

THURSDAY, 28 DECEMBER 2023

TO: THE CABINET MEMBER FOR HOMES AND DEPUTY LEADER

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **CABINET MEMBER FOR HOMES & DEPUTY LEADER** WHICH WILL BE HELD IN A **VIRTUAL MEETING**, AT **10.00 AM**, ON **MONDAY, 8TH JANUARY, 2024** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Wendy Walters

CHIEF EXECUTIVE

Democratic Officer:	Kevin Thomas
Telephone (direct line):	01267 224027
E-Mail:	kjthomas@carmarthenshire.gov.uk

Wendy Walters Prif Weithredwr, *Chief Executive*,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

A G E N D A

- 1. DECLARATIONS OF PERSONAL INTEREST**
- 2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 11TH SEPTEMBER 2023** 3 - 4
- 3. CREATING A LOCAL LETTINGS POLICY FOR CLOS FELINGOED, BRO MYRDDIN HOUSING ASSOCIATION'S NEW DEVELOPMENT IN LLANDYBIE, AMMANFORD** 5 - 16
- 4. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2024/25** 17 - 22

Note:- The press and public are not entitled to attend the meeting. The decision record will be published normally within 3 working days.

MONDAY, 11 September 2023

PRESENT: Councillor: L.D. Evans (Cabinet Member).

The following officers were in attendance:

R. Phillips, Economic Development Area Manager

M.S. Davies, Democratic Services Officer

Virtual Meeting: 11.30 am - 11.45 am

1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

2. DECISION RECORD 28TH MARCH 2023

RESOLVED that the decision record of the meeting held on the 28th March 2023 be signed as a correct record.

3. WG DIRECT FOOD SUPPORT FUND

The Cabinet Member considered a report detailing applications for assistance via Welsh Government's Direct Food Support fund to support an increased number of people facing food poverty.

RESOLVED

3.1 to retrospectively approve the delivery of the Direct Food Support Fund administered by Carmarthenshire County Council's Bureau team within the Economic Development section;

3.2 to approve the following applications received as part of the Direct Food Support Fund:

- Tyisha Foodbank - £8,000
- Christ Church Foodbank - £8,000
- CETMA - £4,000
- Llanelli Foodbank (Myrtle House) - £10,000
- Llwynhendy Foodbank - £10,000
- Salvation Army - £1,000
- Cwmamman Pantry - £5,500
- Llannon Pantry - £6,500
- Llandovery Foodbank - £2,500
- Banc Bwyd CNE - £500 (up to a maximum £1,000 should the need arise);

3.3 to approve delegation to the Head of Regeneration, Policy and Digital to award funding for further rounds should additional funding become available and to determine a late application received from Ammanford Foodbank.

CABINET MEMBER

DATE

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8TH JANUARY 2024

Cabinet Member:	Portfolio:
Cllr. Linda Evans	Homes & Deputy Leader

SUBJECT:
**CREATING A LOCAL LETTINGS POLICY
 FOR CLOS FELINGOED, BRO MYRDDIN HOUSING ASSOCIATION'S NEW
 DEVELOPMENT IN LLANDYBIE, AMMANFORD**

Purpose:

The purpose of this report is to create a Local Lettings Policy (LLP) for the Bro Myrddin Housing Association's new build development in Clos Felingoed, Llandybie.

This Local Lettings Policy will remain in place for 6 months following the initial lets, to ensure the community is appropriately established.

Recommendations / key decisions required:

To approve the proposed Local Lettings Policy for the new homes on Clos Felingoed, Bro Myrddin Housing Association's new build development that will help create a sustainable and diverse place to live.

Reasons:

- A LLP is being used for the Clos Felingoed development as an adjustment to our main lettings policy where specific additional criteria will apply to take account of current housing need and local issues.
- This will ensure that we provide accommodation solutions for local people in most need, meet our objective to move people on quickly from temporary accommodation and back to their community, and provide opportunities for key workers, helping to create a sustainable community.
- The application of Local Lettings Plans is permitted under section 167(2E) of the 1996 Housing Act.

Directorate: Communities	Designations:	Tel: 01554 899285
Name of Head of Service: Jonathan Morgan	Head of Housing & Public Protection	Email addresses:
Report Author: Lucy Roberts	Affordable Housing Lead	LRoberts@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

(If the answer is yes exact details are to be provided below:)

DECISION MADE:

Signed: _____ DATE: _____
CABINET MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY

CREATING A LOCAL LETTINGS POLICY FOR CLOS FELINGOED, BRO MYRDDIN HOUSING ASSOCIATION'S NEW DEVELOPMENT IN LLANDYBIE, AMMANFORD

Purpose

The purpose of this report is to create a Local Lettings Policy (LLP) for the Bro Myrddin Housing Association's new build development in Clos Felingoad, Llandybie. This policy will ensure that we create a sustainable community where people are proud to live.

Context

The Clos Felingoad development is in the ward of Llandybie. The development will deliver 24 social rented homes:

- 4 x one bedroom 2 person flats
- 2 x two bedroom 3 person bungalows
- 12 x two bedroom 4 person houses
- 4 x three bedroom 5 person houses; and
- 2 x four bedroom 7 person houses

The development will be handed over in one phase in early Spring 2024.

Housing Need

The ward of Llandybie, in which the Clos Felingoad development is situated, is an area of high housing need. This need can be best addressed by providing:

- One-bedroom flats for small households; and
- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area;
- Two-bedroom bungalows for household over 50 yrs old or requiring level access;
- Three-bedroom houses for households;
- Four-bedroom house for large families, this includes families currently living in unsuitable or overcrowded accommodation in the area.

By applying a mix of tenants across the bands the aim is to ensure that the community is made up of a mix of households and not all high need cases. The aim is to establish community cohesion and sustainable homes for the new development seeing a brand-new community coming together.

DETAILED REPORT ATTACHED?

YES

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: **Jonathan Morgan**

Head of Housing & Public Protection

Policy, Crime & Disorder and Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NONE	NONE	YES	NONE	NONE

1. Policy, Crime & Disorder and Equalities

The development of the Local Lettings scheme is aligned with the Council's overarching Access to Social Housing Policy.

2. Legal

The policy must be signed off by the Cabinet Board Member for Homes before it can be implemented and approved by the Social Housing Partnership Board to ensure no adverse impact on other landlords. This is in line with the process identified in the Allocation Policy

5. Risk Management Issues

Failure to implement a Local Lettings Policy for the new development could potentially result in a lack of cohesion in the new formed communities.

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Local Lettings Policy

Clos Felingoes, Llandybie

1.0 What is the purpose and context of this report?

The purpose of this report is to create a Local Lettings Policy (LLP) for Bro Myrddin Housing Association's new build development in Clos Felingod, Llandybie.

A LLP is being used for the Clos Felingod development as an adjustment to our main lettings policy where specific additional criteria will apply to take account of current housing need and local issues. This will ensure that we provide accommodation solutions for local people in most need, meet our objective to move people on quickly from temporary accommodation and back to their community, and provide opportunities for key workers, helping to create a sustainable community.

There are 24 new homes on this development to suit general needs applicants. Whilst they are designed as lifetime homes, no specialist adaptations are provided.

2.0 What are the aims of the Local Lettings Policy?

This LLP has four key aims, these are:

- **Providing homes for people in housing need, particularly those who are currently homeless;**
- **Providing homes for local people;**
- **Providing homes for key workers; and**
- **Creating a balanced sustainable community.**

This LLP will ensure that the allocations meet local housing need whilst also ensuring that it is a diverse place to live for current and future residents.

3.0 What is the Choice Based Lettings process?

The Local Lettings Policy will be implemented in line with the Council's Choice Based Lettings Procedure that states:

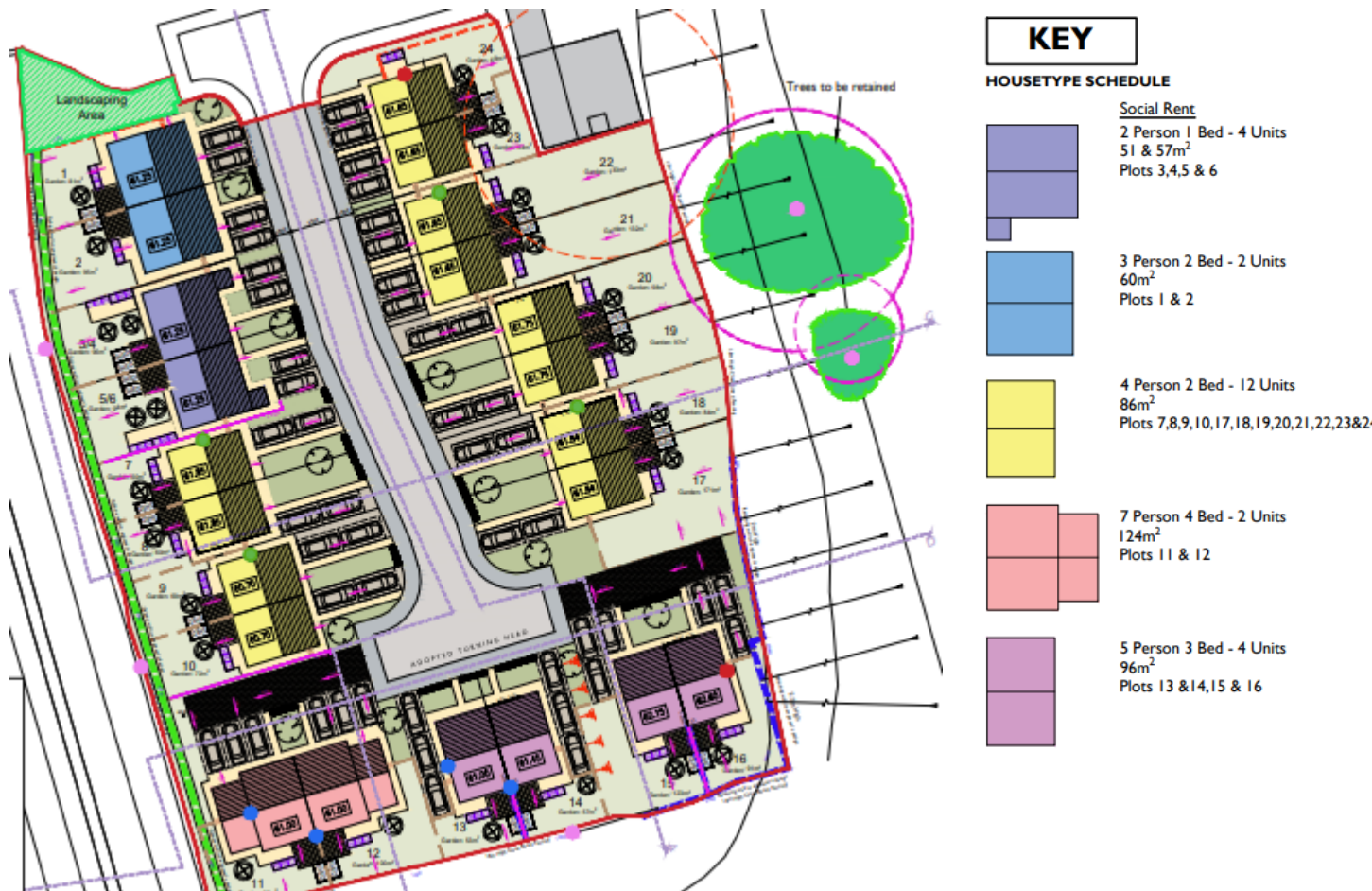
"A local lettings policy must be approved by the Cabinet Member for Housing (Council) or the housing association board before it can be put into place. It must have partnership approval to ensure any adverse unintended impact on other partner landlords are mitigated and the review period agreed. An example is, when looking at new housing developments, a local lettings plan is required to ensure a sustainable community cohesion is sought. Preference can be awarded to transfer applicants to allow for a mix of tenants in a new area."

4.0 What will the development deliver?

The Clos Felingod development is in the ward of Llandybie, Carmarthenshire and near Ammanford. The 24 homes have been developed to a high standard of energy efficiency, so have PV's on the roof and electric heating, achieving an EPC A rating (101). The mostly 2 storey development is an extension of a well-established residential estate and in walking distance of the High Street in the charming village of Llandybie.

The development consists of 24 homes and is a mix of 4 one bedroom homes, 14 two bedroom houses, 4 three bedroom houses and 2 four bedroom houses. It's anticipated that the development will be handed over in one phase in late winter, early spring of 2024.

The site plan is shown below:



What is the housing need in the area?

The ward of Llandybie, in which Clos Felingoed development is situated, is an area of housing need. This need can be best addressed by providing:

- One-bedroom flats for small households; and
- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area;
- Two-bedroom bungalows for households over 55 yrs old or requiring level access;
- Three-bedroom houses for families;
- Four-bedroom house for large families, this includes families currently living in unsuitable or overcrowded accommodation in the area.

As a result, the development consists of:

- 4 x one bedroom 2 person flats
- 2 x two bedroom 3 person bungalows

- 12 x two bedroom 4 person houses
- 4 x three bedroom 5 person houses; and
- 2 x four bedroom 7 person houses

5.0 What will be the letting exclusions at Clos Felingloed?

When allocating homes at Clos Felingloed, the following groups will be excluded:

There are some groups of people who *by law cannot* join the register regardless of their housing need or circumstances. These are people who:

- Come under various immigration rules and cannot claim housing help;
- Live outside the Common Travel Area, (UK, Channel Islands, the Isle of Man or the Republic of Ireland) for tax purposes;
- Do not have the right to live in the UK; and
- The Secretary of State has decided are not eligible for housing.

In addition to these exclusions the following applicants will also be excluded:

- An applicant, or a member of their household, who are regarded to have met the test of breach of contract under Section 157 of the Renting Homes (Wales) Act 2016. This would include non-payment of rent, breach of former tenancy conditions, anti-social behaviour and other prohibited conduct and using a property for illegal/immoral purposes.

It is not necessary for the applicant to have been a tenant of the local authority when the unacceptable behaviour occurred. The test is whether the behaviour would have entitled the local authority to a possession order if the tenant had been a secure tenant.

6.0 What will be the LLP for the homes on Clos Felingloed?

Lettings will follow the priority categories in the table below. The number for each priority will be limited to the percentages identified.

Following two panel meetings and/or two LLP advertisements, if any homes remain in each of the priorities, these will then be re-advertised via Canfod Cartref in accordance with our main lettings policy.

Letting priority	Letting Type	Number of homes %
Priority A	<ul style="list-style-type: none"> • Applicants in greatest housing need with a community connection to the ward of Llandybie. The direct match will, also, take account of their support needs and community cohesion. • If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community. 	60% 14 homes
Priority B	<ul style="list-style-type: none"> • Priority will be given to applicants from the Accessible Housing Register. 	5% (2 homes)

	<ul style="list-style-type: none"> If there are no applicants from the Accessible Housing Register, we may consider applicants with a family member over the age of 55, people with disabilities and people with special housing requirements taking account of their circumstances and community connection. 	
Priority C	<ul style="list-style-type: none"> Applicants in Band B, and where their current social housing home is in the ward of Llandybie. Priority will be given to *Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire. If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community. 	35% (8 homes)

***Key Workers are normally defined as:**

- Health and Social Care.** This includes NHS doctors, nurses, midwives, paramedics, Local Authority social workers, registered care staff in our health and social care sector (*verification of Key worker employment to be sent to HousingServicesHousingOptionsTeam@carmarthenshire.gov.uk*); and
- Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

7.0 Shortlisting

The direct matching of applicants will be assessed based on the letting conditions set out in this Local Lettings Policy. For properties advertised via Canfod Cartref the applicants' bids will be determined in accordance with our main lettings policy.

8.0 What will be the letting eligibility, refusal, and exclusions at Clos Felingoed?

When allocating homes at Clos Felingoed, eligibility, RSL refusal and exclusions will apply as set out in the Emergency Social Housing Allocations Policy.

9.0 Equality and Diversity

When letting these homes, Bro Myrddin Housing Association will not discriminate on the grounds of gender, race, ethnic or national origin, religion, sexual orientation, marital status, age, or disability.

The use of the Local Lettings Policy when allocating homes will ensure that everyone is treated fairly and is not discriminated against, harassed, or victimised on any of the following protected characteristics while accessing our service -

age, disability, race and nationality, religion or belief, pregnancy and maternity, marriage or civil partnership, sex, sexual orientation, gender reassignment.

10.0 Term and Review

This Local Lettings Policy will remain in place for six months following all homes being let. After this time, it will be reviewed by Bro Myrddin Housing Association, to determine its impact on the community and whether the term should be extended.

Signed on behalf of Bro Myrddin Housing Association:

Name: _____

Date: _____

Signature: _____

DATE: 8TH JANUARY, 2024

Cabinet Member:	Portfolio:
Cllr. Linda Evans	Homes & Deputy Leader

SUBJECT:

RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2024/25

Purpose:

The purpose of this report is to confirm the weekly rental increase for Penybryn, a Residential Gypsy and Traveller Caravan Park during the financial year 2024/25.

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

- The rent level for pitches at Penybryn Gypsy and Traveller Caravan Park be increased by 6.5% and therefore be set at £65.97 per week, per plot (plus service charges and water rates) for 2024/25.

REASONS:

- To increase the rent level at Penybryn Gypsy and Traveller Caravan Park in line with Welsh Government’s Rent Setting Policy for Social Housing Rents and to comply with the Service Charging Policy.

Directorate: Communities	Designation	Telephone/Email Address:
Name of Head of Service: Jonathan Morgan	Head of Housing & Public Protection	JMorgan@carmarthenshire.gov.uk
Report Author: Gareth Williams	Housing Services Manager	gajwilliams@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed _____ DATE: _____
CABINET MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY

SUBJECT:
**RENT SETTING FOR PENYBRYN GYPSY AND TRAVELLER CARAVAN
PARK 2024/25**

Context

Penybryn, a Residential Gypsy and Traveller Caravan Park is a Council funded service. There are currently 15 pitches developed on this Park.

All Local Authorities and Housing Associations in Wales have aligned themselves to Welsh Government's Social Housing Rents Policy and whilst Penybryn Residential Caravan Park does not form part of the Housing Revenue Account (therefore rent levels charged are not governed by the Welsh Government's Policy), it is considered fair and reasonable for rents at this Park to follow this policy; which we anticipate full Council to approve on 24th January 2024.

It is proposed that rents for the Penybryn Caravan Park be increased by the same formula applied to Council Tenants using the Welsh Government rent setting policy, which for the financial year 2024/25 will be increased by 6.5%.

As a result of this increase, it is recommended that the weekly rent levels for the financial year of 2024/25 be set at £65.97 (net of service charges and water rates). Please refer to **Table 1** for full breakdown of weekly rent and service charges.

This increase in rent level will provide an annual income for the Authority of £48,488 for 2024/25, on the basis that all 15 pitches were occupied over a 49 week period.

Table1: Total rent payable for Penybryn Residential Gypsy and Traveller Caravan Park for 2024/25

	<u>Weekly Rate</u>
	£
Rent paid to Landlord	£65.97
Service charges	
Communal repairs	£22.03
Communal Lighting / Electricity	£0.38
Grounds maintenance	£0.00
Play area service charge inspection	£1.89
Communal Pest control	£0.00
Communal Refuse Removal/Street Cleansing	£6.18
Furniture & White Goods	£0.00
Admin Fee 10%	£3.39
<u>Total Services</u>	<u>£33.87</u>
Net Rents & Service Charge	£99.84
<u>Eligible Rent</u>	<u>£99.84</u>
Note: Non Eligible Services	
Welsh Water Charge	£39.18
<u>Total Non Eligible Charge</u>	<u>£39.18</u>
<u>Total Inclusive Rent</u>	<u>£139.02</u>

Please note that rent is calculated over a 49-week period and takes into account non-collection weeks, which is comparable to general Council Housing Tenants.

Service charges have been calculated on actual expenditure for the previous year.

Recommendations

- 1. The rent level for pitches at Penybryn Residential Gypsy and Traveller Caravan Park is set at £65.97 collected over a 49-week period.**
- 2. Apply the Service Charge Policy to ensure tenants of the site pay for those additional services.**
- 3. The charge for water usage is set at £39.18 collected over 49-weeks.**
- 4. Authorise Officers to Consult with the Residents of the Caravan Park and set the overall charges stated in Table 1.**

DETAILED REPORT ATTACHED ?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: Jonathan Morgan

Head of Housing & Public Protection

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
NONE	YES	YES	NONE	NONE	NONE	NONE

2. Legal

The rent increases follows the Mobile Homes (Wales) Act 2013;

(1) The pitch fee can only be changed in accordance with this paragraph, either—

(a) with the agreement of the occupier, or

(b) if a tribunal, on the application of the owner or the occupier, considers it reasonable for the pitch fee to be changed and makes an order determining the amount of the new pitch fee.

(2) The pitch fee must be reviewed annually as at the review date.

(3) At least 28 clear days before the review date the owner must serve on the occupier a written notice setting out proposals in respect of the new pitch fee.

An Equality Impact Assessment has been carried out which concludes that no adverse impact will occur to this particular characteristic group.

3. Finance

Increasing the weekly rent levels at Penybryn Caravan Park will provide an annual income for the Authority which covers expenditure incurred by the Council Fund in running and the maintenance of the Caravan Park. We will recover service charges based on actual expenditure for the previous year which is fair and accurate.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: **Jonathan Morgan** Head of Housing & Public Protection

1. Scrutiny Committee - N/A

2. Local Member(s)

Cllr. Derrick Cundy has been consulted and has confirmed that he is content with our approach, stating that the rent setting is fair and is in line with Policy.

Cllr. Michelle Donoghue was also consulted however had not responded at the time of writing this report.

3. Community / Town Council - N/A

4. Relevant Partners - N/A

5. Staff Side Representatives and other Organisations - N/A

**Section 100D Local Government Act, 1972 – Access to Information
List of Background Papers used in the preparation of this report:**

THERE ARE NONE