



EDEN HOUSING ASSOCIATION LIMITED

Local Lettings Policy for Greystoke (Incorporating Castle Sowerby, Skelton, Dacre, Hutton and Mungrisdale)

Document Reference Number	HOU35
Document Owner	Neighbourhood Manager
Approved By	Executive Team Eden District Council Portfolio Holder and Housing Services & Health Manager (14.3.22) Greystoke Parish Council (30.3.22)
Approved Date	April 2022
Revision Cycle	(2 years)

Local Lettings Policy

1. Introduction

This document sets out a Local Lettings Policy for use in Greystoke as referred to in 5.12 of the Cumbria Choice Allocations Policy.

The aim of this Local Lettings Policy is to allow the communities living in the parish of Greystoke to retain their links with the area, to help maintain sustainable communities.

The cost of buying a property in Greystoke and surrounding areas is largely unachievable for residents living and working there. A proportion of Eden Housing Association properties in Greystoke have been lost through Right to Buy, and many properties are holiday homes. The rental turnaround of properties in the area is low, and there are only a small number of properties for young people, small families and people aged over 55 and over who would like to remain in the village.

Eden Housing Associations aim is to create sustainable communities by using a Local Lettings Policy which gives priority to local people. We will ensure that there is a good mix of residents in terms of age, sex, household groups and economic status. Properties will be advertised on the Cumbria Choice website and adverts will state that a Local Lettings Policy applies.

2. Properties covered by the policy

The Local Letting Policy described is for properties in Greystoke which do not have a section 106 or covenant; namely Castle Gardens and Park Road.

The local occupancy restriction in the s106 or Covenant will continue to apply under Choice Based Lettings and will be detailed in the advert for the property.

3. Priority under local letting policy

The Choice Based Lettings allocations policy will be applied to all applications that are received, however, priority will be given if:

- The applicant currently lives in the Parish of Greystoke, and has done for a minimum of 3 years.
- The applicant works or is securing permanent work in the locality
- The applicant has an immediate family member who has lived in Greystoke for a minimum of three years (mother, father, brother, sister, son or daughter)
- They are currently, in prison, in hospital or similar accommodation whose location is beyond their control, and immediately before moving to this type of accommodation they lived in the locality for at least three continuous years; or

- Former residents (who previously lived in the locality for a period of at least three consecutive years) who wish to return to the locality having completed a post-secondary (tertiary) education course within the past three years; or
- They need to live in the locality either because they are ill and/or need support from a relative who lives in the locality, or because they need to give support to a relative who is ill and/or needs support who lives in the locality. Proof of illness and/or need of support will be required from a medical doctor or relevant statutory support agency; or
- They previously lived in the locality for most of their lives and left the locality less than ten years ago (“Most of the applicant’s life” will be interpreted as over half of the applicant’s life up to the point that they left the locality, or a continuous period of twenty years up to the point they left the locality); or
- They lived continuously in the locality for two years or more prior to being accepted as homeless under the Homelessness Reduction Act 2017 and placed in any form of temporary accommodation outside of the locality for up to a maximum of two years

Preference will be given to persons with a local connection above all other applicants unless the following applies.

Armed Forces

The Localism Act 2011 amended the Housing Act 1996 in relation to the allocation of housing (Qualification Criteria for Armed Forces) (England) Regulations 2012.

*The regulations require that housing authorities **do not use local connection** (within the meaning of section 199 of the Housing Act 1996) as a criterion in deciding whether the following are not qualifying persons.*

In addition to the above the following persons will also receive priority;

- Persons who are serving in the regular forces or have done so in the five years preceding their application for an allocation of housing accommodation.
- Bereaved spouses or civil partners of those serving in the regular forces where their spouse or partner’s death is attributable (wholly or partly) to their service and the bereaved spouse or civil partner’s entitlement to reside in Ministry of Defence accommodation then ceases;
- Seriously injured, ill or disabled reservists (or former reservists) whose injury, illness or disability is attributable wholly or partly to their service.

4. Allocation

The property will be advertised for persons matching the above criteria for three bid cycles (3 weeks).

In an attempt to offer local people housing in Greystoke, a property may be under-occupied. If a property is to be under-occupied advice will be given to applicants on how their Housing Benefit may be affected by the 'bedroom tax'.

If there are no applicants that place a bid on the advertised property satisfying the above criteria, the area may be widened during the fourth bid cycle (4 weeks) to include the parishes of;

- Castle Sowerby
- Skelton
- Dacre
- Hutton
- Mungrisdale
- *or any subsequent new Parishes formed as a result of Local Government Reorganisation*

If after the fourth bid cycle there are no applicants that satisfy the above criteria, the property will be allocated as normal following the Cumbria Choice Allocations Policy.

5. Advertising

In addition to advertising the property following the Cumbria Choice Allocations Policy guidelines in section 5.1:

- the Clerk of Greystoke Parish Council will be notified of property details by email upon receipt of notice
- Parish Clerks are encouraged to advertise locally where possible and appropriate

6. Review

A group comprising representatives from Eden District Council and Eden Housing Association will review the policy to ensure that it is meeting the aims described in section 1.

The policy will be reviewed every two years; the group will consider evidence including:

- a) evidence of housing need from the waiting list and housing needs surveys
- b) evidence from lettings of properties in the area covered by the local lettings policy, including demand and the priority band of the bidders
- c) evidence of demand from across the Eden Area
- d) consultation with stakeholders such as the Lake District National Park Authority and parish councils / affordable housing groups in the areas covered by the Local Lettings Policy

Equality Impact Assessment

Question	Response
1. Name of the policy/practice/activity being assessed	Local Letting Policy Greystoke
2. Summary of aims and objectives of the policy/practice/activity	This policy allows people living in the local area to Greystoke opportunity for allocation of properties outside of the Cumbria Choice Policy.
3. What involvement, consultation, engagement has taken place for the policy/practice/activity (e.g relevant groups/stakeholders)	Eden District Council and Greystoke Parish Council have been consulted.
4. Who is affected by the policy/practice/activity	The local residents of Greystoke.
5. What are the arrangements for monitoring and reviewing the impact of the policy/practice/activity	Policy is on a 2 review cycle.

Protected Group	Is there a potential for a positive or negative impact	Explain and provide evidence/data used	Action to address the negative impact
Disability	NO		
Gender reassignment	NO		
Marriage or civil partnership	NO		
Pregnancy or maternity	NO		
Race	NO		
Religion or belief	NO		
Sexual orientation	NO		
Sex (gender)	NO		
Age	NO		

Evaluation

Question	Explanation	
Is it possible the proposed policy/practice/activity could discriminate or unfairly disadvantage people	Eden Housing Association is committed to ensuring that no person or group of persons will be treated less favorably than another person or group and will carry out its duty with positive regard for the following core strands of equality; Age, Disability, Gender, Race, Transgender, Sexual Orientation and Religion and or Belief, Civil Partnership and Marriage, Pregnancy and Maternity.	
Decision	Tick the relevant box	Include any justification required
1. No barriers identified – proceed	x	
2. Barriers identified towards one (or more) protected groups – stop		
3. Barriers identified towards one (or more) protected groups – adapt or change the policy/practice/activity		
4. Barriers identified towards one (or more) protected groups – no proportionate way to amend the policy/practice/activity so proceed with caution		

Completed by – and date	Kate Murray 31/03/2022		
Reviewed by	Jenny Glassford		
Review Date (if applicable)			
Will this EIA be published	Yes	No	Not Required

Action (To be completed as required)

If the Evaluation has resulted in Decision 4, complete a risk assessment and record on Operational Risk Register	Date Completed:
---	------------------------

Change Log

Name	Date	Version	Change
	When published	1	