

New Development: Local Lettings Plan

Development Name: Crampton House Greenbridge Swindon

Landlord: Cottsway

Request made by: Cottsway

Date to be reviewed: LLP for first allocations only. Review after 12 months or sooner if either party requests

Sensitive Let requirement: See section 5

Date approved by Lettings Manager: 28/4/23

Date approved by SBC: 28/4/23



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:

2 bed 3 person flats x 24-identical layouts, see floor plan

3 floors, 8 per floor

Social rents

No adapted units

No lift

Heating type: gas wet central heating system-with combi boiler

2 allocated parking spaces per flat

Handover Week beginning 9 May 2023

Anticipated sign ups week beginning 16 May

Tenure: Social rented



Location of development.

Provide address and postcode of development (plans):

Crampton House Crampton Road Swindon SN3 3FZ

74 to 81 Crampton House Ground Floor

82 to 89 Crampton House First Floor

90 to 97 Crampton House Second Floor

2. Objectives of the Lettings Plan

The lettings plan aims to:

- Ensure residents have a high level of satisfaction with their homes and neighbourhood
- Minimise turnover and reduce voids
- Ensures that the needs of residents and the wider community are reflected within the development
- To build a balanced and sustainable community by allocating properties to households from a variety of social and economic backgrounds, whilst ensuring that residents integrate well to form a cohesive, safe, and sustainable community

3. The Lettings Process

- Applicants will have a housing need in accordance with Swindon Borough Council's allocations scheme. All applications will be assessed in accordance with Cottsway HA lettings policy.
- A sensitive let applies to this scheme first lets, so applicants will subject to enhanced housing checks, which may involve Police or other relevant professional agencies checks.
- Properties will be advertised and allocated using the criteria set out in section 4.
- As Cottsway Housing does not maintain its own waiting list and supports Swindon Borough Council's Common Housing Register, the Council will normally be asked to provide 100% of nominations for vacancies that arise.
- Cottsway Housing 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.

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

- Applicants will be assessed by the Lettings Officer using a Housing Needs and Support Assessment and in line with the criteria set out in our Allocations Scheme. The assessment will be discussed with the Housing Officer to ensure that the aim of building a balanced, cohesive, and sustainable community, as well as ensuring a high level of satisfaction with homes and neighbourhood.
- At the discretion of Cottsway HA, applicants may be asked supplementary interview and risk assessment questions as part of the allocation assessment process. A Housing Officer will complete this. 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 will be given Starter Assured Shorthold Tenancies except where their existing tenancies are more secure tenancies. The conduct of the tenancy will be reviewed during the initial 12-month period and if no breaches of tenancy are identified then the tenancy will automatically be converted to a Full Assured Tenancy on its first anniversary.

If a 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 for a maximum of another six months or to bring the tenancy to an end.

If a decision is taken to end the tenancy, the tenant has the right of appeal to Cottsway. Existing tenants of Cottsway Housing will be issued with an Assured Tenancy.

- **For first allocations only**, a maximum of **50 per cent** of allocations will be to economically active households (including key workers) and/or eligible Armed Forces personnel. 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 to meet the objectives of the lettings plan. The aim of this is to ensure that a balanced, cohesive, and sustainable community is built and that the needs of the wider community are reflected within the development.
- To ensure the requirements of the lettings plan are met flats above ground floor will have a minimum age bar of 8 years with the top floor only having one dependent
- **For first allocations only** to ensure the requirements of the lettings plan 30% of the initial allocations will be to existing social tenants, giving us a proven track record
- **Under occupation.** For the second floor only, consideration will be given to couples under occupation if after one round of advertisement there are no suitable applicants

5. Exclusions

- Applicants with a known history of convictions for criminal or anti-social behaviour in the last 3 years will not be considered for accommodation within this scheme. After this time the prospective customer must be able to clearly demonstrate to our satisfaction that they have had a proven record of no anti-social behaviour or criminal behaviour
- Applicants with known history/convictions of/for drug abuse or drug dealing in the last 3 years will not be considered for accommodation within this development

- Applicants with known history/convictions of/for prostitution or 'pimping' in the last 3 years will not be considered for accommodation within this development
- 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. However, consideration may be given to those who have former tenancy debt and adhered to a repayment plan for at least 13 consecutive weeks to date. 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

6. Rejecting a Nomination

- Should Cottsway Housing reject a nomination then it will advise Swindon BC soonest

Signed on behalf of Cottsway Housing

Name: Shaz Chudry

Position: Neighbourhood Housing Manager

Signature

A handwritten signature in black ink, appearing to be 'S. Chudry', enclosed within a large, hand-drawn oval scribble.

Date 28 April 2023

Signed on behalf of Swindon Borough Council

Name: Rob Anscombe

Position: Lettings Partnership Manager

Signature

A handwritten signature in black ink that reads 'R. Anscombe'.

Date 28 April 2023