



Cambridge City Council Local Lettings Plan

Location covered by plan: Tottenhoe Court - Colville Road (Phase 2) – off Colville Road, Cambridge

Landlord

The landlord of the properties covered by this plan is: Cambridge City Council

Total number of properties covered by this plan

63 homes (expected to be ready for letting starting from the beginning of November 2022)

Affected property types and sizes

43 x 1 bedroom flats, comprising of
11 x ground floor (including 1 wheelchair accessible);
13 x first floor;
13 x second floor;
6 x third floor;

20 x 2 bedroom flats, comprising of
4 x ground floor (including 3 wheelchair accessible);
8 x first floor;
8 x second floor;

Reasons for introducing the Local Lettings Plan

1. Background

This Local Lettings Plan (LLP) applies to all first-time Cambridge City Council lettings on Tottenhoe Court, part of the new development off Colville Road.

Colville Road development is coming forward in three phases. Tottenhoe Court is the second phase, ready to let from November 2022.

The Council has worked in partnership with housing developer, Hill, through the Cambridge Investment Partnership (CIP) to build a new housing development in the heart of Cambridge City, perfectly situated for access to the city centre.

The central location of the development allows travel by foot, public transport, and through cycling.

The site is also near bus routes and close to local primary and secondary schools.

2. Building a mixed community

Tottenham Court is a new housing development located in Cherry Hinton near Cambridge City Centre. In line with our Local Lettings Plan (LLP) policy, an LLP is being introduced for the first lettings only of the new development in order to create a balanced, sustainable community that can help complement the wider community. It also aims to:

- Help minimise need for private vehicle journeys to work by giving some priority to people working locally
- Free up existing council homes for others on the register through priority given to existing Cambridge City Council tenants.
- Support the needs of people needing wheelchair accessible housing by giving priority to those who need them
- Help tackle rough sleeping by allocating homes to rough sleepers under the Housing First model
- Ensure successful applicants can afford the rents being charged

The Council understands the need to provide housing for the growing population of Cambridge, and those who are unable to buy or rent homes due to expensive owner-occupying and Private Rented Sector (PRS) in the City.

3. Additional information

Council tenants are allowed pets under their tenancy agreement; however, tenants in flats are asked to consider that there are space constraints which may not be suitable for owning more than 1 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 dog fouling in open spaces.

Applicants should be aware that there is minimal car parking available. There will be 43 carparking spaces in total, once Phase 3 has been completed. Some of the car parking spaces will not be available for use while the new development (phase 3) is being built. Parking at Colville will be managed by Cambridge City Council and residents will require parking permits which will be an additional charge. This will not be covered by Housing Benefit / Universal Credit.

Disruption will be kept to a minimum while constructing the site, however new tenants should be aware of possible inconvenience while continued Development work around Colville takes place, and we ask them to co-operate with the builders where required.

Has an Equality Impact Assessment been completed?

An Equality Impact Assessment has been completed on 15 September 2022.

How we propose to let the properties covered by the plan

1. Completion dates

The letting of the 63 affordable homes will be staggered during November 2022* as the flats are constructed,

**all dates subject to change.*

2. Affordability and rent levels

Rent levels for homes, including most service charges, will be set in line with our Affordable Rent Policy [Housing and related strategies - Cambridge City Council](#) Up to 60% of gross median market rent for that size of property, location and service provision, or the current Local Housing Allowance (LHA) rate, whichever is lower). For more information on LHA levels in Cambridge City, please visit

Additional charges may be added exceeding this level, such as for parking.

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 is no more than 40% of total income).

3. Allocating homes

The Council's Lettings Policy applies to all lettings at Tottenhoe Court.

In addition to this, subject to demand:

a) Approximately a third of homes will be allocated to applicants who are currently working either full time or part time within Cambridge City, some of whom may be in lower 'bands' under the Council's Letting Policy but struggle to access housing that is affordable.

Ten (10) homes will be prioritised to those working within the Cherry Hinton ward, but currently living outside of that ward, to promote community integration, whilst reducing the need to drive to work.

b) Approximately a third of homes will be allocated to current tenants of Cambridge City Council whose homes are no longer suitable for them.

Of these one third of homes, priority will be given to those downsizing from three or four bedroom council homes. As well as helping to support a mixed community, this will help to free up existing homes for applicants on the Council's housing register.

c) Approximately a third of homes will be allocated to others on the Council's housing register. 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.

Each size of home will be allocated to a mix of household types and sizes. e.g. 1-bedroom homes will be allocated to both single people and couples, whilst 2-bedroom homes will be allocated to those with both school aged children as well as resident adult children. This will help provide a mixture of different types of household across the new community.

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 following other regeneration and decanting 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

4 homes are wheelchair accessible and 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 flats on the development are adaptable to become wheelchair accessible. Applicants with a wheelchair need may still be considered if the 4 wheelchair units have already been let, as all flats within the development can be adapted.

The Council will ensure priority is given to those requiring a ground floor property through an Occupational Therapy assessment.

Housing First

Rough sleeping is a major issue in Cambridge. To help address this, as part of wider plans across Cambridgeshire, three (2) 1-bedroom flats and one (1) 2-bedroom flat will be let under the Housing First England Initiative. (<https://hfe.homeless.org.uk/>) This is a project already active across the City that offers accommodation for single homeless people requiring a new start. These homes will not be advertised and will be let directly to eligible applicants.

Unacceptable behaviour

When shortlisting applicants, the Council will consider whether an applicant or a member of their household has a history of behaviour 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. Details regarding the Housing Related debt policy can be found on [Housing services policies - Cambridge City Council](#)

Applicants (including household members) with an evidenced history within the past 3-years including drug and/or alcohol abuse and involvement in perpetrating any anti-social behaviour (which 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), or with any vulnerability which may have an adverse effect on the community or the applicant themselves, may be excluded from being allocated accommodation.

When considering whether or not to exclude an applicant from the shortlist the Council will take into account whether an applicant is effectively engaging with a recognised programme of support and rehabilitation.

The period that the plan covers

Until lettings are completed

This plan is approved by:

Role

Housing Services Manager, City Homes (on behalf of landlord)

Housing Services Manager, Housing Advice (on behalf of Housing Advice Service)

Housing Strategy Manager

If there are any enquiries about the criteria contained within this document please email HousingOfficer@cambridge.gov.uk

Date of plan

13/10/2022

Staff Guidance – Examples of reasons for introducing the LLP	
Please note the examples below are to be used by staff as a guide to identifying LLP objectives. It should not be considered a definitive list.	
<u>For re-lets in a specific area using current social housing stock</u>	<u>For first-time housing lets on a new development</u>
• Help meet particular unmet needs within an area • Help regenerate areas • Help to ensure that affordability of homes is taken into account when they are let • Help promote homes in areas which tend to attract fewer bids through Home-link • Encourage greater community cohesion and sustainability • Respond to particular housing management issues where problems of anti-social behaviour, nuisance or crime occur (including environmental crime such as fly tipping and dog fouling) • Address an imbalance of residents from different age groups or family type within existing developments • Giving those in acute need the opportunity to bid for homes in the context of the Council's Housing First programme • Take into account any restrictive covenants associated with the land	• Create a balance between those in and out of work to support the local economy • Give priority to people working within an agreed geographical radius of the development; although ensuring that priority is available to employees of a range of employers and employment types • Create a mix of household types and children's ages • Give priority to households whose children currently attend schools in the catchment area • Ensure specialist housing, for example disability adapted homes may be reserved for households who require them • Provide a balance between households that will need additional support and those that will not • Allow for under-occupation of some homes • Identify the balance to be struck between existing social tenants and home-seekers • Ensure some homes are available for let nearer to completion, where homes have been advertised through Home-Link well in advance of them being available to let • Enable households whose needs have more recently been assessed to bid • Give those in acute need the opportunity to bid for homes in accordance with the Council's Housing First programme