

Local Lettings Plan

Between South Cambridgeshire District Council and Cambridge City Council

for

The Meadows – Phase 2

Introduction

Local lettings plans are an important tool that can be used to respond to specific local circumstances and are one of the main vehicles for South Cambridgeshire District Council/Cambridge City Council and their housing provider partners to allow flexibilities within the allocations on a new build scheme for social and affordable rented housing.

Letting of the properties is expected to commence in early November 2025 *This is subject to change.

Purpose of the Local Lettings Plan

This Local Lettings plan (LLP) has been prepared to assist in the letting of 56 Council Rented homes on the development known as The Meadows. The phases covered in this plan are known as 'Maurice Garner Court' consisting of 36 rented homes and 'Elizabeth Hughes Court' consisting of 30 rented homes. The Local Lettings Plan will set out how these properties will be let, and which households will be prioritised for certain lettings on the development. The Registered Provider (Owner & Landlord) for this scheme is Cambridge City Council. The development is situated within South Cambridgeshire District Council.

This LLP will apply to all the first-time lettings on the development, South Cambridgeshire District Council/Cambridge City Council having 100% allocation rights on first let. This is allocated as 50% per Local Authority.

This LLP will be in perpetuity to ensure properties are let in accordance with the S.106 Agreement.

Location of the scheme

Block A – Maurice Garner Court – Daisy Close, Cambridge

Ground Floor

2 x 1 Bedroom Flat

1 x 1 Bedroom Flat (Wheelchair Accessible)

2 x 2 Bedroom Flat

1 x 2 Bedroom Flat (Wheelchair Accessible)

First Floor

4 x 1 Bedroom Flats

4 x 2 Bedroom Flats

Second floor

4 x 1 Bedroom Flats

4 x 2 Bedroom Flats

Third floor

2 x 1 Bedroom Flats

2 x 2 Bedroom Flats

Block B - Elizabeth Hughes Court – St Catherines Road, Cambridge

Ground Floor

2 x 1 Bedroom Flat

1 x 1 Bedroom Flat (Wheelchair Accessible)

2 x 2 Bedroom Flat

1 x 2 Bedroom Flat (Wheelchair Accessible)

First Floor

4 x 1 Bedroom Flats

4 x 2 Bedroom Flats

Second Floor

4 x 1 Bedroom Flats

4 x 2 Bedroom Flats

Third Floor

4 x 1 Bedroom Flats

4 x 2 Bedroom Flats

56 homes will be let at Affordable Rents (up to 60% of market rents)

Objectives

- To help create a mixed, balanced, and diverse community.
- To help create a community that is sustainable and well-integrated with existing homes and communities.
- To help create a high-quality place where people choose to live and stay, feel safe and content in their homes and are protected from nuisance and anti-social behaviour.
- To ensure that, in implementing the plan, applicants are treated fairly and equitably and not unreasonably excluded from being awarded a tenancy.

Building a mixed community

Meadows Phase 2 is a new housing development located in Arbury, Cambridge. An LLP is being introduced in order to create a balanced, sustainable community that can help complement the wider community.

The LLP should also help support local businesses and services and minimise need for private vehicle journeys to work by allocating some of the homes to people working locally. It also aims to free up council homes for others on the housing register by giving some priority to existing Cambridge City Council tenants. It will also support the needs of people needing wheelchair accessible housing by giving priority to those who need it. The LLP will help tackle homelessness by allocating homes to homeless applicants who are owed a main duty under Part 7 of the Housing Act 1996 and aims to ensure that successful applicants can afford the rents being charged.

The Council understands the need to provide housing for those who are otherwise unable to buy or rent homes due to expensive owner-occupying and private renting in the city.

Letting Plan Criteria

Allocation of Homes

The Lettings Policy applies to all lettings at Meadows Phase 2.

Subject to demand:

- Approximately 20 homes will be allocated at first let to local workers in full time employment or employment of more than 16+ hours per week that has lasted at least 12 months. A local worker is defined as working within the boundary of Cambridge City. First let will be offered to applicants on both Cambridge City and South Cambridgeshire District Council's housing registers on a 50/50 percentage split. All subsequent lettings will be offered to applicants who have a connection to both Cambridge City and South Cambridgeshire.
- Approximately 18 homes will be allocated at first let to current tenants of Cambridge City Council and South Cambridgeshire District Council on a 50/50 percentage split, whose homes are no longer suitable for them. This could be because their family have moved out and they wish to move to a smaller home or to another area; they are fleeing domestic abuse; or their current home is no longer suitable for other

reasons. All subsequent lettings will be offered to applicants who have a connection to both Cambridge City and South Cambridgeshire.

- Approximately 18 properties will be allocated at first let to other applicants on Cambridge City and South Cambridgeshire District Council's housing registers on a 50/50 percentage split. This will be a mixture of applicants who are already a tenant of a Registered Social Landlord (such as housing associations), whilst for others it may be their first home. This includes homeless household who are owed a main duty under Part 7 of the Housing Act 1996 (as amended). All subsequent lettings will be offered to applicants who have a connection to both Cambridge City and South Cambridgeshire.

Each size of home will be allocated at first let to a mix of household types and sizes. e.g. 1-bedroom homes will be allocated to a mix of single people and couples, whilst 2-bedroom homes will be allocated to applicants both with school aged children and adult children.

This will help provide a mixture of different types of households across the new community.

In line with our Anti-Poverty Strategy applicants will be asked to complete an affordability assessment prior to any offer to try and prevent financial hardship. The council reserves the right not to make an offer of accommodation if the applicant does not meet affordability requirements (rent should be no more than 40% of total household income).

The Council will also continue to give appropriate priority to those who are homeless and those who need to move on medical or welfare grounds and may have an urgent need for housing, as well as those given an emergency status for rehousing as a result of re-generation projects.

Please note there may be overlaps between the above groups. For example, someone allocated a home could be both working locally and be a transfer applicant.

Wheelchair accessible homes

Four of the properties are wheelchair accessible 2 x 1 bedroom and 2 x 2 bedroom. Priority will be given to applicants on the Council's housing register requiring this type of housing. This may involve assessment from an occupational therapist to ensure people's needs are met.

All other flats on the development are adaptable to become wheelchair accessible. Therefore, applicants with a wheelchair need may still be considered if the two wheelchair units have already been let.

The Council will ensure priority is given to those requiring a ground floor property as determined by an occupational therapy assessment.

Unacceptable behaviour

When shortlisting applicants, the Council will consider whether an applicant or a member of their household has a history of behaviour, particularly within the last three years, which in the opinion of Cambridge City Council is unacceptable. Unacceptable behaviour can include (but is not limited to) domestic or other abuse, harassment, anti-social behaviour, drug dealing or other criminal activity, failing to maintain or repair their home or associated garden or garage, noise nuisance or tenancy related debt.

When considering whether to exclude an applicant from the shortlist the Council will also take into account whether an applicant is effectively engaging with a recognised programme of support and rehabilitation.

Additional information

Council tenants are allowed pets under their tenancy agreement; however, tenants in flats are asked to consider space constraints which may not be suitable for owning more than one domestic animal such as a house cat or one dog.

It is important to ensure that the development and its residents are protected from potentially negative impacts, such as noise, and the possible impact of animal fouling in open spaces.

Applicants should be aware that there is minimal car parking available. There will be 43 car parking spaces in total, but the spaces are for both Colville Road Phase 2 and 3 residents. Parking at Colville Road development will be managed by Cambridge City Council, and residents will require parking permits for which there will be an additional charge. This will not be covered by Housing Benefit / Universal Credit.

Relationship with Home-Link Lettings Policy

Homes on this development will be allocated in accordance with this Local Lettings Plan in the context of the Council's choice-based lettings portal, Home-Link & Lettings Policy.

Future reletting of these properties will also be undertaken in full accordance with the Council's Lettings Policy.

Tenancy Agreement

All new tenants will be given an Introductory Tenancy. If the tenant is transferring from an existing Council property or Registered Social Landlord (RSL), they will be given a Secure Tenancy; this will be determined by the tenancy they currently hold.

Nomination Rights

100% of the first nominations on this scheme will be made available to both Cambridge City Council and South Cambridgeshire District Council on an equitable split of 50% each. Subsequent lettings will be available to Cambridge City Council of 100% in line with our standard Nomination Agreement.

Urgent housing need

The council will continue to give appropriate priority to those who are homeless and those who need to move on medical or welfare grounds and who have an urgent need for housing.

How rent levels will be set

Affordable Rents are expected to be set in line with the council's [Rent and Service Charge Policy - Cambridge City Council](#) (See the policy for more detail)

Financial hardship

Applicants will be asked to complete an affordability assessment before being made an offer. An applicant may be excluded from being made an offer if it is clear from the assessment that they are unlikely to be able to afford the rent and any service charges.

Equalities

The Council will not tolerate discrimination, harassment or victimisation and will strive to promote equality of opportunity and understanding within our organisation and our communities. The Equality Act 2010 identifies a number of 'protected characteristics':

- Age
- Disability
- Gender Reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Pregnancy & maternity
- Marriage & civil partnership

Applicants with any of these protected characteristics will not be disadvantaged in respect of decisions made about the allocation of available homes. The Council will carry out an Equalities Impact Assessment on all LLPs before they are finalised.

Decisions to refuse an applicant

Any decision to refuse an applicant for a home must be fair and reasonable, and applicants will be informed of any such decisions and the reasons for them on their HomeLink accounts.

The housing provider will be expected to have arrangements in place to deal with applicants who challenge a decision made by the provider.

Background checks

When shortlisting applicants, the Council/provider may consider evidence of any recent history of unacceptable behaviour, particularly within the last three years. Unacceptable behaviour may include, but is not limited to; domestic abuse, harassment, hate crime, anti-social behaviour, drug dealing or other criminal activity, failing to maintain or repair their home or associated garden/communal area, noise nuisance, and/or housing related debt.

The Council will disclose any information they hold from the Multi-Agency Protection Agency (MAPPA) in relation to violent and/or sexual offenders to the provider.

The housing provider retains the right to carry out checks on all nominations to check for evidence of any support needs/ support plans in place or history of unacceptable behaviour.

Monitoring and Review

The Council will monitor allocations periodically whilst the Plan is in place, to ensure the homes are being let in line with the criteria in the Plan and that the objectives and outcomes from the Plan are being achieved.

To enable this to happen the housing provider will be required to provide information on a regular basis, with format and timescales to be agreed by the Council. *See the Framework for examples of what this is likely to include.*

If problems are identified whilst the Plan is being implemented the Council will support the provider in resolving these. If issues are ongoing the Plan may be amended with the agreement of both the Council and the housing provider.

Once all the homes on this development have been let the Council will complete a final evaluation exercise to review how all properties were let, assessing factors of housing need, household composition, equalities and if all the original objectives of the Lettings Plan

has been achieved. This will inform guidance for future Local Lettings Plans on other schemes.