

# Local Lettings Plans



## Local Lettings Plan

1. Landlord	THE RIVERSIDE GROUP
2. Contact details	Richard Plenderleith – Head of Housing (South Central Region)
3. LLP Scheme Name	Calverley Close Regeneration scheme
4. LLP Scheme Coverage Area	<p>The plan covers the allocation of new homes to the tenants of the Calverley Close Houses, Clifford House, Lloyd House and Thurston House, Calverley Close, Bromley. It also includes those who have left the estate but have a 'Right to Return'.</p> <p>Allocation of new homes will be in phases as new homes are built on the existing site (single decant). The approved planning submission for the redevelopment of Calverley Close controls the order in which new buildings will be built. This local plan details how new homes will be allocated, and which phase tenants will be part of based on where they currently live. There are 4 sequential build phases to the regeneration project which will require existing tenants to move at different times depending on their allocated phase. The same allocation principles will be applied to all 4 phases and those with a 'Right to Return'. The allocation of 'Right to Return' tenants will follow the current Riverside Management Lets Procedure Guide (the same procedure used when the tenant moved off the estate).</p> <p>Phase 1 – Calverley Close Houses Phase 2 – Clifford House Phase 3 – Lloyd House Phase 4 – Thurston House</p>
5. LLP scheme breakdown of properties included	<p>Phase 1 – 20 Houses All tenants of the Calverley Close Houses and a proportion of Tenants from following phases (based on housing need).</p>

	3 bed	4 bed	5 bed
Terrace 1A	0	4	2
Terrace 1B	0	7	0
Terrace 1C	0	3	0
Terrace 1D	4	0	0

  

6. LLP Scheme Length	<p>The plan will remain in place until all existing tenants of the Calverley Close Regeneration scheme including those who have a 'Right to Return' have been allocated and moved into their new home. All new additional homes and future lettings will be let as prescribed by the s106 agreement agreed with the local authority as part of the planning approval.</p> <p>The plan will be reviewed and updated when each subsequent build phase is started (Phases 2, 3 and 4).</p>
7. Reason for proposed LLP	<p>The main reasons for the plan are to ensure that tenants of the Calverley Close Regeneration scheme are: allocated a new home, that the process of allocation is consistent and fair and includes the commitments that were made to customers in the 'Offer' document and agreed Residents Charter. Both the 'Offer' document and Residents Charter were agreed before planning was submitted.</p> <p>The 'Offer' document and Residents Charter included the following commitments for new homes regarding allocation:</p> <ul style="list-style-type: none"> <li>• New homes to meet Housing Need of existing tenants.</li> <li>• Where there is currently under-occupancy to allow an additional bedroom in the allocation.</li> <li>• Where there are surplus one bed properties identified, adult children can be offered a new home (subject to specific criteria set out in section 8 and local authority approval).</li> <li>• Required adaptations (based on OT assessment) completed before tenants move.</li> <li>• To meet tenants personal preferences as far as possible, to include floor level, outlook and rehousing with current neighbours.</li> </ul> <p>The plan must also support the delivery of vacant buildings so that the Calverley Close Regeneration scheme can progress as planned through the phases of demolition and redevelopment and allocate homes to ensure that there is a mix of household sizes within the new blocks as prescribed by the planning design. Where a phase has un-allocated units (after first allocation) the priority will be to offer and allocate tenants who have a 'Right to Return'</p>

	<p>from the allocated phase, subject to meeting the Management Let criteria (at the time of allocation and on new tenancy sign up) and then tenants from the following phase. The approved sequence for the demolition of buildings is the Calverley Close Houses, Clifford House, Lloyd House and then Thurston House. To be clear 'Right to Return' tenants will be considered for allocation once all the required options to deliver vacant possession have been completed first.</p> <p>Riverside acknowledge that the planning design was based on the Housing Needs of the tenants at a fixed point in time. There will be situations where the Housing Need of existing tenants will have changed since the planning submission and subsequent approval. Riverside will endeavour to allocate homes based on current housing need within the constraints of the approved planning design.</p>
<p>8. How will the LLP be applied and ended</p>	<p>The methodology to be used in allocating new homes is set out below. This lists the criteria to be used and the order that they will be applied.</p> <ol style="list-style-type: none"> <li>1. Tenants of the allocated phase and currently living in the houses of Calverley Close</li> <li>2. Tenants Housing Need</li> <li>3. Matching wheelchair accessible homes to tenants with this need</li> <li>4. Required Adaptations which have an (OT) assessment and have an impact on build design</li> <li>5. Medical conditions which have been independently assessed by a specialist medical consultant (not GP) that specify the need for a specific housing type or location</li> <li>6. Personal preferences – outlook, floor level, neighbours</li> <li>7. 'Right to Returns' who lived in the Calverley Houses and who meet Riverside's Management Let criteria at the time of allocation and on new tenancy sign up</li> <li>8. Tenants of the following phase(s)</li> <li>9. Tenants that have transferred due to major works but have remained on the estate</li> <li>10. Adult Children</li> </ol> <p>In deciding Housing Need the following criteria are used.</p> <ol style="list-style-type: none"> <li>a) The main applicant is considered to need a double bedroom irrespective of whether they have a partner or not;</li> <li>b) Adult children (16 years or older) who live permanently in the household and wish to remain living there are considered to need their own (single) bedroom;</li> <li>c) Children and young people of the same sex under the age of 16 years are expected to share a bedroom irrespective of their actual relationship to each other or the main applicant;</li> <li>d) Two children of different sexes are expected to share a bedroom until the oldest becomes 10 years of age. Children of different sexes above this age will be entitled to different rooms (subject to c above);</li> <li>e) Unborn children will not be counted towards the bedroom need until after they have been born;</li> <li>f) Children who do not live permanently with the main applicant will not be considered as part of the household.</li> </ol>

Where there is shared custody or children living away for education purposes, tenants will need to provide written evidence which demonstrates the child's inclusion into their housing need;

- g) If you have an overnight carer that regularly stays overnight;
- h) If someone in your household has a disability or medical condition that means that they cannot share a bedroom.

#### Preference criteria

- a) Floor
- b) Outlook
- c) Neighbour

Where tenants have put forward preferences for the same house the following criteria will be used in making the final decision on which tenant is allocated the house first

1. Length of tenancy with Riverside which includes English Churches Housing Group.
2. Families with young children will be given a higher priority in respect of their chosen floor level (only applicable for flats).

Tenants who live on site and do not engage with the allocations process will be allocated a new home in the block which meets their housing need and internal preferences will be selected for them. 'Right to Returns' who do not engage with the allocations process or do not respond to contact with Riverside will be moved to the next building phase. 'Right to Returns' who are settled in their alternative accommodation are requested to notify Riverside that they no longer wish to return to the estate.

#### Adult Children

Adult children are eligible to request a new 1-bed home on the estate subject to availability once all existing households have been allocated new homes.

The criteria for allocating new homes to adult children is as follows:

- a)** Housing need is for a one bedroom home;
- b)** 18 years and over (at the time of the allocation);
- c)** Must have been an existing occupant at a household on the estate for 12 months or more prior to allocation;
- d)** Meets Riverside's sustainability and affordability checks;
- e)** Relieving overcrowding within a household with priority being given to tenants who are down-sizing;
- f)** Length of tenancy of main tenant.

	<p>A decision on their eligibility and the availability of homes will also be made prior to the allocations process. This is so their existing household can reconfirm their housing need and be considered alongside all other residents in the allocations phase.</p> <p>Adult children allocated a new home are required to move within their allocated decant phase or at an agreed time with Riverside.</p> <p>Management Let criteria to be used for 'Right to Returns'.</p> <ul style="list-style-type: none"> <li>a) Clear rent account with no possession order in place at the time of allocation</li> <li>b) No active ASB cases under investigation</li> <li>c) No rechargeable repairs or tenant damage, with the property in good decorative condition and well maintained, including any external areas,</li> <li>d) No unauthorised alterations.</li> </ul> <p>Right to Review</p> <p>Tenants who do not agree with how they have been allocated a new home have the 'Right to Review'. How to request a 'Right to Review' will be included in the offer letter. The 'Right to Review' will be managed by Riverside's Head of Lettings. Riverside cannot guarantee that personal choices (internal finishes) included in the first offer will be transferable to a property allocated after a Review.</p>
<p>9. Consultation</p>	<p>This Local Lettings Plan is based on the following documents which have been shared and consulted on with the tenants of Pike Close.</p> <ul style="list-style-type: none"> <li>• Residents Charter</li> <li>• Riverside 'Offer'</li> </ul> <p>Riverside staff and the Independent Tenant Advisor have been consulted on the drafting of this Plan.</p>
<p>10. Impact assessment</p>	<p>This LLP ensures that the allocation of new homes to the customers of Calverley Close, specifically phase 1, follows the principles set out on the 'Offer' document, Residents Charter and is a fair and transparent process accessible to all.</p>

11. Monitoring	The LLP will be monitored throughout the allocation process for this specific development phase and will end once all new home of phase 1 have been allocated. Any learning from this first phase allocation will be reviewed and, where required, improvements will be made to the following phase LLP's.
12. Approval	London Development Committee (now Group Development Committee) Director of Homes and Communities