

LOCAL LETTINGS PLAN FOR CHELTENHAM BOROUGH COUNCIL HOUSING SERVICES

**The Brewery, Residential Block B, 103-108
Henrietta Street, Cheltenham, GL50 4FA;
(Effective from March 2026).**

Local Lettings Plan Summary:

This local lettings plan (LLP) relates to affordable rented homes managed by Cheltenham Borough Council's Housing Services team through a Section 106 agreement at the Brewery, Residential Block B, 103-108 Henrietta Street, Cheltenham, GL50 4FA.

The Council's stock within the Brewery development is comprised of five self-contained one bedroom flats, which are split over ground, first and second floors, including a communal entrance hallway.

For further context, these flats (which are suitable for couples and singles alike) are located close to a range of amenities in Cheltenham town centre, but are provided without parking facilities. Notably, there is a lack of council-owned housing stock in the vicinity of this scheme, and as such, it is appropriate to prioritise approaches that aid community cohesion in this location.

In this context, the purpose of this local lettings plan will help to maintain a stable community in this area, as well as mitigating the potential risk of crime and ASB in this location.

The Local Lettings Plan:

Owing to the lack of existing social housing stock in this area or the surrounding vicinity, and the various uses (residential, commercial etc) in the vicinity, CBC will use this local lettings plan to cover all lets for an initial twelve month period (until 31st March 2027) of all five properties within the Brewery development. These lettings arrangements will be reviewed on a yearly basis (next review- January 2027), to determine whether a Local Lettings Plan in this location is still necessary in view of balancing the Council's statutory housing duties with making the best use of existing stock.

This local lettings plan will support Cheltenham Borough Council's housing services team to maintain as balanced and sustainable a community as possible in this location, giving each tenant the best opportunity to thrive.

Exclusion Criteria:

CBC Housing Services reserves the right not to offer tenancies within the Brewery development to a person where the applicant (or a member of the applicant's household meet any of the criteria below):

- Persons for whom a Possession Order had been obtained relating to Anti-Social Behaviour (ASB), or who had previously been evicted for ASB or who had been the subject of an ASB injunction within the last 3 years.
- Persons with a history of ASB at a current or previous tenancy within the last 3 years. Each applicant will be considered on a case-by-case basis and will include the applicant(s) response or engagement with any informal ASB actions, such as Acceptable Behaviour Contracts (ABC's).
- Persons with unspent criminal convictions
- Persons who have caused a deterioration of the condition of their current property, its garden or its fixtures and fittings due to ill-treatment, waste, neglect or default. This will include any unauthorised alterations.
- Persons who have a high support need that either are not currently being adequately supported or where the applicant is demonstrably not engaging with relevant offers of support.

**When applying the above exclusion criteria, CBC Housing Services will consider the individual circumstances of each applicant, for example where domestic abuse may have contributed to reports of anti-social behaviour or a deterioration of the condition of their current property. Decisions taken to bypass applicants will be reviewed by officers as part of the Local Lettings Plan [Annual Review Process](#), as detailed below.*

Right to Acquire:

In general, Assured (non-shorthold) Tenants have the right to acquire and if the qualifying conditions are met, these tenants may have a statutory Right to Acquire their home, either as Freehold or as Leasehold. However, with these properties, Assured (non-shorthold) Tenants will not be able to exercise this right as Cheltenham Borough Homes does not hold the freehold or sufficient interest in the property to grant a lease exceeding 21 years; this will be advised when any of the properties are placed on Homeseecker Plus, when any offer is made and at sign up before the start of the tenancy.

A special clause will be included in the Assured (non-shorthold) Tenancy Agreement to inform regarding this. The time a tenant spends in the tenancy at this development may count towards a discount for purchasing another property should the tenant move to another Cheltenham Borough Homes or other Social Landlord property where it is possible to purchase under Right to Acquire or Right to Buy.

At present, CBH Assured Tenants do not have the Right to Buy and this needs to be considered by applicants when bidding for these properties if they currently do have the Right to Buy (or have held qualifying tenancies in the past which may make them eligible for the Right to Buy), as they will no longer have this right at these properties.

Assured Shorthold Tenants do not have the Right to Acquire.

Process:

- The properties will be advertised using Homeseeker Plus, and the advert will include details of the local lettings criteria.
- When the bidding cycle has ended a list will be produced of all applicants who have bid on the properties. These applicants will be ranked by the Homeseeker Plus system according to housing need, and band waiting time.
- The highest placed applicant in housing need will be contacted and their application assessed in line with the criteria outlined in this Local Lettings Plan.
- If there is evidence that an applicant does not meet the Local Lettings Plan criteria the process will then move to the next ranking applicant. At the same time we will inform the applicant of the reason(s) they have not been successful and of any steps that they need to take to prevent further bypass.
- If the applicant meets the Lettings Plan criteria an affordability assessment will be carried out.
- If the property is deemed to be affordable for the applicant then a visit will be made. The reason for the visit will be:-
 - 1) To identify any existing housing management issues
 - 2) To provide the applicant with details about the property.
 - 3) To discuss and assist in identification of any potential support needs that need to be addressed

Providing all is acceptable then a viewing of the property will be arranged with the Lettings Officer.

Annual Review Process:

This local-lettings plan will be subject to an annual review by Cheltenham Borough Council, the first being 10 months after the date the Lettings Plan is agreed (January 2027), in consultation with key Officers including the Tenancy Services Manager, Empty Homes Team Leader(s), Housing Options Manager and the Housing Enabling team to ensure it continues to fulfil the needs and criteria as initially intended and to decide if any extension or amendment is required based on factual evidence.

The Annual Lettings Plan Review will cover the following issues to determine whether extending or amending this Local Lettings Plan is appropriate:

- The number of bypasses made through the Local Lettings Plan (if any), including a review of the high-level circumstances justifying each bypass.
- Community cohesion or anti-social behavior issues, supported by factual evidence.
- A review of the impact of this Local Lettings Plan on the ability of CBC's Housing Options Team to tackle homelessness and rough sleeping considering the Council's statutory responsibility under the Homelessness Reduction Act and other homelessness legislation.
- Whether this Local Lettings Plan strikes a reasonable balance between meeting housing need, fostering community cohesion, and making best use of existing stock.

In exceptional circumstances where the Local Lettings Plan is not functioning as initially intended, the Council may seek to hold an early review, (prior to the annual review) of the Local Lettings Plan.

The Local Lettings Plan will automatically expire on 31st March 2027 if an extension to the Local Lettings Plan, supported by factual evidence, is not agreed between CBC officers during January 2027.

Authorisation:

Signed:

Position:

Date: