

# **Local Lettings Plan**

## **Cambridge City Council**

for

### **Catherine Belsey Court, Aylesborough Close 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 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 June 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 70 Council rented homes on the development known as Aylesborough Close. The phases covered in this LLP for Aylesborough Close consisting of 70 rented homes. The LLP 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.

This LLP will be in perpetuity to ensure properties are let in accordance with the S.106 Agreement and will apply to all the first-time lettings on the development.

#### **Location of the scheme**

Block A – 1-26 Catherine Belsey Court Aylesborough Close CB4 2ZR 29 units at 80% rental market price.

##### Ground Floor

3 x 1 Bedroom Flats

2 x 1 Bedroom Wheelchair Adapted Flats

1 x 3 Bedroom Flat

##### 1<sup>st</sup> Floor

5 x 2 Bedroom Flats

3 x 1 Bedroom Flats

##### 2<sup>nd</sup> Floor

5 x 2 Bedroom Flats

3 x 1 Bedroom Flats

### 3rd Floor

5 x 2 Bedroom Flats

2 x 1 Bedroom Flats

Block B - 30-42 Catherine Belsey Court, Verulam Way, Cambridge CB4 2ZS 15 units at social rent (40% local market value).

### Ground Floor

3 x 1 Bedroom Flats

1 x Wheelchair Adapted Flat

1 x 3 Bedroom Flat

### 1<sup>st</sup> Floor

3 x 1 Bedroom Flats

1 x 2 Bedroom Flat

1 x 3 Bedroom Flat

### 2<sup>nd</sup> Floor

3 x 1 Bedroom Flats

1 x 2 Bedroom Flat

1 x 3 Bedroom Flat

Block C 45-70 Catherine Belsey Court, Fordwich Close, Cambridge. CB4 2ZW 26 units at social rent (40% local market value).

### Ground Floor

3 x 2 Bedroom Flats

3 x 1 Bedroom Flats

### 1<sup>st</sup> Floor

4 x 2 Bedroom Flats

3 x 1 Bedroom Flats

### 2<sup>nd</sup> Floor

3 x 2 Bedroom Flats

4 x 1 Bedroom Flats

### 3<sup>rd</sup> Floor

3 x 2 Bedroom Flats

3 x 1 Bedroom Flats

## **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 LLP, applicants are treated fairly and equitably and not unreasonably excluded from being awarded a tenancy.

### **Building a mixed community**

Aylesborough Close Phase 2 is a new housing development located in the north of Cambridge. An LLP is being introduced to create a balanced, sustainable community that can help complement the wider community. 29 units will be let as affordable rent at 80% local market value with priority being given to local workers. The remaining 41 units will be let as social rent at 40% local market value.

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 (as amended) 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 Aylesborough Court Phase 2 blocks A, B & C.

Subject to demand:

- Approximately 29 homes will be allocated at first and subsequent let to local workers in employment of 16+ hours per week, who have been in continuous employment for 12 months or more. A local worker is defined as working within the boundary of Cambridge City.
- Approximately 12 homes will be allocated at first let to current tenants of Cambridge City Council, 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.

- Approximately 29 homes will be allocated at first let to other applicants on Cambridge City 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. This includes homeless households who are owed a main duty under Part 7 of the Housing Act 1996 (as amended).

Each size of home will be allocated at first let to a mix of household types and sizes, consisting of 36 x 1 bedroom, 30 x 2 bedroom and 4 x 3 bedroom flats. e.g. 1 bedroom homes will be allocated to a mix of single people and couples, whilst 2 & 3 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 on all affordable rent properties 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 the applicant or applicants' total net 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 because of re-generation projects.

### **Wheelchair accessible homes**

Three of the properties are wheelchair accessible (3 x 1 bedroom flats). Priority will be given to applicants on the Council's housing register requiring this type of housing. This may involve an assessment from an Occupational Therapist to ensure the applicants housing needs are met before an offer is made.

All other flats on the development are adaptable to become wheelchair accessible. Therefore, applicants with a wheelchair need may still be considered if the initial three 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) perpetrating 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**

### **Pets**

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.

### **Car parking**

Applicants should be aware that there is minimal car parking available. There will be 25 car parking spaces in total of which 2 are for visitors, all spaces allow for electric vehicle parking and are for block's A, B, and C residents. Parking at Aylesborough Close development will be managed by Cambridge City Council, and residents will require parking permits for which there will be an additional weekly 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 LLP 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.

### **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 [Affordable Rents Policy](#) at Annex 11 to the Greater Cambridge Housing Strategy. Please follow the link for more detail on the policy.

### **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 is committed to promoting equality of opportunity and good relations within our organisation and our communities. The Equality Act 2010 identifies a number of 'protected characteristics',

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

The council also recognises other factors which may lead to inequality, including:

- Low income groups or those experiencing the impacts of poverty
- People of any age who have had experience of being in care as a child
- Intersectionality: groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination of advantage.

An Equality Impact Assessment has been carried out on this LLP to identify any positive and/or negative impacts on groups with protected characteristics, and to ensure that any negative impacts can be minimised.

## Decisions to refuse an applicant

Any decision to refuse an applicant for a home must be fair and reasonable, and applicants will be informed. Reasons for refusal are available on request from [lettings@cambridge.gov.uk](mailto:lettings@cambridge.gov.uk) or 01223 457000.

## Background checks

The council reserves the right to carry out background check on applicants being considered for homes covered by this LLP.

## Monitoring and Review

The council will monitor allocations to ensure the homes are being let in line with this LLP and that the aims of this LLP are being achieved. If any changes are needed these will be published on the council's website: [Local lettings plans - Cambridge City Council](#)

## This LLP is approved by:

Name	Role
Anna Hill	Strategic Housing Management Lead (on behalf of landlord)

<b>Simon Hunt</b>	Strategic Housing Advice Lead (on behalf of Housing Advice Service)
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Date:09/05/2025