

NFNPA/RAPC 290/16

NEW FOREST NATIONAL PARK AUTHORITY

RESOURCES, AUDIT AND PERFORMANCE COMMITTEE – 7 MARCH 2016

DEVELOPMENT OF TWO NEW AFFORDABLE HOMES, THE OLD VICARAGE, RINGWOOD ROAD, BRANSGORE

Report by: Steve Avery, Executive Director (Strategy and Planning)

1. Summary

- 1.1 Building works are progressing well and the development remains on track for completion in August 2016. Arrangements are now being finalised for the letting of the two properties and as part of those arrangements the Authority needs to agree and adopt a tenancy policy. A draft policy is therefore attached as **Annex 1** for Members' approval prior to reporting the policy to the Authority meeting on 24 March 2016.
- 1.2 Members will recall that it has already been agreed that the properties will be advertised through New Forest District Council's 'Homesearch' which is the waiting list and allocation scheme for Council and Housing Association properties in the New Forest. Working closely with the Council's Allocations Manager, it is proposed to advertise the two three bedroom properties at the beginning of May on the Council's Homesearch website.
- 1.3 The attached tenancy policy is closely modelled on the New Forest District Council's Tenancy Strategy. Members have previously expressed a preference for the properties to be let on an assured shorthold tenancy and this is reflected in the attached policy. The draft policy has been shared with both our appointed local letting Agent, Taylor Viscount, and the Council's Allocations Manager, neither of whom have raised any concerns. The Authority's Solicitor is also content with the policy as drafted on the basis that it closely mirrors the Council's approved tenancy strategy.
- 1.4 The rental for each property will be set at a level that is no more than 80% of open market rental which for Bransgore gives an upper rental of £800 per month per dwelling. The properties will be let unfurnished. The services to be provided by the letting Agent include the following:
 - Arrange an initial meeting with tenants and introduce themselves and explain the Agency's role in respect of the property.
 - Arrange any repairs or maintenance issues up to a maximum of £250 per job, with invoices sent to the Authority for settlement. Any works above this sum will be referred to the Authority before any action is taken unless it's a matter of extreme emergency.
 - Inspection of the property every six months and report the result of the inspections.
 - Deal with any issues with neighbours or disturbances.
 - Keep the Authority informed of any issues that may be of interest.
 - Arrange for the annual gas safety check.

- Hold a spare set of keys for the properties.

1.5 Any further updates will be reported orally at the meeting.

2. RECOMMENDATION

That Members recommend to the Authority approval of the Tenancy Policy attached as Annex 1.

Contact: Steve Avery

Equality Impact Assessment:

There are no equality or diversity implications arising directly from this report.