

Local Lettings Plan for Cheltenham Borough Council Housing Services

**Bartlett Court, Kidnappers Lane,
Cheltenham, GL53 0NR; (effective from July
2026).**

Local Lettings Plan Summary:

The purpose of the plan is to support Cheltenham Borough Council's investment in four new build affordable homes at Bartlett Court, Kidnappers Lane, Cheltenham, GL53 0NR, by considering appropriate measures to support the establishment of a sustainable and cohesive new community at the location.

There are four affordable properties at Bartlett Court, which will be available to let at Social Rent with a mix of one 2-bedroom bungalow, two 2-bedroom houses and one 3-bedroom house.

This development also includes an additional 2-bedroom bungalow available for Shared Ownership, but this will not be covered by the Local Lettings Plan.

This Local Lettings Plan will cover the following Social Rented units:

- Plot 9 Bartlett Close Cheltenham GL53 0NR (3 bedroom house)
- Plot 10 Bartlett Close Cheltenham GL53 0NR (2 bedroom house)
- Plot 11 Bartlett Close Cheltenham GL53 0NR (2 bedroom house)
- Plot 12a Bartlett Close Cheltenham GL53 0NR (2 bedroom bungalow)

The Local Lettings Plan:

Cheltenham Borough Council will use this Local Lettings Plan to cover all first lettings of Plots 9, 10, 11, 12a Bartlett Close Cheltenham GL53 0NR. Subsequent lettings will comply with Homeseeker Plus policy. Cheltenham Borough Council can apply to extend the Local Lettings Plan if evidence supports the need to do so.

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:

Cheltenham Borough Council reserves the right not to offer a tenancy at Bartlett Close 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 has been obtained relating to Anti-Social Behaviour (ASB) or who has previously been evicted for ASB or who has been the subject of an injunction for ASB 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 applicants' response or engagement with any informal ASB actions such as Acceptable Behaviour Contract (ABC's).
- 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 where there is clear evidence that their current circumstances present a serious and immediate risk to the sustainability of a tenancy or the safety of the community, and where:
 - appropriate support arrangements are not currently in place and
 - reasonable opportunities to establish or re-engage with support have been offered but not taken up.
- Persons owing any monies such as current tenant arrears or former tenant arrears of 8 weeks or more including any other housing debt such that the Registered Provider would be able to apply for a possession order, or significant (i.e., £750 or more) rechargeable repairs invoices to Cheltenham Borough Council or another Registered Provider, AND who have not kept to an agreed repayment plan having missed a minimum of 3 consecutive repayments.

When making allocation decisions, individual circumstances will be expected to be considered by Cheltenham Borough Council's Housing Management and Lettings Teams, e.g. an applicant fleeing domestic abuse will not be excluded if the behaviour exhibited was as a result of the domestic abuse.

The Lettings Process:

The properties will be advertised using Homeseeker Plus, and the advert will include details of the local lettings criteria.

The bungalow, due to the scarcity of this property type in CBC's existing housing stock and significant demand for these house types, will be advertised as priority to be given to applicants with a proven medical need for a ground floor property. Shortlisting for this property will be organized accordingly.

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 Homeseeker Plus 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, the Empty Homes Team 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 bypasses. They will also be informed of their right of appeal.

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 helpful information about the property.
- 3) To identify help for any potential support needs

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

Local Lettings Plan Monitoring:

Cheltenham Borough Council commits to providing the following monitoring data at the point that all initial lettings are complete:

- 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 behaviour 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 responsibilities under the Homelessness Reduction Act and other homelessness legislation.

Local Lettings Expiry Process:

In exceptional circumstances where the Local Lettings Plan is not functioning as initially intended, the Council may seek to review the Local Lettings Plan prior to completion of the first lets.

The Local Lettings Plan will automatically expire after the first lets have been completed unless evidence is provided by Cheltenham Borough Council officers to justify the reinstatement of this Local Lettings Plan on community cohesion, ASB, or other relevant grounds.