links the Central Library and Wyvern Theatre.

#### **The Scheme**

Kimmerfield Court is a purpose built development for the over 55+ age group which contains 45 homes in total. This comprises of 20 x 1 bedroom flats and 25 x 2 bedroom flats. The flats are located on the ground through to sixth floor.

The flats are accessed via communal entrances to the front and rear of the property, with lift access to all levels. No pets will be permitted aside from small caged animals birds etc with prior approval.

The properties are provided with central heating.

Parking spaces will be allocated to one space per flat and are located in the nearby secure multi-storey car park with direct access via a resident's entrance.

#### **Aims and objectives**

To achieve a sustainable and balanced community.

To create a safe and secure environment in which tenants can live peacefully and harmoniously and where a commitment in helping create and maintain a vibrant community.

However, the existence of this local lettings plan may mean that vacancies will not always be allocated to the applicant who can demonstrate the greatest housing need. Applicants with a lower priority may be considered for an allocation if their housing may help to maintain a stable community.

The plan will aim to achieve a harmonious mix of ages and genders.

**This Local lettings plan will be in place for a 3 year period from the date of opening .**

#### **Tenancy Type**

All new applicants accepted onto the scheme will be given either a Starter or an Assured Tenancy. The conduct of any Starter tenancy will be reviewed during the initial 12 month period and if no breaches of tenancy identified, then it will automatically be converted to an Assured Tenancy on its first anniversary. If a decision is taken to end the tenancy, the tenant has the right of appeal.

All new tenants will be expected to sign a local neighbourhood agreement. This will be a condition of an offer of a tenancy being made.

## Lettings

In view of the size/location of this accommodation sensitive allocations are required to ensure any issues of anti-social behaviour, noise nuisance are kept to a minimum. Consideration will also need to be given to the limited parking accompanying the flats as there is only one parking space to each property.

The Council will allocate 100% of the vacancies that arise.

The vacancies will be advertised through Swindon Borough Council's Choice Based Lettings Scheme entitled 'Swindon Home Bid'. The property advertisement will be worded in order to ensure a Local Lettings Plan is in place.

In accordance with Swindon Borough Council's allocations policy this would include 1/3 waiting list applicants, 1/3 transferring applicants, 1/3 accepted as homeless applicants. Where there were no bids from one group then names would be shortlisted from the others.

## Dependants

Consideration will be given to households with either older dependants (usually above 35 years) or those who either provide or require care and support (proof required)

## Exclusions

Applicants with a history of anti-social behaviour/ drug/alcohol and mental health will not be considered for accommodation within the scheme.

Applicants will not normally be considered from those who have a debt outstanding to a registered social landlord. This includes present rent, former arrears or recharges. However, consideration may be given to those who have adhered to a regular repayment plan. A landlord's reference may be required.

All applicants will be required to answer specific questions relating to their past conduct and that of household members to be housed with them

## Under-occupation

Under –occupation by no more than one bedroom will be permitted if in full time employment or over **state pension credit age**.

In seeking to meet lettable targets, Swindon Borough Council acknowledge and agree that some levels of under-occupation of accommodation is likely to occur; wherever possible this will be minimised.

## Diversity

This lettings plan is intended to work alongside the equal opportunities policies of Swindon Borough Council to ensure that it does not discriminate against households and enables applicants with diverse needs to access accommodation on this scheme. The overall aim is to ensure that the community at Kimmerfield will reflect the diversity of the community within the Swindon Area.

## **Monitoring and Review**

Careful monitoring of the allocation process and the management of the scheme will routinely take place as an ongoing process and as a minimum at every turnover of tenancy in order to identify at the earliest possible time any that might need to be reconsidered in respect of future allocations within the scheme.

The following should be carefully monitored by Swindon Borough Council

- Number of refusals of offers and reasons
- Number and nature of any complaints by residents and third parties
- Ethnicity of those housed
- Origin of application
- Number of re-lets
- Reasons why tenants have chosen to leave the scheme

Monitoring of the local lettings plan should formally be undertaken by Swindon Borough Council on an annual basis. The purpose of the annual review will be to;

- Identify trends and common complaints
- To consider targets not met or exceeded
- To consider overall success of the lettings plan
- To review and, where considered necessary, set new targets

### **Signed on behalf of Swindon Borough Council**

**Name**            **Carole Cretchley**

**Position**       **Lettings Manager**

**Signature**

**Date**

**Name**            **Sylvia Darragh**

**Position**       **Head of Landlord Services**

**Signature**

**Date**

**V2 10.7.13**