

# Local Lettings Policy – Glanmor Terrace

Burry Port

17<sup>th</sup> March 2022 (Final)



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**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 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 %
<b>Priority A</b>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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</li> <li>• 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.</li> </ul>	<b>25% (6 homes)</b>
<b>Priority B</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.	<b>25% (6 homes)</b>
<b>Priority C</b>	Non-transfer Band A applicants with direct links to the wards of Burry Port or Pembrey.	<b>25%</b>

		<b>(5 homes)</b>
<b>Priority D</b>	Non-transfer Band B applicants with direct links to the wards of Burry Port and Pembrey	<b>15%</b> <b>(3 homes)</b>
<b>Priority E</b>	*Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.	<b>10%</b> <b>(2 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; 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.**

<b>Allocation Category</b>	<b>Allocation Type</b>	<b>Number of homes %</b>
<b>Priority A</b>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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</li> <li>• 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.</li> </ul>	<b>30%</b> <b>(4 homes)</b>
<b>Priority B</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.	<b>25%</b> <b>(2 homes)</b>

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