

**LOCAL LETTINGS PLAN FOR CHELTENHAM BOROUGH COUNCIL**  
**PROPERTIES AT 1 to 8 INGLEBOROUGH MEWS, PENNINE ROAD,**  
**CHELTENHAM, GL525HB (EFFECTIVE FROM NOVEMBER 2020 FOR**  
**INITIAL LETTINGS)**

## **Summary**

The purpose of the plan is to support a Local Lettings Plan, to support the investment in Cheltenham Borough Council's new build affordable homes at Ingleborough Mews, Pennine Road, Cheltenham by considering measures to maintain low levels of anti-social behaviour and crime, and to support a sustainable and cohesive community.

The properties developed on the site are six two-bedroom terraced houses and two two-bedroom semi-detached houses, all for four-person occupancy.

The new properties will be made available to let at a social rent level.

## **The Local Lettings Plan**

CBH will use this Local Letting Plan to cover initial lettings, with the aims of creating a balanced and sustainable community of eight households at this site, and successfully integrating them into the wider Lynworth community.

### **Exclusion Criteria:**

CBH reserves the right **not** to offer a tenancy at Ingleborough Mews to a household where the applicant(s) and/ or members of their family are:

- Persons for whom a Possession Order has been obtained relating to Anti-Social Behaviour (ASB) or who has previously been evicted for ASB or who has been the subject of an injunction for ASB within the last 5 years.
- Persons with a history of ASB at a current or previous tenancy within the last 3 years. Each applicant will be considered on a case by case basis and will include

the applicants' response to informal actions such as Acceptable Behaviour Contracts and the length of time since the last report of ASB.

- Persons with high support needs who have failed to accept support or do not have adequate support in place and who may impact on neighbouring properties.
- Persons owing any monies such as current tenant arrears or former tenant arrears of 8 weeks or more including any other housing debt such that the Registered Provider would be able to apply for a possession order, or significant (i.e. £500 or more) rechargeable repairs invoices to CBH or another Registered Provider, **AND** who have not kept to an agreed repayment plan having missed a minimum of 3 consecutive repayments.
- Persons who have caused a deterioration of the condition of their current property, its garden or its fixtures and fittings due to ill-treatment, waste, neglect or default. This will include any unauthorised alterations.

## Process

The properties will be advertised using Gloucestershire Homeseeker Plus, and the advert will include details of the local lettings criteria.

When the bidding cycle has ended a list will be produced of all applicants who have bid on the properties. These applicants will be ranked by the Gloucestershire Homeseeker Plus system according to housing need.

The highest placed applicant in housing need will be contacted and their application assessed in line with the criteria outlined in this Local Lettings Plan.

If there is evidence that an applicant does not meet the Local Lettings Plan criteria the process will then move to the next ranking applicant. At the same time we will inform the applicant of the reason they have not been successful and of any steps that they need to take to prevent further bypasses for the same reason

If the criteria are met, a visit will be arranged to the applicant at their current accommodation. The reason for the visit will be:-

- To identify any existing housing management issues which will not have been flagged through the Gloucestershire Homeseeker Plus bidding process; and
- To provide the applicant with details about the property.

Providing all is acceptable then a viewing of the property will be arranged with the Lettings Officer.

## **Monitoring**

CBH commits to monitoring of the lettings process as set out above, and reporting on the following:

- (i) The total number of offers made on all 8 properties.
- (ii) The total number of offers refused or withdrawn unrelated to the Lettings Plan.
- (iii) The total number of bypasses which occurred over the 8 lettings due to applicants failing to meet the Letting Plan criteria.
- (iv) A breakdown of any bypasses made due to the applicant not meeting any of the 5 specific exclusion criteria detailed above.