



LOCAL LETTINGS PLAN

SAXTON MEADOW, FORE STREET, LIFTON

INTRODUCTION

This Local Lettings Plan (LLP) is being reduced from November 2025.

This LLP applies to the initial lettings of properties within the Fore Street, Lifton, Saxton Meadow housing estate.

PURPOSE

- **To ensure new lettings within Saxton Meadow help achieve a sustainable and balanced community that will contribute to meeting the housing needs of the whole community in the long term.**
- **To help create and maintain Saxton Meadow as a place where people want to live and are happy to stay.**
- **To be used as a guide for allocations, transfers and any future choice-based lettings adverts via Devon Home Choice.**

West Devon Borough Council has devised a Local Allocations Policy which was adopted in December 2017. This Local Lettings Plan sits below the Section 106 Agreement and the Local Allocations Policy and must be read in conjunction with these documents. The plan will apply to the allocation of rented homes.

- **To achieve a fair balance between the needs of the existing community and the housing needs of the wider community of West Devon, Devon and Cornwall.**

We want to make sure, as far as possible, that tenant/s will feel safe and happy in their home and that they will not be set up to fail by placing them somewhere that may be detrimental to their wellbeing. A Needs Assessment Plan may be required where vulnerabilities not covered by this LLP are identified.

ELIGIBILITY, VERIFICATION & REFUSAL OF APPLICANTS

All offers of accommodation will be subject to the policies of Plymouth Community Homes. We will inform any unsuccessful applicant of the reason behind our decision. Applicants can request a copy of the Plymouth Community Homes Allocations Policy.

If we assess that the applicant does not meet this criteria, we may not offer a home within the Lifton area.



ADVERTISING PROCESS

All properties will be advertised via Devon Home Choice.

The advert will describe the property types and sizes available for letting together with a brief summary of Local Lettings Plan detailing the intention to give priority to the group of applicants identified below. The standard information with regard to property attributes and rent levels will be included.

The properties will be advertised to all bands.

Upon closure of the bidding process applicants will appear on the shortlist in band and date order. The final selection of applicants to be verified for the vacancies will depend upon their application band (housing need), the length of time they have been in this band, and the households ability to meet the requirements of the overall aims and objectives of this Local Lettings Plan. This may require some applicants to be considered before others irrespective of their relevant banding and dates.

ALLOCATIONS PROCESS

Local connection preference will be considered in the following order:

- I. Applicants in Band B-D with a qualifying local connection to Lifton.
- II. Applicants in Band B-D with a qualifying local connection to West Devon.
- III. Applicants in Band B-D with a qualifying local connection to Devon.

For the purpose of clarity, a household has a connection with the parish listed above in any of the following circumstances:

- (i) The person has lived in the parish/town for 3 out of the 5 years preceding the allocation.
- (ii) The person has immediately prior to the allocation lived in the parish/town for 6 out of 12 months preceding the allocation
- (iii) Immediate family have lived in the parish/town 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.
- (iv) The person has permanent employment in the parish/town 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 such employment to include self-employment. This should not include employment of a casual nature.

BREAKDOWN OF PROPERTY TYPES

- 4 x 1b2p flats
- 4 x 2b4p houses
- 1 x 4b5p house

CRIME AND ANTI-SOCIAL BEHAVIOUR

Please note that applicants are not required to disclose spent convictions. The time taken for a conviction to be spent (known as the rehabilitation period) is determined by the sentence given, rather than by the type of offence. Some convictions, depending on the nature of the offences and the sentence given, will never be termed as spent.

You can find out more regarding when a conviction is spent online at: Rehabilitation Periods - GOV.UK (www.gov.uk) or by accessing Unlock Criminal Record Disclosure Calculator.

If there is a history of behaviour or conduct that may pose a risk to our staff, our customers or the sustainability of the tenancy, we would expect to be informed of this regardless of whether it led to enforcement action or conviction.

Applicants or members of their household who have been convicted or had formal or informal action taken against them for crime/s of a violent or sexual nature, offences related to drug or alcohol use, anti-social behaviour, harassment or nuisance within the last 3 years will not be considered.

If we have reason to believe that an applicant or any member/s of their household have been involved in crime of a violent or sexual nature, drug or alcohol related offences, anti-social behaviour, harassment, or nuisance but there has been no formal action evidenced, a Needs Assessment Plan will be required.

DRUG AND ALCOHOL MISUSE

Any applicant or household member with a history of drug, alcohol, or other substance misuse in the last 3 years will not be considered unless they have been:

- regularly engaging with relevant support services for a minimum of 12 months
- or**
- signed off by support services due to recovering to the point that regular support is no longer required
- and**
- taking a prescribed drug replacement or medication to treat alcohol dependency (e.g. methadone, Antabuse)
- or, where none have been prescribed:**
- had negative screenings for substances for at least 12 months
- or**
- script has ended due to recovering to the point that it is no longer required

Evidence of the above will be required and a Needs Assessment Plan will be carried out.



DOMESTIC ABUSE

Any applicant or household member with a current restraining order, non-molestation order or domestic violence prevention order will be required to undertake a full Needs Assessment Plan and may not be considered for this scheme.

Any applicant or household member with an unspent conviction or caution for any domestic abuse related crime within the past 3 years will be required to undertake a full Needs Assessment Plan and may not be considered for this scheme.

EQUALITIES STATEMENT

This lettings plan is intended to work alongside our Equality and Diversity policy. It should ensure that the assessment and nomination process does not discriminate against households and enables applicants with diverse needs to access accommodation to these schemes.

MONITORING AND REVIEW

The review should be undertaken considering if the current LLP has achieved its objective in reducing risks to the neighbourhood or individual customers, following a risk centred approach

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Plymouth Community Homes

Signature: Job Title: Housing Officer

Print Name: Emily Warne Date: 12 November 2025