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# Merrileas Drive Development, Oxshott, Surrey

## Local lettings plan

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This plan is agreed by Elmbridge Borough Council (EBC) and Metropolitan Thames Valley (MTVH) and is only to apply to the lettings of the affordable rented dwellings at the development known as Merrileas Drive Development, Oxshott, Surrey.

### 1.0 Location and property type

- 1.1 This plan is to govern the allocation process of the social rented properties developed by MTVH on the Merrileas new development. It is a mixed tenure development of 21 properties; 11 which are shared ownership and the remaining 10 are for general needs affordable rented accommodation. This Local Lettings Plan is to apply to the affordable rented accommodation only.
- 1.2 The social rented properties are a mixture of 1 bedroom and 2 bedroom flats, each ranging in size and maximum occupancy as set out in the table below:

Size of property	Number of units
One bed two persons apartment	3
Two bed three persons apartment	1
Two bed four persons apartment	6
<b>Total</b>	<b>10</b>

### 2.0 Broad aim of the plan

- 2.1 The primary aim of the Local Lettings Plan is to achieve at first letting a balanced and sustainable community. The Council operates a Choice Based lettings Scheme called Search Moves and the Local Lettings Plan is to apply to all nominations made to the units through this scheme at first letting. Property will only be offered once all verification procedures for the Search Moves Scheme have been completed. Some properties will be subject to the

Council nominating a household as a direct let for them as provided for under the Councils Policy and these cases will not be subject to shortlisting.

- 2.2 EBC will be the nominating partner with responsibility for short listing. The prioritisation of households bidding for property will be governed by the Council's Allocations Policy and the specific requirements of the Local Lettings Plan set out in this document.

All vacancies of affordable rented accommodation on the development will be let under the terms of this Local Lettings Plan and households will be required to meet certain selection criteria in order to help establish a viable mixed household community.

### 3.0 Allocation criteria

- 3.1 The following paragraphs 3.2 to 3.4 describe the selection criteria to be taken into account in determining how to advertise and whether to bypass a household under the Council's Allocations Policy, as they do not fulfil the agreed LLP criteria.

#### Breaches of tenancy agreement

- 3.2 EBC will use their best endeavours not to nominate a tenant who has bid for a property through Search Moves if they are currently involved in antisocial behaviour who currently or have a recent history of criminal activity as relevant to housing. This will include but is not restricted to activity relating to drugs including dealing. This will also apply where a Notice of Seeking Possession has been served against them on the above grounds other than where this is historic and a change in lifestyle of the applicant has been achieved and evidenced. If this type of case is identified they will normally be bypassed when shortlisting.
- 3.3 In exceptional cases, if EBC identify a case which fits this profile set out at 3.4 but still wish to nominate, full details of the case will be discussed by personal contact/remote meeting by the Social and Supported Housing Team Leader who will discuss the case with MTVH.

#### Rent account

- 3.4 Many households on the EBC register have never, or do not currently, have and tenancy or may not have disclosed this on their application. Where it is

known a household have a tenancy but have significant rent arrears that are not the result of Housing Benefit claims needing to be assessed, backdated claims or similar they may be bypassed but only in accordance with the Council's Allocations Policy, with each case treated on its merits. There can be no blanket exclusion. Note homeless households where a statutory duty has been accepted are normally excluded from this requirement.

## 4.0 Promoting and maintaining a viable mixed tenure development

- 4.1 In order to achieve a viable mixed tenure development, other criteria, and rationale will also be used to allocate properties under this plan as set out below in 4.2 to 4.8

### 4.2 Child density

- 4.3 Some properties may be under-occupied against their relative potential occupancy. For example, where houses are 2 bedroom 4 person bed space, they may be allocated to successful households under the Council's Allocations Policy to households requiring 2 bedroom accommodation but are a 2 or 3 bed space household e.g., 1 adult and 1 child requiring separate bedrooms.
- 4.4 Where properties are advertised it should be stated if there is a double bedroom or single bedroom and this information will be provided by MTVH to the Council to enable appropriate advertising and nomination.

### 4.5 High support needs

- 4.6 Seven of the general needs properties are 2-bedroom flats and there are also 1 bedroom flats. A large number of households on the Council's Housing Register that need this size of accommodation may have medical problems which may result in them having a higher banding (A to C) on medical grounds. The range of medical problems may be quite varied.
- 4.7 From a management viewpoint and in considering sustainable communities, the number of households who have significant alcohol/drug abuse problems and those who have severe and enduring mental health problems with current high support needs that may lead to management issues shall be limited. Households requiring 2 bedrooms or more may also contain household

members who fit the profile within this section and they also need to be considered in terms of balancing the community.

- 4.8 For the purpose of the LLP the percentage of households fitting this profile should not exceed 1 household across all rented properties and MTVH reserve the right to not offer accommodation unless the applicant or household member is able to demonstrate that they have regularly engaged with support services for more than 12 months and can evidence a change in behaviours or that a plan for their ongoing care and support is in place.

## Complaints

- 5.0 All initial complaints concerning the LLP will be responded to by MTVH or EBC as appropriate. In determining the relevant agency the content of the Nomination Agreement needs to be taken into account.

## 6.0 Monitoring process

- 6.1 In order to ensure that the LLP is successful, there will be a monitoring process in place to monitor both the sustainability and balance of the community that is produced. This information is to be produced by MTVH.
- 6.2 An estate profile will be produced by MTVH within 18 months of the first letting to include.
- Level of Void Properties at 6 months from first letting and 12 months from first letting.
  - Analysis of housing management activity on the estate i.e., NOSPs served for breach of tenancy or other significant intervention by MTVH