

**TUESDAY, 21 MARCH 2023**

**TO: THE CABINET MEMBER FOR HOMES & DEPUTY LEADER**

I HEREBY SUMMON YOU TO ATTEND A VIRTUAL MEETING OF THE **CABINET MEMBER FOR HOMES & DEPUTY LEADER** WHICH WILL BE HELD AT **11.00 AM, ON TUESDAY, 28TH MARCH, 2023** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA.

*Wendy Walters*

**CHIEF EXECUTIVE**

<b>Democratic Officer:</b>	<b>Julie Owens</b>
<b>Telephone (direct line):</b>	<b>01267 224088</b>
<b>E-Mail:</b>	<b><a href="mailto:juowens@carmarthenshire.gov.uk">juowens@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**

- |   |               |
|---|---------------|
| <b>1. DECLARATIONS OF PERSONAL INTEREST</b>   |               |
| <b>2. DECISION RECORD 06 MARCH 2023</b>   | <b>3 - 4</b>  |
| <b>3. CREATING A LOCAL LETTINGS POLICY FOR MAES YR HUFENFA, WALES &amp; WEST HOUSING ASSOCIATION'S NEW DEVELOPMENT IN ST CLEARS, CARMARTHEN</b> | <b>5 - 16</b> |

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

## CABINET MEMBER FOR HOMES & DEPUTY LEADER MONDAY, 6 March 2023

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

**The following officers were in attendance:**

H. O'Brian, Private Sector Lead;

M.S. Davies, Democratic Services Officer.

**Virtual Meeting: 10.00 am - 10.15 am**

### 1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

### 2. DECISION RECORD 12TH JANUARY 2023

**RESOLVED** that the decision record of the meeting held on 12<sup>th</sup> January, 2023 be signed as a correct record.

### 3. RENT SETTING FOR PENYBRYN GYPSY/TRAVELLER SITE 2023/24

The Cabinet Member considered a report to confirm the weekly rent increase for the Penybryn Gypsy/Traveller site during the financial year 2023/24. 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 2023/24, that would be a 5.5% increase and it was recommended that the weekly rental levels for 2023/24 be set at £61.94 (net of service charges and water rates) providing an annual income of £44,596.00 for 2023/24, if all 15 pitches were occupied throughout the year.

The Cabinet Member sought assurances as to conditions at the site.

#### **RESOLVED:**

- 3.1 that the weekly rental level for pitches at the Penybryn Gypsy/Traveller Site be set at £61.94 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 £40.13 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**

This page is intentionally left blank

**28<sup>TH</sup> MARCH 2023**

<b>Cabinet Member:</b>	<b>Portfolio:</b>	
<b>Cllr. Linda Davies Evans</b>	<b>Homes &amp; Deputy Leader</b>	
<div><b>CREATING A LOCAL LETTINGS POLICY FOR MAES YR HUFENFA, WALES &amp; WEST HOUSING ASSOCIATION’S NEW DEVELOPMENT IN ST CLEARS, CARMARTHEN</b></div>		
<b>Purpose:</b> <p>The purpose of this report is to create a Local Lettings Policy (LLP) for the Wales &amp; West Housing Association’s new build development in Maes yr Hufenfa, St Clears.</p> <p>This Local Lettings Policy will remain in place for 6 months following the initial lets, to ensure the community is appropriately established.</p>		
<b>Recommendations / key decisions required:</b> <p>To approve the proposed Local Lettings Policy for the new homes on Maes yr Hufenfa, Wales &amp; West Housing Association’s new build development that will help create a sustainable and diverse place to live.</p>		
<b>Reasons:</b> <ul style="list-style-type: none"><li>• A LLP is being used for the Maes yr Hufenfa 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.</li><li>• 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.</li><li>• The application of Local Lettings Plans is permitted under section 167(2E) of the 1996 Housing Act.</li></ul>		
<b>Directorate</b> <b>Name of Head of Service:</b> Jonathan Morgan	<b>Designation</b> Head of Housing & Public Protection	<b>Tel No.</b> 01554 899285
<b>Report Author:</b> Lucy Roberts	<b>E Mail Address:</b> <a href="mailto:LRoberts@carmarthenshire.gov.uk">LRoberts@carmarthenshire.gov.uk</a>	

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

None

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

N/A

**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 <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**  
**CABINET MEMBER DECISION MEETING**  
**FOR HOMES & DEPUTY LEADER**

**28<sup>TH</sup> MARCH 2023**

**CREATING A LOCAL LETTINGS POLICY**  
**FOR MAES YR HUFENFA, WALES & WEST HOUSING ASSOCIATION'S**  
**NEW DEVELOPMENT IN ST CLEARS, CARMARTHEN**

**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 Maes yr Hufenfa, St Clears. This policy will ensure that we create a sustainable community where people are proud to live.

**Context**

The Maes yr Hufenfa development is in the ward of St Clears & Llansteffan. The development will deliver 45 social rented homes:

- 10 x 2 Person 1 Bed Flats
- 4 x 3 Person 2 Bed Bungalows
- 22 x 4 Person 2 Bed Houses
- 8 x 5 Person 3 Bed Houses
- 1 x 6 Person 4 Bed House

The development will be handed over in one phase in May 2023.

**Housing Need**

The ward of St Clears & Llansteffan, in which the Maes yr Hufenfa 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 households 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 and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	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 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.



# 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. Phillip Hughes – St Clears with Llansteffan

Cllr. Carys Jones – St Clears with Llansteffan

Consulted via Email on 10<sup>th</sup> March, 2023. Feedback to be provided in the Cabinet Member Decision meeting.

## 3. Community / Town Council

n/a

## 4. Relevant Partners

RSL partnership board consulted on 10<sup>th</sup> March, 2023. Feedback to be provided in the Cabinet Member Decision 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**

Title of Document	File Ref No.	Locations that the papers are available for public inspection

This page is intentionally left blank

# Local Lettings Policy – Maes yr Hufenfa

## St Clears

6<sup>th</sup> February 2023



## **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 Maes yr Hufenfa, St Clears.

A LLP is being used for the Maes yr Hufenfa 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 are the aims of the Local Lettings Policy?**

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."

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.**

## **3.0 What is the housing need in the area?**

The ward of St Clears & Llansteffan, in which Maes yr Hufenfa 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 55 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.

## 5. What will the development deliver?

The Maes yr Hufenfa development is in the ward of St Clears & Llansteffan. The development will deliver 45 social rented homes:

- 10 x 2 Person 1 Bed Flats
- 4 x 3 Person 2 Bed Bungalows
- 22 x 4 Person 2 Bed Houses
- 8 x 5 Person 3 Bed Houses
- 1 x 6 Person 4 Bed House

The development will be handed over in one phase in May 2023.

**Maes yr Hufenfa site plan:**



## 5.0 What will be the LLP for the homes on Maes yr Hufenfa?

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

Letting priority	Letting Type	Number of homes %
<b>Priority A</b>	<ul style="list-style-type: none"><li>Applicants in greatest housing need with a community connection to the ward of St Clears &amp; Llansteffan. The direct match will, also, take account of their support needs and community cohesion.</li><li>If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community.</li></ul>	<b>60% (27 homes)</b>
<b>Priority B</b>	<ul style="list-style-type: none"><li>Priority will be given to applicants from the Accessible Housing Register.</li><li>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.</li></ul>	<b>5% (2 homes)</b>
<b>Priority C</b>	<ul style="list-style-type: none"><li>Applicants in Band B, and where their current social housing home is in the ward of St Clears &amp; Llansteffan. 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.</li><li>If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community.</li></ul>	<b>35% (16 homes)</b>

**\*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](mailto: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.

## 6.0 Advertisement

Following two direct matching panel meetings, if any homes remain in each of the above priorities, these will then be advertised via Canfod Cartref in accordance with our main lettings policy.

## 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 Maes yr Hufenfa?

When allocating homes at Maes yr Hufenfa, 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, CCC 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 WWH, 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 to create a sustainable community in an area where there is local housing need.

Signed on behalf of WWH:

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

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

Signed on behalf of CCC:

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

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

This page is intentionally left blank