

**THURSDAY, 6 MAY 2021**

**TO: THE EXECUTIVE BOARD MEMBER FOR HOUSING**

I HEREBY SUMMON YOU TO ATTEND A VIRTUAL MEETING OF THE **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING** WHICH WILL BE HELD AT **10.00 AM, ON FRIDAY, 14TH MAY, 2021** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Kevin Thomas</b>
<b>Telephone (direct line):</b>	<b>01267 224027</b>
<b>E-Mail:</b>	<b><a href="mailto:kjthomas@carmarthenshire.gov.uk">kjthomas@carmarthenshire.gov.uk</a></b>

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 18TH MARCH 2021** 3 - 4
- 3. CREATING A LOCAL LETTINGS POLICY FOR MAESPIODE, ONE OF THE COUNCIL'S FIRST NEW BUILD DEVELOPMENTS** 5 - 14

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

## EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR HOUSING

THURSDAY, 18 March 2021

**PRESENT: Councillor:** L.D. Evans (Executive Board Member).

**The following officers were in attendance:**

J. Morgan, Head of Homes & Safer Communities

S.E. Watts, Environmental Protection Manager

K. Thomas, Democratic Services Officer

Virtual Meeting - 9.00 - 9.15 am

**1. DECLARATIONS OF PERSONAL INTEREST**

There were no declarations of personal interest.

**2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 23RD JULY 2020**

**RESOLVED** that the decision record of the meeting held on the 23<sup>rd</sup> July 2020 be signed as a correct record.

**3. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2021/22**

The Executive Board Member considered a report to confirm the weekly rent increase for the Penybryn Gypsy/Traveller site during the financial year 2021/22. The Executive Board Member was informed that the Gypsy and Travellers' site was a Council Tax funded service and there were currently 15 plots on the Penybryn site. While all Local Authorities and Housing Associations in Wales had aligned themselves to the social housing rents policy in relation to rental levels for social housing, the Penybryn site did not form part of the Housing Revenue Account, and so rental levels charged were not governed by the Welsh Government's rents policy. However, it was considered fair and equitable for rents at the site to be increased by the same formula applied to Council tenants. For the financial year 2021/22, that would be a 1.5% increase (CPI rate as of September 2020) and it was recommended that the weekly rental levels for 2021/22 be set at £57.06 (net of service charges and water rates) providing an annual income of £41,083.20 for 2021/22, if all 15 pitches were occupied throughout the year.

The Executive Board Member questioned the service charge element of the report and clarification was provided by the officer that they were applied on the same basis as the Council's sheltered housing complexes.

**RESOLVED:**

**3.1 that the weekly rental level for pitches at the Penybryn Gypsy/Traveller Site be set at £57.06 collected over 48 weeks.**

**3.2 that the service charge policy be applied to ensure tenants of the site paid for those additional services.**

- 3.3 that the charge for water usage be set at £21.15 collected over 48 weeks.
- 3.4 that officers be authorised to consult with the residents of Penybryn and set the overall charges stated in table 1.

\_\_\_\_\_  
EXECUTIVE BOARD MEMBER

\_\_\_\_\_  
DATE

## EXECUTIVE BOARD MEMBER DECISION MEETING FOR HOUSING 14<sup>TH</sup> MAY 2021

<b>Executive Board Member:</b>	<b>Portfolio:</b>
Cllr. Linda Davies Evans	Housing
<b>Subject:</b> <b>Creating a Local Lettings Policy for Maespode, one of the Council's first new build developments</b>	
<p><b>Purpose:</b> The purpose of this report is to create a Local Lettings Policy for the Council new build development in Maespode, Llandybie. This Local Lettings Policy will ensure that we create a sustainable community where people are proud to live.</p> <p>This Local Lettings Policy will apply to the initial letting of Maespode only, consisting of 8 homes.</p>	
<p><b>Recommendations / key decisions required:</b></p> <p>1. To approve the proposed Local Lettings Policy for the new homes in the Maespode new build development that will help create a sustainable community.</p>	
<p><b>Reasons:</b></p> <ul style="list-style-type: none"> <li>• The ward of Llandybie is an area of high housing need, which can be best addressed by providing a mix of two bedroom homes for small families;</li> <li>• The Maespode development in the ward of Llandybie consists of 8 homes and has been designed to meet the local housing need in the area.</li> <li>• The purpose of the local lettings policy is to enable the homes to be let to a mix of tenants across the allocation policy bands, establishing community cohesion by letting the new homes to a mix of households and not all high need cases.</li> <li>• This Local Lettings Policy will help create a sustainable community where people are proud to live.</li> <li>• The application of Local Lettings Plans is permitted under section 167(2E) of the 1996 Housing Act.</li> </ul>	

<p><b>Directorate</b> Communities <b>Name of Head of Service:</b> Jonathan Morgan</p>	<p><b>Designation</b> Head of Homes and Safer Communities</p>	<p><b>Tel No.</b> 01554 899285 / 01554 899202</p>
<p><b>Report Author:</b> Rachel Davies, Strategic Housing Delivery Manager</p>	<p><b>E Mail Address:</b> JMorgan@carmarthenshire.gov.uk Ramdavies@carmarthenshire.gov.uk</p>	

**Declaration of Personal Interest (if any):**

**Dispensation Granted to Make Decision (if any):**

**DECISION MADE:**

Signed: \_\_\_\_\_ DATE: \_\_\_\_\_  
EXECUTIVE BOARD MEMBER

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

# EXECUTIVE SUMMARY

## EXECUTIVE BOARD MEMBER DECISION MEETING FOR HOUSING

### SUBJECT:

**Creating a Local Lettings Policy for Garreglwyd, one of the Council's first new build developments**

### Purpose

The purpose of this report is to create a Local Lettings Policy for the Council new build development in Maespiode, Llandybie. This Local Lettings Policy will ensure that we create a sustainable community where people are proud to live.

This Local Lettings Policy will apply to the initial letting of the Maespiode development only, consisting of 8 homes.

### Context

The Maespiode development in the ward of Llandybie is one of the Council's first new build developments. The development consists of 8 two bedroom homes.

The development will be handed over in one phase.

### Housing Need

The ward of Llandybie is an area of high housing need. This need can be best addressed by providing a mix of two bedroom homes for small families, this includes families currently under occupying larger homes in the area.

The Council's new build development at Maespiode has been designed to meet this housing need. The development consists of eight two bedroom homes. It will be ready for occupation in the Summer 2021.

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 Homes and Safer Communities

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

## 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 Executive Board Member for Housing before it can be implemented and approved by the Social Housing Partnership to ensure no adverse impact on other landlords. This is in line with the process identified in the Allocation Policy.

## Risk Management Issues

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

## Physical Assets

The new development at Maespiode will result in 8 additional homes being managed by Homes and Safer Communities as part of the Council stock.

## CONSULTATIONS

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

Signed: Jonathan Morgan, Head of Homes and Safer Communities

### 1. Scrutiny Committee

n/a

### 2. Local Member(s)

Both Cllr. Anthony Davies and Cllr. Dai Nicholas have been consulted on the proposed Local Lettings Policy. Both were in agreement that the Local Letting Policy should be applied to the initial lettings on the Maespiode development.

### 3. Community / Town Council

n/a

### 4. Relevant Partners

Housing association partnership board consulted and no objections were raised.

### 5. Staff Side Representatives and other Organisations

Relevant staff from Homes and Safer Communities have been fully involved in the development of the policy.

### Section 100D Local Government Act, 1972 – Access to Information

#### List of Background Papers used in the preparation of this report:

THERE ARE NONE

# Creating a local lettings Policy for Maespiode, Llandybie, one of the Council's first new build developments

---

## 1.0 Purpose

The purpose of this report is to create a local lettings policy for the new build development in Maespiode, Llandybie. This policy will ensure that we create a sustainable community where people are proud to live.

This local lettings policy will apply to the initial letting of the new homes at Maespiode only, consisting of 8 homes.

8 No. two bedroom homes for small families

## 2.0 Context

The Maespiode development in the ward of Llandybie will be one of the first Council new build development to be completed. The development consists of 8 two bedroom homes.

The development will be handed over in one phase and will be ready for occupation in the Summer of 2021. A computer-simulated view of the completed development is shown below.



## 3.0 Housing Need

The ward of Llandybie is an area of high housing need. This need can be best addresses by providing:

- Two bedroom homes for small families, this includes families currently under occupying larger homes in the area:

The Council's new build development at Maespiode has been designed to meet this need. The homes on the development consist of:

- 8 x two bedroom homes

#### **4.0 The Aim of the Local Lettings Policy**

The aim of the local lettings policy is to achieve and maintain a balanced and sustainable community by managing the allocation of homes at Maespiode. This will include managing the mix of families, some with high vulnerabilities or complex needs, within the estate to reduce the likelihood of lifestyle clashes.

The Council will work openly and honestly with stakeholders to ensure the success of the lettings plan so that the allocations meet local housing need and ensure it is a good and vibrant place to live for current and future residents.

The new homes will be advertised through Canfod Cartref and the adverts will meet the proposal set out in this local lettings policy. We will seek to identify an appropriate mix of tenants based on their current housing need and individual circumstances. The policy will also provide opportunities to transfer existing social housing tenants, if it offers up a better use of housing stock and subsequent housing opportunities to others on the housing register

#### **5.0 Carmarthenshire County Council Choice Based Lettings Procedure**

The local lettings policy will be implemented in line with Carmarthenshire County Council's Choice Based Lettings Procedure that states:

*"A local lettings policy must be approved by the Executive Board 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."*

#### **6.0 Allocation and Letting proposal- Maespiode, Summer 2021**

8 x 2 bedroom houses

The Council will allocate the two bedroom houses to applicants in different bands as follows:

- 2 Band A applicants
- 2 Band B applicants
- 2 'registered only' applicants
- 2 transfer applicants

The 2 Transfers will be allocated to households that are under-occupying their current social housing homes.

Transfer applicants who have a community connection will be prioritized. (as laid out in Carmarthenshire's Allocation Policy this will include applicants with connection to the following wards; Ammanford, Pontamman, Betws, Llandybie, Saron, Tycroes and Penygroes).

#### **7.0 Allocation Conditions**

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

- Anyone subject to a Multi-Agency Public Protection Arrangement (MAPPA).
- Anyone subject to a Criminal Behavior Order (CRIMBO) or Anti-Social Behavior Order (ASBO).

- Anyone who would be deemed to be ineligible under the conditions of Sensitive Letting, as laid out in CCC's Choice-Based Lettings Procedures

## **8.0 Advertisement**

The development will be advertised through Canfod Cartref, completing all the mandatory fields so that the adverts are consistent and transparent.

## **9.0 Shortlisting**

The applicants' bids will be assessed based on the allocations conditions set out in this Local Lettings Policy and their housing need, as outlined in Carmarthenshire's Allocation Policy.

## **10.0 Equality and Diversity**

When allocating these homes, Carmarthenshire County Council will not discriminate on the grounds of gender, race, ethnic or national origin, religion, sexual orientation, marital status, age or disability.

## **11.0 Term and Review**

This Local Lettings Policy will remain in place for 6 months following **all homes** being let, to ensure the community is appropriately established. The policy and its impact on the community will be reviewed by Carmarthenshire County Council, in consultation with its housing association partners, after this period to determine whether the term should be extended.

Signed on behalf of Carmarthenshire County Council:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

This page is intentionally left blank