

The Charity of Mrs Mabel Luke

Elendil, New Road, Newbury,
Berkshire, RG14 7RX
Charity Commission Reg. no. 236518
Registered Provider no: 4840



Local Lettings Plan: 5 - 17 Mabel Luke Place

1. Introduction

The Charity of Mrs Mabel Luke provides social housing in the form of almshouse accommodation for the benefit of the residents of, and persons connected to, Newbury and the parish of Greenham, in accordance with its Charitable Scheme.

This Local Lettings Plan should be read in conjunction with the Charity's Allocations Policy, the Nominations Procedures agreed with West Berkshire Council (WBC) and WBC's Housing Allocations Policy.

Successful applicants will be allocated a specified property with a licence to occupy under conditions set out in a letter of appointment and will be required to pay a Weekly Maintenance Contribution.

2. Objectives

The objectives of this Local Lettings Plan are to:

2.1 Create and maintain a sustainable, balanced and settled community in the sixteen flats owned and managed by the Charity.

2.2 Reduce the likelihood of future management problems caused by nuisance, anti-social or criminal behaviour or a resident's inability to meet the weekly maintenance contributions.

3. Application

3.1 This plan applies to the Charity's homes at Mabel Luke Place, Mill Lane, Newbury for which WBC has nomination rights.

3.2 In the initial allocation of properties in March/April 2018, WBC has nomination rights to the following twelve properties situated in two, three-storey blocks:

Flat nos.	Level	Bedrooms
5, 6, 11,12	Ground floor	Two
7, 8, 14, 15	First floor	Two
9, 10,16, 17	Second floor	One

3.3 Subsequently, when the properties are re-let, WBC will have nomination rights to nine of the flats in those blocks. The specific properties still covered by the nomination agreement will be agreed by the Charity and WBC as the voids occur.

3.4 The flats at number 1, 2, 3 and 4 Mabel Luke Place (all in the two-storey block) and subsequent relets in the other blocks that are not subject to nomination by WBC, will be let directly by the Charity in accordance with its Allocations Policy.

4. Advertising vacant properties

Lettings advertisements for the flats covered by this Plan will include the wording:

Local Lettings Plan agreed with West Berkshire Council applies. The Charity's properties may only be let to people who are resident in, or have a connection to, Newbury or the Parish of Greenham. Therefore, this property will not necessarily be allocated to the applicant with the highest priority.

5. Eligibility under this policy

5.1 Applicants for these flats must be on WBC's Common Housing Register and will be prioritised through Homechoice, WBC's choice based lettings scheme.

5.2 In addition, applicants must be able to show that they are resident in, or have a connection to, Newbury or the parish of Greenham, as required by the Charity's Charitable Scheme.

Applicants will usually be expected to have lived in Newbury and/or Greenham parish for the last two consecutive years to qualify as resident.

Connection to Newbury or the parish of Greenham will usually mean:

- **either** the applicant or his/her partner has an immediate family member who has been living in Newbury and/or Greenham for the last five consecutive years. Immediate family means a child (including step-child or adopted child), parent, grandparent, grandchild, or sibling
- **or** the applicant or his/her partner has been in meaningful, paid employment in Newbury and/or Greenham for the last two consecutive years

The Charity might take other forms of connection into account, at the discretion of the Directors.

5.3 The Charity will not normally offer a licence to someone less than 18 years of age unless WBC has agreed to be a guarantor.

5.4 The Charity will not normally offer a licence to someone who previously held a licence with them which was breached, unless the applicant is able to demonstrate that there has been a significant change in circumstances and be able to evidence that their behaviour has been suitably amended over a reasonable period of time.

5.5 Applicants with support needs must have an established support package and be prepared to continue to accept support once they have moved into the property. Support must continue until the support provider agrees that it is no longer necessary.

5.6 Pets are not permitted. Applicants who already have pets will be required to give an undertaking that their pet(s) will be suitably rehoused.

5.7 The Charity will interview applicants short-listed from those nominated by WBC and references might be requested. Prior to an offer of accommodation being confirmed, a home visit and financial assessment, including a credit check, will be carried out by the Charity to confirm the person nominated will be a suitable resident and able to pay the Weekly Maintenance Contribution.

6. Equalities impact statement

6.1 The Charity strives to meet the needs of all eligible applicants and residents and is committed to reducing inequality, eliminating discrimination and promoting good relations between people of different groups. The Charity will be sensitive to the specific needs of all new applicants and nominations.

6.2 This Local Lettings Plan does not discriminate directly or indirectly on grounds of race, ethnicity, gender or disability. It may discriminate indirectly because of the need to create a stable, cohesive community at Mabel Luke Place and in line with the Charity's Charitable Objects.

7. Disputes and Resolution

7.1 If an applicant disagrees with the way their bid has been handled, he/she may request a review.

7.2 The review will be conducted by two Directors of the Charity who were not involved in the letting process. Their decision is final, although if the applicant believes there has been a breach of policy or process he/she may subsequently use the Charity's complaints procedure and has the right to make an appeal to the Housing Strategy and Operations Manager of West Berkshire Council.

8. Review

This Local Lettings Plan will be reviewed at least once every two years, by the Charity and West Berkshire Council.

The review may result in the continuation, amendment, or the ending of the Local Letting Plan.

Agreed and signed on behalf of The Charity:

Name: William Piner

Position: Chair

Signature:

Date:

Agreed and signed on behalf of West Berkshire Council:

Name:

Position:

Signature:

Date:

First scheduled review date: March 2020