

FRIDAY, 11 MARCH 2022

TO: THE CABINET MEMBER FOR

I HEREBY SUMMON YOU TO ATTEND A **VIRTUAL MEETING OF THE CABINET MEMBER DECISIONS MEETING FOR HOUSING** WHICH WILL BE HELD AT **3.45 PM, ON THURSDAY, 17TH MARCH, 2022** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

Wendy Walters

CHIEF EXECUTIVE

Democratic Officer:	Janine Owen
Telephone (direct line):	01267 224030
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Wendy Walters Prif Weithredwr, *Chief Executive*,
Neuadd y Sir, Caerfyrddin. SA31 1JP
County Hall, Carmarthen. SA31 1JP

A G E N D A

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

THURSDAY, 3 March 2022

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

The following officers were in attendance:

S.E. Watts, Environmental Protection Manager

J. Owens, Democratic Services Officer

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. DECISION RECORD - 12TH NOVEMBER 2021

RESOLVED that the decision record of the meeting held on the 12th November 2021 be signed as a correct record.

3. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2022/23

The Cabinet Member considered a report to confirm the weekly rent increase for the Penybryn Gypsy/Traveller site during the financial year 2022/23. The Cabinet 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 2022/23, that would be a 2.9% increase and it was recommended that the weekly rental levels for 2022/23 be set at £58.72 (net of service charges and water rates) providing an annual income of £42,278.40 for 2022/23, if all 15 pitches were occupied throughout the year.

RESOLVED:

- 3.1 that the weekly rental level for pitches at the Penybryn Gypsy/Traveller Site be set at £58.72 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 £34.15 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.**

CABINET MEMBER

DATE

CABINET MEMBER DECISION MEETING FOR HOUSING

17TH MARCH 2022

Cabinet Member:	Portfolio:
Cllr. Linda Davies Evans	Housing

CREATING A LOCAL LETTINGS POLICY FOR DYLAN (PHASE 2), BYNEA

Purpose:

The purpose of this report is to create a Local Lettings Policy (LLP) for the Council new build development in Dylan (Phase 2), Bynea.

Recommendations / key decisions required:

To approve the proposed Local Lettings Policy for the new homes on the Dylan (Phase 2) Council new build development that will help create a sustainable and diverse place to live.

Reasons:

- A LLP is being used for the Dylan (Phase 2) 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	Designation	Tel No. 01554 899285
Name of Head of Service: Jonathan Morgan	Head of Housing	E Mail Address: JMorgan@carmarthenshire.gov.uk
Report Author: Angie Bowen	Housing Hwb Manager	Tel No. 07827 808747 Email Address: AnBowen@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

CABINET MEMBER

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

CABINET MEMBER DECISION MEETING FOR HOUSING

17th MARCH 2022

CREATING A LOCAL LETTINGS POLICY FOR DYLAN (PHASE 2), BYNEA

Purpose

The purpose of this report is to create a Local Lettings Policy (LLP) for the Council new build development in Dylan (Phase 2), Bynea.

Context

The Dylan development in the ward of Bynea is one of the Council's first new build developments. The development consists of 32 homes and is a mix of two and four-bedroom homes and two-bedroom bungalows. The development will be handed over in three phases:

Phase 2 of the development is covered in this LLP and will be handed over in April 2022.

Housing Need

The ward of Bynea 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;
- Four-bedroom homes for large families, this includes families currently living in unsuitable or overcrowded accommodation in the area;
- Two-bedroom bungalows for older people in the community whose current homes are unsuitable for their needs.

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

- 22 x two-bedroom homes
- 6 x four-bedroom homes
- 4 x two-bedroom bungalows

Phase 2 which relates to this Local lettings Policy is **8 x 2-bedroom houses**.

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**

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 new formed communities.

Physical Assets

The new development at Dylan will result in 32 additional homes and is a mix of two and four-bedroom homes and two-bedroom bungalows being managed by Housing Services as part of the Council stock. Phase 2 is covered in this LLP and comprises of 8 x 2-bedroom houses.

CONSULTATIONS

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

Signed: Jonathan Morgan Head of Housing

1. Scrutiny Committee

n/a

2. Local Member(s)

Cllr. Deryk Cundy – Bynea

Consulted on 08/03/22 – full comments to be provided at meeting

3. Community / Town Council

n/a

4. Relevant Partners

RSL partnership board consulted on 08/03/2022 - full comments to be provided at meeting.

5. Staff Side Representatives and other Organisations

Relevant staff from Housing Services 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

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Local Lettings Policy – Dylan Phase 2

Bynea

17th March 2022 (Final)



carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



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 the Council new build development in Dylan (Phase 2), Bynea.

A LLP is being used for the Dylan 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.

2.0 What will the development deliver?

The Dylan development in the ward of Bynea, it is one of the Council's first new build developments. The development consists of 32 homes and is a mix of two and four-bedroom homes and two-bedroom bungalows. The development will be handed over in three phases:

Phase 1 – 2 x 2-bedroom houses & 2 x 4-bedroom houses (occupation May 2020).

Phase 2 is covered in this LLP: 8 x 2-bedroom houses (April 2022); and

Phase 3 – 12 x 2-bedroom houses, 4 x 4-bedroom houses & 4 x 2-bedroom bungalows. (Further LLP prior to August 2022).

Dylan site plan:





3.0 What is the housing need in the area?

The ward of Bynea 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;
- Four-bedroom homes for large families, this includes families currently living in unsuitable or overcrowded accommodation in the area;
- Two-bedroom bungalows for older people in the community whose current homes are unsuitable for their needs.

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

- 22 x two-bedroom homes
- 6 x four-bedroom homes
- 4 x two-bedroom bungalows

Phase 2 which relates to this Local Lettings Policy is **8 x 2-bedroom houses**.

4.0 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.

With the exception of Priority group 'A', the new homes will be advertised through Canfod Cartref, and the adverts will meet the proposals 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 LLP 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 What is the Council's 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."

6.0 What will be the letting exclusions at Dylan (Phase 2)?

When allocating homes at Dylan, 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 unacceptable behavior under Section 160A(8) of the Housing Act 1996. This would include non-payment of rent, breach of former tenancy conditions, conduct causing nuisance or annoyance 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 behavior occurred. The test is whether the behavior would have entitled the local authority to a possession order if the tenant had been a secure tenant.

7.0 What will be the LLP for the two-bedroom homes on Dylan (Phase 2)?

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 that have been given exceptional circumstances by the Head of Housing that do not fall under the exclusion category including direct matches from the Accessible Housing Register; Direct matches from temporary accommodation that have been agreed by the "Move on Panel" or applicants to whom the authority owes a full homelessness duty (section 75), are in Band A and with direct links to the wards of Bynea, Llangennech or Llwynhendy); Direct matches from temporary accommodation that have been agreed by the "Move on Panel" or applicants to whom the authority owes a full homelessness duty (section 75) and are in Band A. 	25% (Phase 2 – 2 homes)
Priority B	Social Housing transfer applicants in Band A or B, who are not excluded, and where their current social housing home is in the wards of Bynea, Llangennech or Llwynhendy.	25% (Phase 2 – 2 homes)
Priority C	Non-transfer Band A applicants with direct links to the wards of Bynea, Llangennech or Llwynhendy.	25% (Phase 2 – 2 homes)
Priority D	Non-transfer Band B applicants with direct links to the wards of Bynea, Llangennech or Llwynhendy.	15% (Phase 2 – 1 home)
Priority E	*Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.	10% (Phase 2 – 1 home)

*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; and
- **Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

8.0 Advertisement

Except for Priority group 'A' the development will be advertised through Canfod Cartref where relevant information will be required so that the adverts are consistent and transparent.

9.0 Shortlisting

The applicants' bids will be assessed based on the letting conditions set out in this Local Lettings Policy.

10.0 Equality and Diversity

When letting these homes, CCC 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 be reviewed ahead of developing a LLP for Dylan (Phase 3), and will remain in place for six months following all homes being let. After this time, it will be further reviewed by Carmarthenshire County Council, to determine its impact on the community and whether the term should be extended.

Signed on behalf of Carmarthenshire County Council:

Name: _____

Date: _____

Signature: _____

CABINET MEMBER DECISION MEETING FOR HOUSING

17TH MARCH 2022

Cabinet Member:	Portfolio:
Cllr. Linda Davies Evans	Housing

CREATING A LOCAL LETTINGS POLICY FOR GLANMOR TERRACE, BURRY PORT

Purpose:

The purpose of this report is to create a Local Lettings Policy (LLP) for the Council new build development in Glanmor Terrace, Burry Port.

Recommendations / key decisions required:

To approve the proposed Local Lettings Policy for the new homes on the Glanmor Terrace Council new build development that will help create a sustainable and diverse place to live.

Reasons:

- A LLP is being used for the Glanmor Terrace 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.
- For the 10 one-bedroom apartments provided on this development the LLP will also ensure that preference is given to households over the age of 60 or to people with disabilities that require specifically designed accommodation.
- The application of Local Lettings Plans is permitted under section 167(2E) of the 1996 Housing Act

<p>Directorate Communities</p> <p>Name of Head of Service: Jonathan Morgan</p> <p>Report Author: Angie Bowen</p>	<p>Designation</p> <p>Head of Housing</p> <p>Housing Hwb Manager</p>	<p>Tel No. 01554 899285</p> <p>E Mail Address: JMorgan@carmarthenshire.gov.uk</p> <p>Tel No. 07827 808747</p> <p>Email Address: AnBowen@carmarthenshire.gov.uk</p>
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Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

CABINET MEMBER

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

CABINET MEMBER DECISION MEETING FOR HOUSING

17th MARCH 2022

CREATING A LOCAL LETTINGS POLICY FOR GLANMOR TERRACE, BURRY PORT

Purpose

The purpose of this report is to create a Local Lettings Policy (LLP) for the Council new build development in Glanmor Terrace, Burry Port.

Context

The Glanmor Terrace development in the ward of Burry Port is an innovative new build Council development, using the latest low carbon technology. The development consists of 32 homes and is a mix of 22 two-bedroom houses and 10 one-bedroom apartments.

The development will be handed over in one phase, at the end of March 2022.

Housing Need

The ward of Burry Port, in which Glanmor Terrace is situated, is an area of high housing need. This need can be best addressed by providing:

- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area; and
- One-bedroom apartments for single people, households over the age of 60 or people with disabilities that require specifically designed accommodation.

As a result, the development consists of:

- 22 x two-bedroom houses; and
- 10 x one-bedroom apartments for people aged over 60 or people with disabilities that require specifically designed accommodation.

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

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 new formed communities.

Physical Assets

The new development at Glanmor Terrace will result in 32 additional homes being managed by Housing Services as part of the Council stock. 22 x two-bedroom houses; and 10 x one-bedroom apartments for people aged over 60 or people with disabilities that require specifically designed accommodation.

CONSULTATIONS

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

Signed: Jonathan Morgan Head of Housing

1. Scrutiny Committee

n/a

2. Local Member(s)

Cllr. Amanda Fox – Burry Port

Cllr. John James – Burry Port

Consulted on 07/03/22 – full comments to be provided at meeting

3. Community / Town Council

n/a

4. Relevant Partners

RSL partnership board consulted 07/03/22 - full comments to be provided at meeting.

5. Staff Side Representatives and other Organisations

Relevant staff from Housing Services 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

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Local Lettings Policy – Glanmor Terrace

Burry Port

17th March 2022 (Final)



carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Page 23

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 the Council new build development in Glanmor Terrace, Burry Port.

A LLP is being used for the Glanmor Terrace 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.

For the 10 one-bedroom apartments provided on this development the LLP will also ensure that preference is given to households over the age of 60 or to people with disabilities that require specifically designed accommodation.

2.0 What will the development deliver?

The Glanmor Terrace development in the ward of Burry Port is an innovative new build Council development, using the latest low carbon technology. The development consists of 32 homes and is a mix of 22 two-bedroom houses and 10 one-bedroom apartments.

The development will be handed over in one phase, at the end of March 2022.

The site plan is shown below:



3.0 What is the housing need in the area?

The ward of Burry Port, in which Glanmor Terrace is situated, is an area of high housing need. This need can be best addressed by providing:

- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area; and

- One-bedroom apartments for single people, households over the age of 60 or people with disabilities that require specifically designed accommodation.

As a result, the development consists of:

- 22 x two-bedroom houses; and
- 10 x one-bedroom apartments for people aged over 60 or people with disabilities that require specifically designed accommodation.

4.0 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.

With the exception of Priority group 'A', the new homes will be advertised through Canfod Cartref and the adverts will meet the proposals 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 LLP 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 What is the Council's 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."

6.0 What will be the letting exclusions at Glanmor Terrace?

When allocating homes and apartments at Glanmor Terrace, 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 unacceptable behavior under Section 160A(8) of the Housing Act 1996. This would include non-payment of rent, breach of former tenancy conditions, conduct causing nuisance or annoyance 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 behavior occurred. The test is whether the behavior would have entitled the local authority to a possession order if the tenant had been a secure tenant.

7.0 What will be the LLP for the two bed homes on Glanmor Terrace?

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 that have been given exceptional circumstances by the Head of Housing that do not fall under the exclusion category including direct matches from the Accessible Housing Register; • Direct matches from temporary accommodation that have been agreed by the “Move on Panel” or applicants to whom the authority owes a full homelessness duty (section 75), are in Band A and with direct links to the wards of Burry Port and Pembrey; and • Direct matches from temporary accommodation that have been agreed by the “Move on Panel” or applicants to whom the authority owes a full homelessness duty (section 75) and are in Band A. 	25% (6 homes)
Priority B	Social Housing transfer applicants in Band A or B, who are not excluded, and where their current social housing home is in the wards of Burry Port or Pembrey.	25% (6 homes)
Priority C	Non-transfer Band A applicants with direct links to the wards of Burry Port or Pembrey.	25%

		(5 homes)
Priority D	Non-transfer Band B applicants with direct links to the wards of Burry Port and Pembrey	15% (3 homes)
Priority E	*Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.	10% (2 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; and
- **Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

8.0 What will be the LLP for 1-bedroom apartments on Glanmor Terrace?

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

Preference will be given to households over the age of 60 or to people with disabilities that require specifically designed accommodation.

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.

Allocation Category	Allocation Type	Number of homes %
Priority A	<ul style="list-style-type: none"> • Applicants that have been given exceptional circumstances by the Head of Housing that do not fall under the exclusion category including direct matches from the Accessible Housing Register; • Direct matches from temporary accommodation that have been agreed by the “Move on Panel” or applicants to whom the authority owes a full homelessness duty (section 75), are in Band A and with direct links to the wards of Burry Port and Pembrey; and • Direct matches from temporary accommodation that have been agreed by the “Move on Panel”; or applicants to whom the authority owes a full homelessness duty (section 75) and are in Band A; or applicants that have been agreed by the Accommodation Panel. 	30% (4 homes)
Priority B	Social Housing transfer applicants in Band A or B, who are not excluded, and where their current social housing home is in the wards of Burry Port or Pembrey.	25% (2 homes)

Priority C	Non-transfer Band A applicants with direct links to the wards of Burry Port or Pembrey.	25% (2 homes)
Priority D	Non-transfer Band B applicants with direct links to the wards of Burry Port and Pembrey	10% (1 home)
Priority E	*Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.	10% (1 home)

*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; and
- **Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

9.0 Advertisement

Except for Priority group 'A' the development will be advertised through Canfod Cartref where relevant information will be required so that the adverts are consistent and transparent.

10.0 Shortlisting

The applicants' bids will be assessed based on the letting conditions set out in this Local Lettings Policy.

11.0 Equality and Diversity

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

12.0 Term and Review

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

Signed on behalf of Carmarthenshire County Council:

Name: _____

Date: _____

Signature: _____

CABINET MEMBER DECISION MEETING FOR HOUSING

17th MARCH 2022

Cabinet Member:	Portfolio:
Cllr. Linda Davies Evans	Housing

CREATING A LOCAL LETTINGS POLICY FOR GWYNFRYN, SARON

Purpose:

The purpose of this report is to create a Local Lettings Policy (LLP) for the Council new build development in Gwynfryn, Saron.

Recommendations / key decisions required:

To approve the proposed Local Lettings Policy for the new homes on the Gwynfryn Council new build development that will help create a sustainable and diverse place to live.

Reasons:

- A LLP is being used for the Gwynfryn 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 Name of Head of Service: Jonathan Morgan	Designation Head of Housing	Tel No. 01554 899285 E Mail Address: JMorgan@carmarthenshire.gov.uk
Report Author: Angie Bowen	Housing Hwb Manager	Tel No. 07827 808747 Email Address: AnBowen@carmarthenshire.gov.uk

Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

_____ CABINET MEMBER

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

CABINET MEMBER DECISION MEETING FOR HOUSING

17th MARCH 2022

CREATING A LOCAL LETTINGS POLICY FOR GWYNFRYN, SARON

Purpose

The purpose of this report is to create a Local Lettings Policy (LLP) for the Council new build development in Gwynfryn, Saron.

Context

The Gwynfryn development is in the ward of Saron. The development will deliver 28 social rented homes:

- 18 x two-bedroom houses;
- 6 x three-bedroom houses; and
- 4 x four-bedroom houses.

The development will be handed over in one phase in April 2022.

Housing Need

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

- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area;
- Three-bedroom homes for families; and
- Four-bedroom houses for large families, this includes families currently overcrowded in their current homes in the area.

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

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 new formed communities.

Physical Assets

The new development at Gwynfryn will result in 28 additional homes and is a mix of two, three and four-bedroom homes being managed by Housing Services 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 Housing

1. Scrutiny Committee

n/a

2. Local Member(s)

Cllr. Karen Davies– Saron

Cllr. Carl J. Harris – Saron

Consulted on 08/03/22 – full comments to be provided at meeting

3. Community / Town Council

n/a

4. Relevant Partners

RSL partnership board consulted - full comments to be provided at meeting.

5. Staff Side Representatives and other Organisations

Relevant staff from Housing Services 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

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Local Lettings Policy – Gwynfryn

Saron

17th March 2022 (Final)



carmarthenshire.gov.wales

Cyngor **Sir Gâr**
Carmarthenshire
County Council



Page 35

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 the Council new build development in Gwynfryn, Saron.

A LLP is being used for the Gwynfryn 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.

2.0 What will the development deliver?

The Gwynfryn development is in the ward of Saron. The development will deliver 28 social rented homes:

- 18 x two-bedroom houses
- 6 x three-bedroom houses
- 4 x four- bedroom houses

The development will be handed over in one phase in April 2022.

Gwynfryn site plan:





3.0 What is the housing need in the area?

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

- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area;
- Three-bedroom homes for families; and
- Four-bedroom houses for large families, this includes families currently overcrowded in their current homes in the area.

As a result, this development consists of:

18 x two-bedroom houses;
6 x three-bedroom houses; and
4 x four-bedroom houses.

4.0 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.

With the exception of Priority group 'A', the new homes will be advertised through Canfod Cartref, and the adverts will meet the proposals 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 LLP 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 What is the Council's 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."

6.0 What will be the letting exclusions at Gwynfryn?

When allocating homes at Gwynfryn, 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 unacceptable behavior under Section 160A(8) of the Housing Act 1996. This would include non-payment of rent, breach of former tenancy conditions, conduct causing nuisance or annoyance 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 behavior occurred. The test is whether the behavior would have entitled the local authority to a possession order if the tenant had been a secure tenant.

7.0 What will be the LLP for the homes on Gwynfryn?

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 that have been given exceptional circumstances by the Head of Housing that do not fall under the exclusion category including direct matches from the Accessible Housing Register; Direct matches from temporary accommodation that have been agreed by the "Move on Panel" or applicants to whom the authority owes a full homelessness duty (section 75), are in Band A and with direct links to the wards of Saron, Ammanford, Llandybie or Betws; Direct matches from temporary accommodation that have been agreed by the "Move on Panel" or applicants to whom the authority owes a full homelessness duty (section 75) and are in Band A. 	25% (Phase 2 – 7 homes)
Priority B	Social Housing transfer applicants in Band A or B, who are not excluded, and where their current social housing home is in the wards of Saron, Ammanford, Llandybie or Betws.	25% (Phase 2 – 7 homes)
Priority C	Non-transfer Band A applicants with direct links to the wards of Saron, Ammanford, Llandybie or Betws.	25% (Phase 2 – 7 homes)
Priority D	Non-transfer Band B applicants with direct links to the wards of Saron, Ammanford, Llandybie or Betws.	15% (Phase 2 – 4 homes)
Priority E	*Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.	10% (Phase 2 – 3 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; and
- **Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

8.0 Advertisement

Except for Priority group 'A' the development will be advertised through Canfod Cartref where relevant information will be required so that the adverts are consistent and transparent.

9.0 Shortlisting

The applicants' bids will be assessed based on the letting conditions set out in this Local Lettings Policy.

10.0 Equality and Diversity

When letting these homes, CCC 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 six months following all homes being let. After this time, it will be reviewed by Carmarthenshire County Council, to determine its impact on the community and whether the term should be extended.

Signed on behalf of Carmarthenshire County Council:

Name: _____ Date: _____

Signature: _____

CABINET MEMBER DECISION MEETING FOR HOUSING

17th MARCH 2022

Cabinet Member:	Portfolio:
Cllr. Linda Davies Evans	Housing

CREATING A LOCAL LETTINGS POLICY FOR CLOS Y PORTHMYN, WALES & WEST HOUSING ASSOCIATION'S NEW DEVELOPMENT IN ABERGWILI.

Purpose:

The purpose of this report is to create a Local Lettings Policy (LLP) for the Wales & West Housing Association's new build development in Clos y Porthmyn, Abergwili.

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 the Clos y Porthmyn, Wales & West 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 y Porthmyn 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	Designation	Tel No. 01554 899285 JMorgan@carmarthenshire.gov.uk
Name of Head of Service: Jonathan Morgan	Head of Housing	Tel No. 07890 024891 LRoberts@carmarthenshire.gov.uk
Report Author: Lucy Roberts	New Homes Officer	

Declaration of Personal Interest (if any):

Dispensation Granted to Make Decision (if any):

DECISION MADE:

Signed:

DATE: _____

CABINET MEMBER

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

CABINET MEMBER DECISION MEETING FOR HOUSING

17th MARCH 2022

CREATING A LOCAL LETTINGS POLICY FOR CLOS Y PORTHMYN, WALES & WEST HOUSING ASSOCIATION'S NEW DEVELOPMENT IN ABERGWILI.

Purpose

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

Context

The Clos y Porthmyn development is in the ward of Abergwili. The development will deliver 6 social rented homes:

- 2 x one-bedroom flats;
- 4 x two-bedroom houses.

The development will be handed over in one phase in May 2022.

Housing Need

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

- One-bedroom flats for small households
- Two-bedroom houses for small families, this includes families currently under occupying larger houses 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.

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

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

Policy, Crime & Disorder and Equalities

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

Legal

The policy must be signed off by the Cabinet Board Member for Housing 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.

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.

CONSULTATIONS

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

Signed: Jonathan Morgan Head of Housing

1. Scrutiny Committee

n/a

2. Local Member(s)

Cllr. Dorian Williams – Abergwili

Consulted on 10/03/2022 – full comments to be provided at meeting

3. Community / Town Wales & West Housing

n/a

4. Relevant Partners

RSL partnership board consulted - full comments to be provided at meeting.

5. Staff Side Representatives and other Organisations

Relevant staff from Housing Services 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

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Local Lettings Policy – Clos y Porthmyn

Abergwili

17th March 2022



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 the new build development by Wales and West Housing Association in Clos y Porthmyn, Abergwili.

A LLP is being used for the Clos y Porthmyn 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.

2.0 What will the development deliver?

The Clos y Porthmyn development is in the ward of Abergwili. The development will deliver 6 social rented homes:

- 2 x one-bedroom apartments
- 4 x two-bedroom houses

The development will be handed over in one phase in April 2022.

3.0 What is the housing need in the area?

The ward of Abergwili, in which the Clos y Porthmyn 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;

As a result, this development consists of:

2 x one-bedroom flats; and
4 x two-bedroom houses;

4.0 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.

With the exception of Priority group 'A', the new homes will be advertised through Canfod Cartref, and the adverts will meet the proposals 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 LLP 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 What is the Council's 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."

6.0 What will be the letting exclusions at Clos y Porthmyn ?

When allocating homes at Clos y Porthmyn, 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 unacceptable behavior under Section 160A(8) of the Housing Act 1996. This would include non-payment of rent, breach of former tenancy conditions, conduct causing nuisance or annoyance 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 behavior occurred. The test is whether the behavior would have entitled the local authority to a possession order if the tenant had been a secure tenant.

7.0 What will be the LLP for the homes on Clos y Porthmyn?

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 that have been given exceptional circumstances by the Head of Housing that do not fall under the exclusion category including direct matches from the Accessible Housing Register; • Direct matches from temporary accommodation that have been agreed by the “Move on Panel” or applicants to whom the authority owes a full homelessness duty (section 75), are in Band A and with direct links to the ward of Abergwili; • Direct matches from temporary accommodation that have been agreed by the “Move on Panel” or applicants to whom the authority owes a full homelessness duty (section 75) and are in Band A. 	32% (2 units)
Priority B	Social Housing transfer applicants in Band A or B, who are not excluded, and where their current social housing home is in the ward of Abergwili.	17% (1 unit)
Priority C	Non-transfer Band A applicants with direct links to the ward of Abergwili.	17% (1 unit)
Priority D	Non-transfer Band B applicants with direct links to the ward of Abergwili.	17% (1 unit)
Priority E	*Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.	17% (1 unit)

*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; and
- **Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

8.0 Advertisement

Except for Priority group ‘A’ the development will be advertised through Canfod Cartref where relevant information will be required so that the adverts are consistent and transparent.

9.0 Shortlisting

The applicants’ bids will be assessed based on the letting conditions set out in this Local Lettings Policy.

10.0 Equality and Diversity

When letting these homes, WWH will ensure that everyone is treated fairly and is not discriminate on the grounds of Age, disability, race and nationality, religion or belief, Pregnancy and Maternity, marriage or civil partnership, sex, sexual orientation, gender reassignment

11.0 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 Wales & West Housing Association, to determine its impact on the community and to ensure that it has met the initial aims of the policy and whether the term should be extended.

Signed on behalf of Wales and West Housing Association:

Name: _____ Date: _____

Signature: _____

Signed on behalf of Carmarthenshire County Council:

Name: _____ Date: _____

Signature: _____

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