Sherford

Local Lettings

Plan

September 2020

Between South Hams District Council and
Clarion Housing Group

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1 Purpose of the Local Lettings Plan

This local lettings plan has been created in order to allocate the future rented vacancies at Sherford owned by Clarion Housing Group. This development is located in the parish of Brixton in the South Hams.

- The s106 Agreement defines the Local Lettings Plan as "the guiding principles to be applied as a sensitive lettings and nominations policy for Affordable Housing as set out in Appendix 3.2 to this Deed or as shall be amended by written agreement between the Parties from time to time"

- This Local Lettings Plan is based on Appendix 3.2 of the s106 Agreement "Principles of the Local Lettings Plan".

South Hams District Council has devised a Local Allocations Policy which was adopted in May 2013. This Local Lettings Plan sits below the Section 106 Agreement and the Local Allocations Policy and must be read in conjunction with these documents.

For the avoidance of doubt this local lettings plan applies only to social and affordable rented accommodation within the development. It does not apply to homes made available for affordable home ownership (Shared Ownership).

2 Objectives of the Local Lettings Plan

The objectives of this Plan are to:

i) To address the severe shortage of available affordable housing for local residents.
ii) Create and maintain a community, which is sustainable, whilst adhering to Devon Home Choice
iii) Ensure the needs of the local and wider community are reflected within the estates

iv) Attain a mixture of child density and occupancy levels to encourage sustainability
v) Provide flexibility to promote opportunities for households wishing and needing to downsize to more appropriately sized accommodation

3 Breakdown of Property Types

There are a mixture of affordable rented accommodation that form part of this plan. This includes houses and apartments ranging in size from 1 to 3 bedrooms.

4 Local Lettings Sequential Selection

For the purposes of clarity a household has a connection with the Parish of Brixton in any of the following circumstances:-

i) a person who has immediately prior to such nomination had his or her main residence within the parish of Brixton for 3 out of the last 5 years
ii) a person has immediately prior to the allocation lived in Brixton for 6 out of the last 12 months preceding the allocation
iii) a person who has permanent employment within the parish of Brixton for the last year with a minimum contract of 16 hours per week which has continued for the 6 months preceding the allocation without a break in employment of more than 3 months
iv) Immediate family have lived in Brixton themselves for 5 years preceding the allocation. For avoidance of doubt The Local Government Association guidelines define immediate family as parents, siblings and non-dependent children
v) Any periods of (ordinary) residence of the person in Brixton

Reasonable preference will be given to applicants banded in bands A - D under Devon Home Choice and who meet the above criteria (i –v).

If a suitable applicant does not bid under the Devon Home Choice Scheme who meets the criteria above then the above criteria shall then apply to applicants who have bid with a local connection to the district of South Hams.

If a suitable applicant does not bid under the Devon Home Choice Scheme who meets the criteria above then the above criteria shall then apply to applicants who have bid in the city of Plymouth.

If a suitable applicant is still not identified under the Devon Home Choice Scheme then the applicant shall be selected from the whole of the Devon Home Choice register.

The final selection of the successful applicants will depend primarily upon their ability to meet the selection criteria as set out in paragraph 4 and secondly their banding level in Devon Home Choice.

Current policy states Band A applicants do not need to meet the requirements of this Local Lettings Plan as per the Devon Home Choice policy.

5 Downsizing Opportunities

It is intended that this Local Lettings plan will allow a degree of flexibility to allow those applicants who wish to downsize to be considered and vacant homes may be advertised in order to give a preference for those applicants who need to secure a smaller home. This enables the council to meet the needs of residents who may be affected by the Welfare Reform Act and to create vacancies in the larger affordable units within the area to maximise the use of our current stock. This will be subject to the landlord's personal affordability policy.

6 Future Lettings

Future vacancies at Sherford will be let in accordance with this plan. The success of the plan will be monitored and reviewed by South Hams District Council and Clarion Housing on an annual basis.

The Plan will operate for a period of five years however reviews of the plan will also be carried out if plan has a serious adverse effect on the letting performance for these properties.

Clarion Housing will monitor the effectiveness of the plan by recording reasons why future voids occur and reporting these reasons back to South Hams District Council and as part of the annual review.

7 Equal Opportunities

The Council is committed to equality of opportunity and anti-discriminatory practise in service provision and seeks to promote social inclusion.

Every effort will be made to ensure that housing applicants are treated fairly and sensitively. Applicants who are eligible to join Devon Home Choice will not be discriminated against on the grounds of race, colour, ethnic or national origin, disability, religion, age, gender, sexual orientation or marital status. All applicants will be asked to provide details of their ethnic origin. Devon Home Choice complies with the Equalities Act 2010.

The plan will be amended and updated in order to conform to new housing and other relevant legislation and case law and to ensure that they do not operate in a way that discriminates against or disadvantages any particular group.

A 360 Assessment has been carried out on the Council's overarching Local Allocations Policy, which this Local Lettings Plan will sit under, no direct impact was found.

8 Review of Decisions

If a Registered Provider refuses an application, the applicant may ask for the decision to be reviewed. Applicants will be advised of their right to a review of decisions about their housing application when notified of the decision.

The applicant should specify what decision they wish to be reviewed, the reason why they wish it to be reviewed and provide any additional evidence to support their case.

The review should be undertaken by the Registered Provider with an alternative member of staff who was not involved in the original decision. The applicant must be advised in writing of the outcome of the review. If there is likely to be a delay in completing the review, the applicant must be advised of this in writing, with the reasons for the delay and the expected completion date of the review.

Allegations that an applicant has obtained a nomination, allocation or tenancy through false information will be investigated if there is evidence to do so.

9 Complaints Procedure

The Council has a complaints procedure which can be used by any housing applicant, or other customer of Council services, if they feel that they have not been treated satisfactorily. The following is the link to the Council's corporate complaints policy. A hard copy is available upon request.
www.southhams.gov.uk/article/1805/Comments-and-Complaints

Agreed and Signed on behalf of South Hams District Council:



Signed:

Dated:

Agreed and Signed on behalf of Clarion Housing:

Signed:

Dated: