

**LOCAL LETTINGS PLAN FOR CHELTENHAM BOROUGH HOMES**  
**PROPERTY ACQUISITIONS AT GRESHAM COURT**

**(Effective From May 2018)**

## **Summary**

The purpose of the plan is to support Cheltenham Borough Homes' (CBH) investment in properties purchased at Gresham Court by considering measures to maintain low levels of anti-social behaviour and crime, and to support a more sustainable and cohesive community.

The 6 properties acquired are two bedroom flats situated on the first and second floors with communal entrance areas. There are flats accessed by the same communal entrance areas which are not owned by CBH. A private management company maintains the communal areas. The flats have an open plan kitchen/dining and living area, a large double bedroom and small single bedroom and are suitable to be allocated to a 2 or 3 person household requiring 2 bedrooms. The flats are located above the Coronation Square retail development in Hesters Way and are therefore close to a range of amenities. There is very limited outside space with the flats and no allocated parking (although there is a public car park adjacent to the flats).

The new properties will be made available to let at an 'affordable rent' level and a tenant affordability assessment has been added into the lettings process.

New tenants will be granted an Assured Shorthold Fixed Term Tenancy and this will be clearly outlined in the Homeseekerplus adverts and offer letters. Applicants will not have a Right to Buy or Right to Acquire the properties and there will be no right to mutually exchange and these facts will again be clearly outlined in both the Homeseekerplus adverts and the offer letters.

## The Local Lettings Plan

CBH will use this Local Letting Plan to cover both initial and future lettings at Gresham Court in order to help create and maintain a balanced and sustainable community.

### Exclusion Criteria:

CBH reserves the right **not** to offer a tenancy at Gresham Court 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 or criminality at a current or previous tenancy within the last 5 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 Homeseekerplus, 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 Homeseekerplus 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.

If the applicant meets the Lettings Plan criteria an affordability assessment will be carried out.

If the property is deemed to be affordable for the applicant then a visit will be made. The reason for the visit will be:-

- To identify any existing housing management issues which will not have been flagged through the Homeseekerplus 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.

## **Review**

This local lettings plan will be subject to an annual review to ensure it continues to fulfil the needs and criteria as initially intended.