

Local Lettings Plan

**Between South Cambridgeshire District Council
and Cambridge City Council (the landlord)**

for

Orchard Park, Parcel L2 (to be known as 31 – 179 Topper Street, Orchard Park, Cambridge, CB4 2ZJ)

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 and their housing provider partners to allow flexibilities within the allocations on a new build scheme for social and affordable rented housing.

Purpose of the Local Lettings Plan

This Local Lettings plan (LLP) has been prepared to assist in the letting of **30 Social Rent homes & 45 Affordable Rent homes** on the development known as **Orchard Park**. The parcel covered in this plan is known as **‘L2’**. 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**.

Housing mix

	Social Rent	Affordable Rent
1 bed flat	23	21
2 bed flat	5	22
1 bed Maisonette	2	2
	30	45

Lettings are expected to begin February 2024, however this is subject to change.

Full details of Housing Mix attached.

Location of the scheme

The site is located to the North of Cambridge City within the South Cambridgeshire District Council boundary, just South of the A14.

Objectives of the Local Lettings Plan

This Local Lettings Plan (LLP) applies to all lets at L2.

- To help create a mixed, balanced, and diverse community.
- To help minimise the need for private vehicle journeys to work, by giving priority to people working locally.
- 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.

The council understand 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 the private rented sector in the city.

Letting Plan Criteria

- **40% of the properties will be let at Social Rent levels.** This equates to 30 properties.
- **60% of the properties will be at Affordable Rent levels.** This equates to 45 properties. These properties will be available to 'local workers' who are in full time employment or employment of more than 16+ hours per week, who have been in that employment for at least 12 months and have a local connection to Cambridge City Council/South Cambridgeshire. Local worker is defined as working within a radius of 3km of the development to encourage walking/cycling to work.
- Applicants for the Affordable Rent properties will be asked to show recent payslips and/ or working contract to evidence their employment.

How rent levels will be set

- **Social Rent** - means rents for which target rents are determined through the national rent regime set by Government.
- **Affordable Rent** – means rents that will be charged at 80% of average local market rental value for similar types of property. The Affordable Rents Policy, as approved as part of the Greater Cambridge Housing Strategy, does not apply to these properties as they are specifically targeted at local workers.

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 and Cambridge City's Letting Policy. Where South Cambridgeshire District Council (SCDC) has nomination rights, the letting policy for SCDC will apply.

Tenancy Agreement

If the tenant is transferring from an existing Council property, they will be given an appropriate tenancy; this will be determined by the tenancy they currently hold. New tenants will be given an Introductory Tenancy.

Nomination Rights

- **Social Rent properties** - 50% of these properties (15) will be nominated by South Cambridgeshire District Council, the remaining 50% (15) will be nominated by Cambridge City Council.
- **Affordable Rent properties** – 100% (45) of these properties will be nominated by Cambridge City Council.
- **These arrangements will be in place both for first lettings and for all subsequent relets.**

Urgent housing need

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

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 (if rent is more than 35% of total take-home income of the tenant or combined take-home income of joints tenants).

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.

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.

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 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 dog fouling in open spaces.

Tenants who wish to keep cats in the flats would be advised to have house cats. Because of fire safety concerns, no permission will be granted to tenants to install cat flaps either on their front doors or any communal entrance door.

Monitoring and Review

SCDC 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 Cambridge City Council (CCC) will be required to provide information on a regular basis, with format and timescales to be agreed by SCDC.

This information may also consist of the following.

- Turnover of vacancies
- Failed tenancies and reasons for these
- Households accessing/needing support services
- Anti-social behaviour and any impact on the development
- General tenant satisfaction

If problems are identified whilst the Plan is being implemented both Councils will work together to resolve these. If issues are ongoing the Plan may be amended with the agreement of both SCDC & CCC.

Once all the homes on this development have been let for the first time the City Council will complete an 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 have been achieved. This will inform guidance for this and future Local Lettings Plans on other schemes and whether any changes are needed for future lets on this scheme.

This Local Lettings Plan will assist in the letting of the following properties.

Plot Number	Unit Type	Number of Bedrooms	Number of Bed Spaces	Floor (if flat)	Tenure	Property Address
1	Flat	2	4	Ground	Affordable Rent	31 Topper Street
2	Flat	1	2	Ground	Affordable Rent	33 Topper Street
3	Flat	1	2	Ground	Affordable Rent	35 Topper Street
4	Flat	2	4	Ground	Affordable Rent	37 Topper Street
5	Flat	1	2	Ground	Affordable Rent	39 Topper Street
6	Flat	1	2	Ground	Affordable Rent	41 Topper Street
7	Flat	1	2	Ground	Affordable Rent	43 Topper Street
8	Flat	2	4	First	Affordable Rent	59 Topper Street
9	Flat	1	2	First	Affordable Rent	61 Topper Street
10	Flat	1	2	First	Affordable Rent	45 Topper Street
11	Flat	2	4	First	Affordable Rent	47 Topper Street
12	Flat	1	2	First	Affordable Rent	49 Topper Street
13	Flat	2	2	First	Affordable Rent	51 Topper Street
14	Flat	2	2	First	Affordable Rent	53 Topper Street
15	Flat	2	2	First	Affordable Rent	55 Topper Street
16	Flat	1	2	First	Affordable Rent	57 Topper Street
17	Flat	2	4	Second	Affordable Rent	77 Topper Street
18	Flat	1	2	Second	Affordable Rent	79 Topper Street
19	Flat	1	2	Second	Affordable Rent	63 Topper Street
20	Flat	2	4	Second	Affordable Rent	65 Topper Street
21	Flat	1	2	Second	Affordable Rent	67 Topper Street
22	Flat	2	2	Second	Affordable Rent	69 Topper Street
23	Flat	2	2	Second	Affordable Rent	71 Topper Street
24	Flat	2	2	Second	Affordable Rent	73 Topper Street
25	Flat	1	2	Second	Affordable Rent	75 Topper Street
26	Flat	2	4	Third	Affordable Rent	95 Topper Street
27	Flat	1	2	Third	Affordable Rent	97 Topper Street
28	Flat	1	2	Third	Affordable Rent	81 Topper Street
29	Flat	2	4	Third	Affordable Rent	83 Topper Street
30	Flat	1	2	Third	Affordable Rent	85 Topper Street
31	Flat	2	2	Third	Affordable Rent	87 Topper Street
32	Flat	2	2	Third	Affordable Rent	89 Topper Street
33	Flat	2	2	Third	Affordable Rent	91 Topper Street
34	Flat	1	2	Third	Affordable Rent	93 Topper Street
35	Flat	2	4	Fourth	Affordable Rent	113 Topper Street
36	Flat	1	2	Fourth	Affordable Rent	115 Topper Street
37	Flat	1	2	Fourth	Affordable Rent	99 Topper Street
38	Flat	2	4	Fourth	Affordable Rent	101 Topper Street
39	Flat	1	2	Fourth	Affordable Rent	103 Topper Street
40	Flat	2	2	Fourth	Affordable Rent	105 Topper Street

41	Flat	2	2	Fourth	Affordable Rent	107 Topper Street
42	Flat	2	2	Fourth	Affordable Rent	109 Topper Street
43	Flat	1	2	Fourth	Affordable Rent	111 Topper Street
44	Flat	1	2	Ground	Social Rent	119 Topper Street
45	Flat	1	2	Ground	Social Rent	117 Topper Street
46	Flat	1	2	Ground	Social Rent	123 Topper Street
47	Flat	2	3	Ground	Social Rent	121 Topper Street
48	Flat	1	2	First	Social Rent	129 Topper Street
49	Flat	1	2	First	Social Rent	127 Topper Street
50	Flat	1	2	First	Social Rent	125 Topper Street
51	Flat	1	2	First	Social Rent	135 Topper Street
52	Flat	1	2	First	Social Rent	133 Topper Street
53	Flat	2	3	First	Social Rent	131 Topper Street
54	Flat	1	2	Second	Social Rent	141 Topper Street
55	Flat	1	2	Second	Social Rent	139 Topper Street
56	Flat	1	2	Second	Social Rent	137 Topper Street
57	Flat	1	2	Second	Social Rent	147 Topper Street
58	Flat	1	2	Second	Social Rent	145 Topper Street
59	Flat	2	3	Second	Social Rent	143 Topper Street
60	Flat	1	2	Third	Social Rent	153 Topper Street
61	Flat	1	2	Third	Social Rent	151 Topper Street
62	Flat	1	2	Third	Social Rent	149 Topper Street
63	Flat	1	2	Third	Social Rent	159 Topper Street
64	Flat	1	2	Third	Social Rent	157 Topper Street
65	Flat	2	3	Third	Social Rent	155 Topper Street
66	Flat	1	2	Fourth	Social Rent	165 Topper Street
67	Flat	1	2	Fourth	Social Rent	163 Topper Street
68	Flat	1	2	Fourth	Social Rent	161 Topper Street
69	Flat	1	2	Fourth	Social Rent	167 Topper Street
70	Flat	1	2	Fourth	Social Rent	169 Topper Street
71	Flat	2	3	Fourth	Social Rent	171 Topper Street
72	Maisonette	1	2	First	Affordable Rent	173 Topper Street
73	Maisonette	1	2	First	Social Rent	175 Topper Street
74	Maisonette	1	2	First	Social Rent	177 Topper Street
75	Maisonette	1	2	First	Affordable Rent	179 Topper Street

Date: 14 February 2024

Signed on behalf of South Cambridgeshire District Council: 

Print Name: Julie Fletcher

Job Role: Service Manager – Housing Strategy

Date: 14 February 2024

Signed on behalf of Cambridge City Council: 

Print Name: Anna Hill

Job Role: Housing Services Manager (City Homes)