

Appendix A

SURREY TOWERS LOCAL LETTINGS POLICY

June 2023

Runnymede Borough Council (RBC)



1.0 Purpose of the Local Lettings Policy

- 1.1 This Local Lettings Policy (LLP) has been prepared to clarify the letting arrangements for 30 flats of social housing at Surrey Towers, Garfield Road, Addlestone, Surrey – KT15 2NH owned and managed by Runnymede Borough Council.
- 1.2 This LLP should be considered alongside the RBC Housing Allocations Scheme.
- 1.3 Runnymede Borough Council is the landlord of the properties at Surrey Towers and therefore controls the lettings process. The LLP will be used for all future lets at Surrey Towers, until the policy is reviewed.
- 1.4 The Housing Allocations Scheme enables Local Lettings Policies to be established for specific communities. It is essential that establishing Local Lettings Policies to give preference to one particular group does not disadvantage other groups.
- 1.5 An LLP involving 50 units or fewer can be agreed by Runnymede Borough Council without the need for approval from Housing Committee, as set out in RBC's Housing Allocations Scheme Version 1.1. 2017.
- 1.6 This LLP has been created in consultation with residents at Surrey Towers.
- 1.7 In formulating this LLP regard has been given to evidence of local housing need, based on the number of applicants registered for social housing, and their priority on the register.

2.0 Objectives of the LLP

- a. To ensure best use of the flats at Surrey Towers
- b. To promote Surrey Towers as a desirable place to live in the centre of Addlestone.
- c. To be mindful of RBC's Public Sector Equality Duty.

3.0 Property details

- 3.1 The 3-bedroom flats are high rise accommodation. They are accessed via a communal lobby and two lifts. Each flat has a personal balcony.

3.2 **Parking**

There are no individual parking spaces available at the property – there is parking on site but this is not considered sufficient for all residents of the flat block and surrounding accommodation.

3.3 **Tenure type**

All new tenants will be offered an initial Introductory Tenancy followed by a Flexible Tenancy, in line with RBC's Tenancy Policy.

Existing secure tenants will retain their existing tenancy.

3.4 **Rent levels**

Rent levels are set for the properties at a Social Rent and will follow Runnymede Borough Council's Rent Setting Policy.

4.0 **Allocations**

4.1 **Applicant groups to be offered priority within this LLP**

In order to create a sustainable community, as well as meet the other objectives of this LLP, priority of allocation will be given to the following applicant groups:

4.1.1 **Allocations in line with RBC's Housing Allocations Policy**

Initially offers of accommodation made to housing applicants seeking accommodation in Surrey Towers will be in accordance with the provisions set out within Runnymede Borough Council's Housing Allocations Policy.

Due to the nature of the accommodation at Surrey Towers i.e. flats on a single level, priority will also be given to individuals with a medical need for this type of accommodation.

The other preference categories in this policy will only be considered if accommodation cannot be let via 'normal' allocations and letting routes.

4.1.2 **Enable applicants to benefit from an additional bedroom**

In order to promote demand for accommodation in Surrey Towers if accommodation is advertised for a second time following no initial interest – applicants will be able to benefit from an additional bedroom i.e. applicants with a two bedroom need will be able to bid for three bedroom accommodation

4.1.3 **Key workers**

If no interest for the accommodation comes from two rounds of advertisements – then accommodation will be offered to the NHS as key worker accommodation.

4.2 **General Allocation Criteria**

4.2.1 **Previous / current tenancy conduct**

Save for a small number of exceptions, Runnymede Borough Council's Housing Allocations Scheme does not allow tenants with outstanding housing related debt, nor tenants who have breached the terms of a tenancy within the past five years, to be allowed onto the Housing Register. Because of this, it is not anticipated that Runnymede will let the properties at Surrey Towers to any applicant where such breaches have been declared or discovered through verification checks.

4.2.1 Applicants with support needs

Applicants who are offered accommodation at Surrey Towers may have support needs.

RBC will ensure that applicants with support needs are offered appropriate support – via our Tenancy Support Service.

4.2.2 Economic activity

Economic activity is not a criteria considered under this Local Lettings Policy.

4.2.3 Affordability checks

Financial checks will be undertaken as part of the normal process of applying to join Runnymede Borough Council's Housing Register.

4.2.4 Pets

None of the flats at Surrey Tower have direct access to a private garden.

Keeping a dog in high rise accommodation is not encouraged. If permission is sought to keep a dog careful consideration will be given as to the potential for nuisance to be caused to other residents within the block.

Small pets may be allowed within the properties, although permission must be obtained from Runnymede Borough Council in writing before any pet is kept at the property.

4.2.5 Decision making

Runnymede Borough Council's Housing Allocations Team will offer the properties at Surrey Towers in line with the Housing Allocations Scheme and the additional criteria set out in this Local Lettings Policy.

5.0 Equality

Mindful of its equality duty, RBC has carried out an Equalities Screening of this LLP to ensure that it complies with legislation and that people with protected characteristics are not disadvantaged. That Equalities Screening shows that a full Equality Impact Assessment is not required. A copy of this screening is attached to this LLP.

6.0 Monitoring

The effectiveness of this LLP will be reported to the Runnymede Borough Council's Housing Committee annually.

Where changes to the LLP are proposed they will be requested as part of the annual report to committee