



Local Lettings Initiative

Orchard Close/Drive/Barnet Chase, Sherburn In Elmet

4 x 1-bed flats (12,14,16 & 18 Orchard Close)

11 x 2-bed houses (1,3,5,7,9 & 11 Orchard Close, 20,22,24,26 & 28 Orchard Drive)

7 x 3-bed houses (6,8 & 10 Orchard Close, 30,32,34 & 36 Orchard Drive)

4x 3-bed Houses (2, 4, 6, 8 Barnet Chase)

Introduction

- 1.1 Leeds Federated Housing Association has developed 22 new homes on its site Orchard Close/Drive & Barnet Chase which will be delivered between December 2017 and July 2018.
- 1.2 The allocation of the properties for rent on this site will be in accordance with the the North Yorkshire Home Choice choice based lettings scheme (or any subsequent/replacement lettings scheme that the Council agrees to). We would request North Yorkshire Home Choice Board approval to these units being let in accordance with the overarching principles set out in this Local Lettings Plan.
- 1.3 Leeds Federated Housing Association, in conjunction with Selby District Council, aims to achieve social sustainability for its developments and intends to realise this aim by letting its properties to people with a local connection. The Local Lettings Plan will apply to the first lettings and subsequent lettings and will remain in place for a period of five years from the date of the first letting, after which it will be jointly reviewed with Selby District Council.

2 Lettings Plan

- 2.1 All of the properties built for rent on the Orchard Close/Drive site will be advertised through the North Yorkshire Home Choice lettings scheme (subject to the proposed condition set out at paragraph 1.2 above).
- 2.2 All applicants (in the first instance) will be required to have a **local connection** to the following parish/town:

Sherburn In Elmet	Hambleton
Barkston Ash	Huddleston with
Biggin	Newthorpe

Cawood	Little Fenton
Church Fenton	Saxton with Scarthingwell
	South Milford

- 2.3 An applicant is deemed to have a local connection for the purposes of this plan if it includes or consists of a person who satisfies any of the following criteria in relation to Sherburn and neighbouring areas (as defined by the list in paragraph 2.2 above):
- 2.3.1 currently live in the area and have been resident for at least 6 out of the last 12 months; or;
 - 2.3.2 have lived within the area for at least 3 years out of the last 5 years; or;
 - 2.3.3 has a close family member residing in the area that has done so for the last 5 years. (mother, father, adult son, adult daughter, adult brother, adult sister); or;
 - 2.3.4 has regular permanent (i.e. not seasonal) full time or part time employment with a company or organisation based within Sherburn or neighbouring areas (as defined in 2.2 above) or where employment requires that person to be located within the area (such employment to be regularly at least 16 hours per week);
 - 2.3.5 has a need to move to Sherburn or neighbouring areas (as defined in 2.2 above) are to take up an offer of regular permanent employment in Sherburn or neighbouring areas (as defined in 2.2 above) (such employment to be regularly at least 16 hours per week).
- 2.4 If no applicants meet the criteria set out in paragraph 2.3 above then applicants with a **wider local connection** will be considered. An applicant which does not have a local connection will be deemed to have a **wider local connection** if includes or consists of a person who satisfies any of the following criteria in relation to the area comprising the **remainder of Selby district**:

- 2.4.1 currently live in the area and have been resident for at least 6 out of the last 12 months; or;
 - 2.4.2 have lived within the area for at least 3 years out of the last 5 years; or;
 - 2.4.3 has a close family member residing in the area that has done so for the last 5 years. (mother, father, adult son, adult daughter, adult brother, adult sister); or;
 - 2.4.4 has regular permanent (i.e. not seasonal) full time or part time employment with a company or organisation based within the area or where employment requires that person to be located within the area (such employment to be regularly at least 16 hours per week);
- 2.5 In the event that no suitable person satisfies the criteria specified, and defined in paragraphs 2.3 and 2.4 above, then a connection to the North Yorkshire Home Choice area will be considered.

3 Complaints resolution

- 3.1 Leeds Federated Housing Association will ensure that all complaints in relation to the lettings of these properties will be dealt with in accordance with its own policies and procedures.

4 Equality

- 4.1 The North Yorkshire Home Choice scheme has been equalities checked and it has its own equalities sub group to monitor the scheme, which includes the option for lettings to households with a local connection. See also paragraph 1.3.

5 Confidentiality

- 5.1 Leeds Federated Housing Association aims to treat all information supplied during the lettings process (and at all other times) in the strictest confidence, by ensuring that information is stored securely and meetings are held in private surroundings.
- 5.2 All information is dealt with in line with Leeds Federated Housing Association's Data Protection policies and procedures.