

**Local Lettings Policy**  
**5-8 Spilman Street**  
**Carmarthen**

**Housing Services Division**  
**February 2024**



[sirgar.llyw.cymru](http://sirgar.llyw.cymru)  
[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

## 1.0 What is the purpose and context of this report?

The purpose of this report is to create a Local Lettings Policy (LLP) for the new development by Carmarthenshire County Council (CCC) in 5-8 Spilman Street, Carmarthen.

A LLP is being used for the 5-8 Spilman Street development as an adjustment to our main lettings policy where specific additional criteria will apply to take account of current housing need and local issues. This will ensure that we provide accommodation solutions for local people in most need, meet our objective to move people on quickly from temporary accommodation and back to their community, and provide opportunities for key workers, helping to create a sustainable community.

## 2.0 What are the aims of the Local Lettings Policy?

The Local Lettings Policy will be implemented in line with the Council's Choice Based Lettings Procedure that states:

“A local lettings policy must be approved by the Cabinet Member for Housing (Council) or the housing association board before it can be put into place. It must have partnership approval to ensure any adverse unintended impact on other partner landlords are mitigated and the review period agreed.

An example is, when looking at new housing developments, a local lettings plan is required to ensure a sustainable community cohesion is sought. Preference can be awarded to transfer applicants to allow for a mix of tenants in a new area.”

This LLP has four key aims, these are:

- **Providing homes for people in housing need, particularly those who are currently homeless;**
- **Providing homes for local people;**
- **Providing homes for key workers; and**
- **Creating a balanced sustainable community.**

## 3.0 What is the housing need in the area?

The ward of Carmarthen Town North & South, in which 5-8 Spilman Street development is situated, is an area of high housing need. This need can be best addressed by providing:

- One and two-bedroom flats for small households; and
- Two-bedroom houses for small families, this includes families currently under occupying larger houses in the area;

## 4.0 What will the development deliver?

The Spilman Street development is in the ward of Carmarthen Town North & South. The development will deliver 12 social rented homes:

- 2 x 4 Person 2 Bed Flats
- 10 x 2 Person 1 Bed Flats

The development will be handed over in one phase in Spring 2024.

## 5.0 What will be the LLP for the homes in 5-8 Spilman Street?

Direct matching will follow the priority categories in the table below. The number for each priority will be limited to the percentages identified.

Letting priority	Letting Type	Number of homes %
<b>Priority A</b>	<ul style="list-style-type: none"> <li>Applicants in greatest housing need with a community connection to Carmarthen (including Carmarthen Town South, North and West). The direct match will, also, take account of their support needs and community cohesion.</li> </ul> <p>If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community.</p>	<b>45% (5 homes)</b>
<b>Priority B</b>	<ul style="list-style-type: none"> <li>Priority will be given to applicants from the Accessible Housing Register.</li> <li>If there are no applicants from the Accessible Housing Register, we may consider applicants with a family member over the age of 55, people with disabilities and people with special housing requirements taking account of their circumstances and community connection.</li> </ul>	<b>5% (1 home)</b>
<b>Priority C</b>	<ul style="list-style-type: none"> <li>Priority will be given to applicants with an assessed mental health or learning disability who can live independently in their own home as defined by the Community Mental Health Team.</li> </ul>	<b>15% (2 Homes)</b>
<b>Priority D</b>	<p>Applicants with a community connection to the ward of Carmarthen (including Carmarthen Town South, North and West).</p> <ul style="list-style-type: none"> <li>Applicants in greatest housing need where at least one member is in full time employment including key workers *Key workers who can demonstrate they need accommodation to take up or sustain the offer of permanent employment in Carmarthenshire.</li> <li>Current tenants who are under-occupying their current tenancy and are affected by bedroom tax.</li> </ul> <p>If there are no applicants with a community connection, we may consider other applicants who have expressed a preference to live in that community.</p>	<b>35% (4 homes)</b>

**\*Key Workers are normally defined as:**

- **Health and Social Care.** This includes NHS doctors, nurses, midwives, paramedics, Local Authority social workers, registered care staff in our health and social care sector (*verification of Key worker employment to be sent to HousingServicesHousingOptionsTeam@carmarthenshire.gov.uk*); and
- **Public safety and national security.** This includes officers in the police, Fire and Rescue Service, prison service and other national security roles.

## 6.0 Advertisement

Following two direct matching panel meetings, if any homes remain in each of the above priorities, these will then be advertised via Canfod Cartref in accordance with our main lettings policy.

## 7.0 Shortlisting

The direct matching of applicants will be assessed based on the letting conditions set out in this Local Lettings Policy. For properties advertised via Canfod Cartref the applicants' bids will be determined in accordance with our main lettings policy.

New tenants must have attended and engaged with pre-tenancy training and then be deemed as tenant ready before an offer of accommodation is made.

## 8.0 What will be the letting eligibility, refusal, and exclusions at 5-8 Spilman Street, Carmarthen?

When allocating homes at 5-8 Spilman Street, eligibility, exclusions will apply as set out in the Emergency Social Housing Allocations Policy.

## 9.0 Equality and Diversity

When letting these homes CCC will ensure it complies with the Equality Act 2010. CCC will not discriminate on the grounds of gender, race, ethnic or national origin, religion, sexual orientation, marital status, age, or disability.

The use of the Local Lettings Policy when allocating homes will ensure that everyone is treated fairly and is not discriminated against, harassed, or victimised on any of the following protected characteristics while accessing our service -

Age, disability, race and nationality, religion or belief, Pregnancy and Maternity, marriage or civil partnership, sex, sexual orientation, gender reassignment.

## 10.0 Term and Review

This Local Lettings Policy will remain in place for six months following all homes being let. After this time, it will be reviewed by CCC, to determine its impact on the community and to ensure that it has met the initial aims of the policy. And whether the term should be extended to create a sustainable community in an area where there is local housing need.

Signed on behalf of CCC:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_