

2019

# Osprey Grove Local Lettings Plan



Teignbridge District Council  
February 2019

# Local Lettings Plan – Osprey Grove, Shutterton, Dawlish

This local lettings plan has been designed by Teignbridge District Council and Teign Housing for the allocation of Osprey Grove, Shutterton in Dawlish. It will consist of two blocks of 9 flats due for completion in April/May 2019. The properties will be let as social rented housing. 12 of the properties will be advertised through Devon Home Choice. The remaining 6 adapted homes will be direct matched on the first let and all subsequent lets. If no direct match is identified, the properties will be advertised through Devon Home Choice. The rents have been agreed to be set at social rents.

## Development Details

- 2 x 1 bed ground floor flats with full wheelchair access
- 4 x 2 bed ground floor flats with part wheelchair access flush floor shower
- 4 x 1 bed flats on 1<sup>st</sup> and 2<sup>nd</sup> floors with flush floor shower
- 8 x 2 bed flats on 1<sup>st</sup> and 2<sup>nd</sup> floors with flush floor shower

The flats will all benefit from:

- Internal lifts
- Balconies with countryside views
- Floor coverings throughout
- Door Entry System
- Buggy and Bin Stores
- Power points for mobility scooters
- Landscaped communal garden and seating area
- 1 Parking Space per flat
- 4 Visitor Parking Spaces

## Purpose of the Plan

The aim of this Local Lettings Plan is to target accessible needs, downsize households in large family homes and ensure allocations to the Osprey Grove development maximise the best use of total housing stock. With an increase of properties now let at Affordable Rents, the incentives for people to downsize have been impacted.

We have identified a need to provide transfer tenants accommodation that is suitable for their needs and enable them to downsize their current tenancies. Currently there are 80 households in Teignbridge needing to downsize their current social tenancies.

<b>Wheelchair Adapted Downsize</b>	<b>Part Wheelchair Downsize</b>	<b>Step Free Downsize</b>	<b>Maximum 3 Steps Downsize</b>	<b>General Needs Downsize</b>
<b>1</b>	<b>1</b>	<b>8</b>	<b>23</b>	<b>47</b>

\*Figures taken from Devon Home Choice stats on 2<sup>nd</sup> January 2019

There is a maximum potential for 18 homes to be allocated through this lettings plan with a further 18 social tenancies being returned for letting through Devon Home Choice. Our aim is for more than half of the properties advertised to be allocated to applicants downsizing with accessibility needs.

Maximum 3 step households often use walking aids such as a walking frame or sticks. They feel able to manage up to 3 steps without assistance from another person or under close supervision but they have significantly reduced mobility, hence their inclusion in the target group for lettings for this development. The first and second floor flats have all been designed to accommodate tenants that may have reduced mobility.

## Objectives

The Local Lettings Plan aims to achieve the following objectives:

- Provide safe and affordable homes for applicants with reduced mobility or wheelchair accessible housing needs
- Maximise the use of this new development to enable social tenants with a mobility need to downsize
- Incentivise downsizers with social rent
- Provide current tenants a viable option to downsize freeing up much needed larger homes for advertising through Devon Home Choice
- To increase support for existing under-occupying tenants affected by the size criteria changes to housing benefit

## Allocation Plan

Priority will be given to applicants downsizing social tenancies that are 2, 3 and 4 bed houses as these are in the greatest demand. Flats, maisonettes and bungalows will only be considered if no suitable downsizers in houses are identified in shortlisting. Over 55 and/or sheltered accommodation is not considered part of this downsizing priority. Downsizers will also need to meet the accessibility criteria for the properties to be given preference.

Secondary priority will be given to applicants who require step free, maximum of 3 steps accommodation with local connection to Dawlish town and parish including Dawlish Warren downsizing their current social tenancy accommodation. The priority will then cascade next to the surrounding parishes including Teignmouth, the remainder of Teignbridge district and then the wider Devon locality if no suitable applicants are identified in the local areas of the development.

Local connection is defined as:

- Resident in Dawlish, Dawlish Warren, Teignmouth or Teignbridge District for 6 out of the last 12 months, or 3 out of the last 5 years (in this order of preference).
- Permanent employment in Dawlish, Dawlish Warren, Teignmouth, Teignbridge District or wider Devon partnership area (min 16 hours per week or equivalent over 26 weeks annually)
- Immediate family connections to Dawlish, Dawlish Warren, Teignmouth or Teignbridge District who have resided in the area for 5 or more years. Family connection is defined as mother, father, brother, sister or adult child. Other family connections may be considered where it is determined there are special circumstances that give local connection.

The 2 wheelchair accessible and 4 part wheelchair accessible properties will be direct matched from the current Devon Home Choice register. This will be completed through the Multi-Adapted Homes Panel consisting of Teignbridge District Council, Teign Housing and an Occupational Therapist. The direct matches will fulfil the local lettings plan criteria for priority allocation and the downsizing

initiative. Applicants must require fully wheelchair or part wheelchair accessible accommodation to be considered for the ground floor properties. See Annex 2.

If there are no suitable applicants downsizing requiring step free, maximum of 3 steps or wheelchair accessible accommodation, the priority will defer to those on Devon Home Choice with local connection requiring a maximum of 3 steps, step free or wheelchair adapted accommodation. The accessibility needs are the priority followed by the local connection. It will be allocated in accordance with the Devon Home Choice policy in all other aspects.

All allocations will be subject to affordability checks as per the Devon Home Choice allocation policy and Teign Housing affordability assessment.

Pets will be considered on a case by case basis by Teign Housing.

The allocation of the initial development will be pre-allocated through Devon Home Choice with adverts due to available for bidding in March for Block 1 and for Block 2. The anticipated ready to let date is late April/May 2019. The detailed allocation criteria is on Annex 1 and 2 of this document.

## Timescales

This local lettings plan will be in place from February 2019 and be operational for 12 months. The lettings plan will be reviewed in February 2020 by Teignbridge District Council and Teign Housing to ensure it remains fit for the needs of the local residents in need of housing.

## Equality Impact Assessment

All applicants will be considered individually. Teignbridge District Council and Teign Housing will comply with the Equality Act 2010. Teign Housing will provide evidence for the reason of refusing accommodation directly to an applicant.

## Important Additional Information

With the exception of the requirements of this Local Lettings Plan, Teignbridge District Council and Teign Housing will comply with the Devon Home Choice Allocations Policy.

## 1. Qualifying & Application Criteria

Applicants for Osprey Grove social rented housing applying for the 1<sup>st</sup> and 2<sup>nd</sup> floor properties will be required to demonstrate the following:

- 1.2 That they are in housing need (*Deemed by Teignbridge District Council to be those registered in Bands A to D of Devon Home Choice*)
- 1.3 They are downsizing a 2, 3 or 4 bed house with priority given to those living in Dawlish, Dawlish Warren and surrounding parishes including Teignmouth. The wider Teignbridge area will be considered if no suitable downsizers are shortlisted in the immediate s106 area<sup>i</sup> (see exceptions under 1.14)
- 1.4 They require part wheelchair, step free or maximum three step accommodation. This will be identified by Teignbridge District Council at the point of application through medical supporting evidence and verified at the point of allocation.
- 1.5 They require the size of property being allocated (one bed, two bed). Under occupancy may be considered where the applicant requires the adaptations in the property, the property would be deemed affordable to the applicant and there are no other suitable applicants requiring this size accommodation.
- 1.6 They have local connection to Dawlish town and parish area including Dawlish Warren, the surrounding local parishes including Teignmouth, or Teignbridge district. Applicants will be required to provide evidence of their local connection at verification stage.

**For clarification purposes, the type of local connection is not in any priority order i.e. residency, employment or family connection. Where more than one applicant fulfils 1.2, 1.3, 1.4 (where applied) 1.5 and 1.6 preference on local connection will be awarded to local connections to Dawlish town and parish area cascade detailed in 1.6.**

a) A person resident in the area for 6 out of the last 12 months or 3 out of the last 5 years.

b) Permanent employment or self-employment in Dawlish town and parish area including Dawlish Warren, the surrounding local parishes including Teignmouth, Teignbridge district or the wider Devon area in this order of preference. The employment must be a minimum of 16 hours per week or equivalent over 26 weeks annually.

c) Immediate family connections to 1) Dawlish town and parish area including Dawlish Warren, 2) the surrounding local parishes including Teignmouth, 4) Teignbridge district or 5) the wider Devon area in this order of preference. This is considered to be mother, father, adult sibling or child over the age of 18. In some special circumstances other adult family members may be considered.

- 1.7 Where two or more applicants meet criteria 1.2, 1.3, 1.4 (where applied) 1.5 and 1.6 Devon Home Choice housing need criteria will be applied alphabetically A-D.

- 1.8 For the purposes of 1.7 above, there shall be no aggregation of separate periods and only an unbroken single period of registration shall be taken into account
- 1.9 Where two or more applicants have equal status in terms of local connection, the deciding factor will be the by Devon Home Choice housing need alphabetically A-D, and length of time they have been registered on Devon Home Choice and the property will be allocated to the applicant who has been registered the longest.
- 1.10 For the purposes of 1.7 above, there shall be no aggregation of separate periods and only an unbroken single period of registration shall be taken into account
- 1.11 Downsizing flats, maisonettes and bungalows will be considered if no suitable applicants have been identified downsizing large family homes. This excludes any accommodation not considered "General Needs" accommodation. Over 55 or sheltered accommodation is excluded from the downsizing priority.
- 1.12 Downsizers with no mobility issues (general needs) will be considered if no downsizers with mobility issues are identified.
- 1.13 If there are no suitable applicants downsizing requiring step free, maximum of 3 steps or wheelchair accessible accommodation, the priority will defer to those on Devon Home Choice with local connection requiring a maximum of 3 steps, step free or wheelchair adapted accommodation. The accessibility needs are the priority followed by the local connection. It will be allocated in accordance with the Devon Home Choice policy in all other aspects.
- 1.14 If no-one meeting the qualifying criteria can be found, the Landlord shall be free on that occasion only to let the dwelling at a social rent to:
  - (i) Any applicant having a local connection to Teignbridge area with a mobility requirement suitable for this accommodation.
- 1.15 All allocations will be subject to affordability checks as per the Devon Home Choice allocation policy.

There are 2 x 1 bed fully wheelchair accessible and 4 x 2 bed part wheelchair accessible homes on the ground floor. These properties will be direct matched through the Multi Adapted Panel. All applicants with 1 or 2 bed need registered as requiring full wheelchair and part wheelchair will be considered.

### **2. Qualifying & Application Criteria**

Applicants for Osprey Grove social rented housing ground floor adapted properties direct matching by the Multi Adapted panel will be selected as follows:

- 2.1 That they are in housing need (*Deemed by Teignbridge District Council to be those registered in Bands A to D of Devon Home Choice*)
- 2.2 They must be assessed as requiring fully wheelchair or part wheelchair with medical evidence on file supporting this need. An Occupational Health Assessment is also required to ensure that the accommodation meets the needs of the applicant.
- 2.3 Priority will be to social tenants downsizing larger family homes (2, 3 or 4 bed houses) and requiring fully or part wheelchair accommodation with local connection to Teignbridge. The needs of the applicant must be suited to the property type. Downsizers in the 2,3 or 4 bed houses will be given preference.
- 2.4 Downsizing households with part wheelchair or full wheelchair requirements in maisonettes, flats and bungalows will be considered if no social tenants in larger family homes are identified.
- 2.5 If no suitable downsizing applicants are identified, priority will be awarded to those in greatest need of this type of adapted property. This is assessed in line with Devon Home Choice allocation policy, banding and time on register with preference for those in Dawlish, Dawlish Warren and surrounding parishes including Teignmouth. The wider Teignbridge area will be considered if no suitable applicants with s106 are identified.
- 2.6 If there are no households requiring wheelchair or part wheelchair, applicants will be considered if requiring step free accommodation.

Local connection is defined in Annex 1.

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<sup>i</sup> Planning application reference number 15/03292/MAJ