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## Scheme Specific Allocations Policy Churnbridge Row, North Cerney

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### Document History

Version	Date	Change	By
0.1	11-Nov-2019	First draft incorporating consultation from North Cerney Parish Council	M Margrie
0.2	19-Nov-2019	Receive / review comments from Cotswold District Council	Anwen Hughes M Margrie
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### Approvals

Version	Date	Approved By (Note minute number if applicable)	Equality & Diversity Impact Analysis Completed By
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As required.	

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# Scheme Allocation Policy

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## 1 General

- 1.1 Cirencester Housing (CH) has entered into a Section 106 Agreement with the Cotswold District Council (Council) for the scheme now known as **Churnbridge Row, North Cerney**.
- 1.2 In accordance with the section 106 agreement, Cirencester Housing will take all reasonable steps to ensure that Churnbridge Row Scheme housing is allocated to suitable and appropriate applicants with a confirmed local connection who are eligible and qualify.
- 1.3 This Allocation Policy presents Cirencester Housing's approach to fulfilling the requirements of the Section 106 agreement. In the event of conflicts between this policy and the Section 106 Agreement, the matter will be immediately referred to Cirencester Housing's Chief Executive, and the Section 106 Agreement will prevail.
- 1.4 The Churnbridge Row Scheme consists of a total of 12 affordable homes:
  - 1.4.1 10 Intermediate Rent units, comprising 4 x two bed houses, 4 x one bed flats and 2 x one bed flexi flats; and
  - 1.4.2 2 shared ownership units, consisting of 2 x two bed houses with staircasing restricted to a maximum of 80%.
- 1.5 Cirencester Housing has consulted with the North Cerney Parish Council, Bagendon Parish Council and Cotswold District Council to prepare this policy. This policy applies to allocations of all the units.
- 1.6 Applicants will be considered and offers made based on Homeseeker Plus policy, Help to Buy South criteria, Cirencester Housing's Allocations Policy and this Scheme Allocation Policy, or any such superseding policies that may be introduced.
- 1.7 Applications will be received by CH through the following means:
  - 1.7.1 For intermediate rent, applications will be received through Homeseeker Plus.
  - 1.7.2 For shared ownership, applications will be received direct to CH. Applicants must also be registered with Help to Buy South or any superseding Government appointed agency.

## 2 References and disclaimer

- 2.1 This policy references the following documents:
  - 2.1.1 Section 106 Agreement between Maurice Tull, Cirencester Housing Limited and Cotswold District Council dated 15<sup>th</sup> December 2017
  - 2.1.2 Section 106 Deed of Variation between Cirencester Housing Limited and Cotswold District Council dated 8<sup>th</sup> February 2019
  - 2.1.3 Cirencester Housing's Allocation Policy available from its website [www.cirencesterhousing.org.uk](http://www.cirencesterhousing.org.uk)
  - 2.1.4 Homeseeker Plus Policy, available from the website [www.homeseekerplus.co.uk](http://www.homeseekerplus.co.uk)
- 2.2 Cirencester Housing disclaims all liability which may result from any unauthorised reproduction or use of the information in this document. Any printed version of this document is for information only and is not subject to document control. Any such copies made of this document have an *uncontrolled copy* status.

### 3 Local Connection Prioritisation

- 3.1 All applicants will be required to demonstrate a local connection to be offered a home for rent or shared ownership. The local connection will be verified and documented as part of the application process. This may entail the applicant providing permission to CH to contact and disclose information to others in order to verify the local connection.
- 3.2 Local connection has a cascading principle in terms of geography and connection type.
- 3.3 The geography connection cascades as follows:
  - 3.3.1 Parish, also referred to as primary connection, = within the parish boundaries of North Cerney and Bagendon.
  - 3.3.2 Surrounding Area, also referred to as a secondary connection, = within the surrounding parish boundaries of; Ampney Crucis, Baunton, Chedworth, Colesbourne, Coln St Dennis, Daglingworth, Duntisbourne Abbots, Duntisbourne Rouse, Elkstone, Rendcomb and Winstone.
  - 3.3.3 District = within the administrative boundary of Cotswold District
- 3.4 Based on the principles of prioritising applicants that are currently part of the local community, followed by those returning to the community and then those putting roots down in the community, the North Cerney Parish Council and Cirencester Housing have agreed to an additional cascading of the connection types identified in the Section 106 in the following order:
  - 3.4.1 Has lived in the parish(es) or surrounding area continuously for three years immediately prior to their occupation of a Cirencester Housing property.
  - 3.4.2 Has previously lived in the parishes or surrounding area continuously for five years.
  - 3.4.3 Has parents, grandparents, siblings or children have continuously lived in the parish(es) or surrounding area for at least five years immediately prior to their occupation of a Cirencester Housing property.
  - 3.4.4 Has worked in the parish(es) or surrounding area for at least one year immediately prior to their occupation of a Cirencester Housing property.
  - 3.4.5 In the opinion of the Council, needs to live within the parish or surrounding area in order to perform employment which provides a benefit to the economy or social wellbeing of the community.

### 4 Housing Need Prioritisation

- 4.1 For those applying to rent a home, applicants must register with Cotswold District Council to qualify for an intermediate rent home. This is done through Homeseeker Plus (<https://www.homeseekerplus.co.uk>). Applicants are provided a priority band.



- 4.2 Those with a greater housing need may be considered as having priority over those with a lesser need. Consideration is weighted towards applicants with the highest band, who have been waiting the longest in that band and is suitable for the property based on the other allocation requirements contained within the Homeseeker Plus policy, this Scheme policy and CH's Allocation Policy.
- 4.3 For those applying to purchase a shared ownership home, eligibility to purchase a shared ownership home is demonstrated by registering with the government's Help to Buy agent and receiving confirmation of eligibility. At the time of publication of this policy, the website for the government's agent for Gloucestershire is <https://helptobuyagent3.org.uk>
- 5 Best use of property and other considerations
  - 5.1 Where there is more than one applicant that meets the local connection requirement as cascaded per paragraph 3.3, CH will also consider what might be the best use of a property and maintaining a balanced and sustainable community.
  - 5.2 Many of these considerations are included in Homeseeker Plus policy and CH's Allocation Policy, and in the case of this scheme, are expanded to include:
    - 5.2.1 willingness to sign-up to the Churnbridge Row Neighbourhood Agreement;
    - 5.2.2 anticipated changes to an applicant's circumstances in the near future (eg health, care requirements, household members);
    - 5.2.3 use of flexible flats (house nos. 7 and 8) for future modification to a 3-person household, for example to provide accommodation for a child or carer;
    - 5.2.4 use of ground floor flats for old age pensioners or persons with current or medically anticipated mobility or disability needs;
    - 5.2.5 a balance of ages and household make-up in the scheme;
    - 5.2.6 active roles in the local community; and
    - 5.2.7 other personal circumstances that may make the property more or less suitable for the applicant.
- 6 Approach to Advertising
  - 6.1 CH will maintain a communications register relating to the scheme to enable those who may qualify to live in one of the homes to receive notices when properties may come available for rent or shared ownership.
  - 6.2 By requesting to be put on the communications register, individuals are consenting for CH to hold their data and send them information concerning the scheme in accordance with CH's Privacy Notice which is available from its website, [www.cirencesterhousing.org.uk](http://www.cirencesterhousing.org.uk)
  - 6.3 CH will undertake various activities to raise the profile of the scheme to increase the likelihood that homes will be allocated to people with a parish local connection. This may include advertising in local and regional newsletters, community notice boards, shop windows, schools, and other resources.
  - 6.4 CH will advertise the availability of rented properties on Homeseeker Plus. CH will use the methods it deems most suitable to market the shared ownership properties, including Help to Buy South.
- 7 Three Stage Advertising - Intermediate Rent Properties
  - 7.1 CH will operate a three-stage advertising approach for intermediate rent properties to increase the likelihood of properties being allocated to those with a parish local connection.
  - 7.2 **Stage 1:** Minimum of 2-weeks local advertising inviting those with a parish local connection to apply.
    - 7.2.1 Only those applicants that meet at least one parish local connection requirement will be invited to apply.

- 7.2.2 The intermediate rent properties will be advertised on Homeseeker Plus for a period of at least one-week inviting bids from those who can demonstrate a parish local connection as part of their bid
- 7.3 **Stage 2:** Minimum of 1-week of advertising inviting those with a surrounding area local connection to apply.
  - 7.3.1 If CH does not offer the property to an applicant following completion of Stage 1 advertising on Homeseeker Plus, the property will then be advertised via Homeseeker Plus for 1-week inviting bids from those who can demonstrate a parish or surrounding area local connection as part of their bid.
- 7.4 **Stage 3:** Minimum of 1-week of advertising inviting those with a district local connection to apply.
  - 7.4.1 If CH does not offer the property to an applicant following completion of Stage 2 advertising on Homeseeker Plus, the property will then be advertised via Homeseeker Plus for 1-week inviting bids from those who can demonstrate a parish, surrounding area or district local connection as part of their bid.
- 7.5 This advertising process may take up to 7 weeks for CH to identify a suitable applicant and offer a property to.
- 8 Two Stage Advertising - Shared Ownership
  - 8.1 CH will operate a two-stage advertising approach when marketing the shared ownership properties to increase the likelihood of properties being allocated to those with a parish local connection.
    - 8.1.1 **Stage 1:** Advertising locally and regionally to encourage those with a parish local connection to apply.
    - 8.1.2 **Stage 2:** If CH does not offer the property to an applicant following completion of at least 6 weeks Stage 1 advertising, CH will advertise inviting those with a parish, surrounding area or District local connection to apply.