

Appendix 3.3 **Local Lettings Plan**

Between Plymouth City Council (PCC), South Hams District Council (SHDC) and Plymouth Community Homes (PCH).

1. Purpose of Local Lettings Plan

This Local Lettings Plan (LLP) has been created in order to allocate the future rented vacancies at Sherford owned by Plymouth Community Homes.

- 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).

This Local Lettings Plan will be reviewed, should a signatory cease to be a partner of Devon Home Choice or a local authority amends its Allocation Policy in regards to how priorities are determined.

2. Objectives of the Local Lettings Plan

The objectives of this Local Lettings Plan:

- 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 Policy and Procedures
- 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

3. Breakdown of property types

Linden:

4 x 2b3p house
34 x 3b4p house
1 x 3b5p house
4 x 4b5p house
1 x 4b6p house
1 x 5b7p house

Countryside:

1 x 2b3p flat
9 x 2b4p house
4 x 3b4p house
16 x 3b5p house

4. Advertising Process

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.

5. Allocation Process

Local connection preference will be considered in the following order:

- I. Applicants in Band B-D with a qualifying local connection to those wards/parishes adjacent to newly created town of Sherford: Plympton, Plymstock, Brixton, Sparkwell, Yealmpton, Newton and Noss Mayo and Wembury
- II. Applicants in Band B-D with a qualifying local connection to South Hams, West Devon and Plymouth (equal status)
- III. Applicants in Band B-D with a qualifying local connection to Devon
- IV. Applicants in Band E with a qualifying local connection to those wards/parishes adjacent to newly created town of Sherford: Plympton,

Plymstock, Brixton, Sparkwell, Yealmpton, Newton and Noss Mayo and Wembury

- V. Applicants in Band E with a qualifying local connection to South Hams, West Devon and Plymouth (equal status)
- VI. Applicant in band E with a qualifying local connection to Devon

For the purposes of clarity, a household has a connection with the Parishes listed above 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 for 3 out of the last 5 years
- ii) a person has immediately prior to the allocation lived in the parish for 6 out of the last 12 months preceding the allocation
- iii) a person who has permanent employment within the parish 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 the parish 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 the parish

6. Eligibility, Verification and Refusals

All offers of accommodation will be subject to PCH's Tenancy Allocation Policy and other relevant policies. PCH reserves the right to skip an applicant or withdraw an offer where an applicant does not meet the eligibility criteria outlined in the relevant policies and this LLP. PCH will inform an unsuccessful applicant of the reason behind their decision. Applicants can request a copy of PCH's Tenancy Allocation Policy.

Crime and Antisocial behaviour

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.

7. Under occupation

Child density is widely agreed to be a key factor in the sustainability of any community, particularly on housing estates.

We aim to achieve a reasonable balance of child density that will allow for some natural growth of the families housed. We will use this LLP to manage the number of children allocated to a property and will consider if a property should be under occupied by one bed space however the household must be eligible for the number of bedrooms within the property. For example, 2 units of 4 bed 8 properties within close proximity could be advertised to 4 bed 7 persons and will be subject to affordability checks.

This will be considered and agreed between the PCC, SHDC and PCH prior to advertising and the housing scheme mix matrix with the agreement will be attached to this LLP as an appendix to support.

8. 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 South Hams overarching Local Allocations Policy, which this Local Lettings Plan will sit under, no direct impact was found.

9. Terms of tenancy

The terms of the tenancy that will be offered will depend upon a number of factors and therefore applicants will be informed of this as part of the formal offer process, so they are able to consider this before accepting an offer of accommodation.

10. Review of decisions

Where an applicant receives an offer which is then subsequently withdrawn, for example, following verification, eligibility or other checks, or for reasons of risk, we will notify the applicant in writing of the decision and include the reasons why the offer will not proceed. We will advise them how they can have this decision reviewed.

Applicants have the right to ask for a review of any decision relating to their application for an offer of accommodation with PCH.

Requests for a review should be put in writing, within seven calendar days of the date of the decision letter, advising the reasons for the request.

The review will be undertaken by an officer of PCH independent of the original decision.

The review request will be responded to in writing within 21 calendar days. PCH reserves the right not to hold the property vacant whilst the review is undertaken so that rent loss can be minimised.

11. Monitoring and Review

Careful monitoring of the allocations process and how the estate is forming must take place to identify early on, areas that may need to be reviewed regarding future allocations of the estate.

All partners must agree and sign this document before it can be implemented:

Plymouth City Council


Signature 
Simon Healy (Sep 4, 2025 11:29:08 GMT+1)

Print name Simon Healy

Job title Housing Needs Manager

Date 09/04/2025

South Hams District Council

Signature 

Print name Paula Green

Job title Housing Strategy and Devon Home Choice Manager

Date 09/04/2025

Plymouth Community Homes

Signature 
Georgia Spinks (Sep 4, 2025 11:23:08 GMT+1)

Print name Georgia Spinks

Job title Housing Choices Manager

Date 04/09/2025

Date: 04th September 2025

Annual Review Date: September 2026