

# Woodberry Down Estate Regeneration Programme

## Guidelines on Lettings Process

June 2010



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# 1. Introduction

The Council is required to have an allocations scheme for determining priorities and the procedures for the allocation of social housing. The Council must publish the rules we follow in deciding who to offer housing, how offers are made and we must follow these rules.

## 1.1 Scope of the Secure Offer Document

The regeneration of the Woodberry Down Estate was approved by Cabinet on the 4 November 2002. Following this, Cabinet also approved a Secure Offer Document on the 23 July 2007 to facilitate the decanting of tenants and letting of new homes on the Woodberry Down Estate to tenants exercising their right to return.

# 2. Moving tenants to allow for regeneration

## 2.1 Criteria for moving households off the estate

The general rule is that the voids on the estate will be withdrawn from the Hackney Choice system and used to address all the decanting requirements on the estate. There are exceptional circumstances where a household may be moved off the estate. The exceptional circumstances are as follows:

- Where a household is assessed as requiring specialist homes such as ground floor level access, wheelchair standard homes to meet urgent health needs and there is none available on the estate.
- Where households have requested permanent rehousing off the estate.

## 2.2 Overcrowding

If a secure tenant being decanted on a temporary basis is assessed as overcrowded, attempts will be made to move the household into the right size of accommodation within the estate. There may be situations where it may not be possible to offer a larger temporary accommodation. However, on the tenant's return to a permanent home, they will be moved into a suitable size home.

## 2.3 Criteria for moving adult children

Where a secure tenant is assessed as being overcrowded or where it is requested, it may be possible to offer adult child/children that are 18 years and above separate homes. The ability of the adult child/children to manage the tenancy will be discussed with the whole family prior to the offer. The accommodation offered to the rest of the family would be allocated on the basis of need.

## 3. How Many Bedrooms?

### 3.1 General Bedroom Standard

During the regeneration programme of the Woodberry Down Estate, efforts will be made to ensure that the size of the accommodation matches the size of the household as far as possible. The following standard will be used in assessing how many bedrooms a household needs:

- a) A single bedroom accommodation is considered to be suitable housing for a single person.
- b) A couple (no children) is considered to need a double bedroom.
- c) Children and young people of the same sex and generation are expected to share a bedroom. Where there is an age gap of 9 years or more consideration will be given to provide an extra bedroom.
- d) Children of different sexes are entitled to separate bedrooms.

The table below sets out the standards outlined in the Secure Offer Document on the ideal property size/household size ratios the Council aims to achieve:

Household size	Standard property size
Single person	1 bed 1 person
Couple (no children)	1 bed 2 person
2 adults not living as a couple	2 bed 2 person
1 or 2 adults + 1 child	2 bed 3 person
1 or 2 adults + 2 children	2 bed 4 person (same sex)
1 or 2 adults + 2 children	3 bed 4 person (different sexes)
1 or 2 adults + 3 children	3 bed 5 person (same sex)
1 or 2 adults + 3 children	4 bed 5 person (different sexes)
1 or 2 adults + 4 children	4 bed 6 person
1 or 2 adults + 5 children	4 bed 7 person

There are instances where some of the new homes on the Woodberry Down Estate will be let according to the Parker Morris plus 10 % where the Council has made a commitment to this effect and this obligation is reflected in the Principal Development Agreement and the Masterplan. In such instances, the relevant landlord (Housing Association) will inform the Council of the permitted number of household for the units when requesting for nominations (refer to Lettings Protocol with Genesis HA).

### **3.2 Underoccupying Households**

There are instances where a tenant underoccupying their accommodation will be considered for an offer of accommodation that has a bedroom above their assessed bedroom size need. The instances are clarified below and subject to sufficient supply of this size of accommodation being available within the programme to accommodate the request:

- Where there are older tenants (in case of couples, one is over 55 years) and the tenant(s) have held satisfactory Council tenancies for at least 15 years.
- Where there is a mandatory need for an extra bedroom following a medical assessment and recommendation by the Council's Medical Adviser.
- Where Social Services has completed a community care assessment and recommended that the tenant requires night time care personal care and it is considered that there is insufficient room otherwise to accommodate a carer.

## **4. The letting of new homes on the estate**

The decanting of tenants and redevelopment of homes on the estate is phased and done in different stages. To facilitate the smooth decanting and letting of the new homes on the estate, the following criteria will apply to ensure fairness, transparency and consistency:

### **4.1 New homes developed on the Old School site (Phase One)**

Tenants on the estate will be considered for these homes in the following order:

- I. Those in Peak and Petherton House Phase (2.1)
- II. Those in Nicholl and Needwood House Phase (2.2)
- III. Those in Spring Park Drive Phase (2.3)
- IV. Tenants in Phase one with right to return certificates

## **4.2 New Homes developed in Woodberry Grove North site (Phase two)**

Tenants on the estate will be considered for these homes in the following order:

- I. Those in phase one with a right to return certificates
- II. Those in phase two with right to return certificates
- III. Surplus homes will be used to address the decanting requirements for the next phase

## **4.3 Homes developed in subsequent phases**

Tenants will be considered for these homes in the following order:

- Those with right to return certificate
- Those requiring decanting to make way for the commencement of the next phase of the regeneration programme

## **4.4 Supply and demand for new homes on the estate**

Where the demand for new homes within a particular site is higher than the number of available new homes, then the decision on who gets the homes will be decided by their band date which is the waiting time in terms of when the decants priority was awarded.

Tenants that are moved permanently off the estate will not be considered for the new homes.

The criteria stipulated in sections 3 & 4 of this policy will apply to the letting of the new homes on the estate.

## 5. The use of surplus vacant homes on the estate

Surplus existing vacant homes will initially be withdrawn from CBL under reserve powers retained in the existing lettings scheme, to enable the Council to make direct offers in priority order to tenants on the estate. The Council's banding system will still apply to the lettings on the estate. The ring fencing of the vacant homes to tenants on the estate will help to address the wider housing need among the existing tenants who are receiving significantly less lettings than preferred.

### 5.1 Who can be considered for the surplus vacant homes?

The criteria in which the direct offers will be made are as follows:

- In priority band order as stipulated in Council's Lettings Policy i.e. households in the highest ranked priority.
- In a situation where more than one household are in the same band (same level of priority), the household with the earliest band date which is the waiting time will be offered the property.
- The normal restriction for eligibility for transfer relating to rent arrears and anti-social behaviour would apply.
- Those in the 'Reserve Band' are considered to be adequately housed and therefore will not be considered for an offer.

### 5.2 Criteria for letting the surplus vacant homes through CBL

- There would normally be a relet arising from existing vacant homes created due to normal transfers/rehousing of tenants within/off the estate. The vacant homes in the first instance will be offered and used to rehouse existing tenants on the Woodberry Down Estate in priority band order in line with the Council's lettings policy.
- Tenants that are assessed and placed in the Reserve Band will not be considered for an offer of vacant homes on the estate.
- Where there are vacant homes that are not required to address assessed housing needs on the estate, the available homes will be advertised and let through CBL.
- All surplus new homes will in the first instance be used to address the decanting requirements on the estate and will not be advertised on the Hackney Choice system until this is completed.

