

Pewsey Community Land Trust [PCLT] Housing Allocations Policy – King Alfred Court Draft Version G - July 2026



Background

Pewsey Community Land Trust Ltd [**PCLT**] is a Community Benefit Society, FCA Reg No 8248, registered office 8 Market Place, Pewsey, Wilts SN9 5AD, and will be the freehold owner of King Alfred Court: Affordable Dwellings to be developed on the site of the former Police Station, Police House and bus shelter/store at 8 Market Place, Pewsey SN9 5AD.

PCLT intends to appoint a Registered Provider (RP) of Social Housing as their developer and managing agent: to manage lettings in line with: CLT-RP partnership agreement*, this PCLT Allocations Policy*, any Sect 106 agreement* with Wiltshire Council, Affordable Housing Grant conditions* set by Homes England and any set by major funders / social lenders. Those marked * are drafts. PCLT will not seek to become an RP. PCLT intends to adopt Charitable Objects (allowing Gift Aid claims on donations) in its rules, whilst still being a (Charitable) Community Benefit Society and Community Land Trust.

PCLT has an agreement to buy the freehold from Wiltshire Police Authority, once planning consent is granted. Pewsey Parish Council are now unable to agree to sell, lease or transfer their freehold interest (bus stop shelter and store) until after planning consent is granted.

Section 106 Agreement (Town & Country Planning Act 1990)

Wiltshire Council is the Local Planning Authority [**LPA**] for the purposes of the Town & Country Planning Act 1990 for the area of the property and by whom the Obligations imposed by any Sect 106 Agreement shall be enforceable. This Allocations Policy sets out how PCLT (as Landlord) will ensure compliance with: the Neighbourhood Development Plan (which cites this affordable housing development) and any Sect 106 Planning Agreement, so all dwellings remain affordable in perpetuity, prioritised for people with local connection. It is designed to: meet PCLT objects, values and rules, offer community-led affordable housing for those in need and ensure allocations are congruent with relevant grant / loan funding conditions, policies and agreements.

For the purposes of this Allocations Policy the following **definitions** will apply:

Affordable Dwellings	As defined by the National Planning Policy Framework currently in place and identified edged () on plan ()
Applicant	A person or persons who apply for an Affordable Dwelling
Childhood	0-17 years inclusive
Employed	Working in employment or self-employment for a minimum of 16 hours per week. PCLT will also recognise long-term (at least 9 months) community volunteering (about 16 hours most weeks) within the Parish of Provision or Surrounding Rural Parishes
Family Member	Local Government Association guidelines define this as immediate family members (e.g. parents, siblings, non-dependent children) who currently reside in the Parish of provision. Other categories of relationship will be considered including foster relationships or grandparents, where frequent contact, commitment or dependency is evidenced
Homes4 Wiltshire	The brand name of Wiltshire Council's choice-based lettings scheme through which it allocates its homes and makes nominations to partner landlords. The Homes4Wiltshire system is a web-based system on which housing applications are assessed, homes are advertised, bids for homes are placed and decisions about allocations and nominations are recorded. See www.homes4wiltshire.co.uk

Housing Need	Generally defined as being registered on Homes4Wiltshire and being unable to afford / sustain market prices for reasonable housing to rent or buy. Any applicant who is not registered on Homes4Wiltshire, will be asked to register
Local Connection	A connection to the Parish of Provision by periods of residency, employment, family connection etc as defined by this Allocations Policy.
Needing affordable housing	Unable to afford / sustain market prices for reasonably suitable permanent housing to rent or buy. PCLT or their managing agent will apply it's own financial assessment* under its Lettings Policy during pre-tenancy assessment: which could include seeking character / landlord references, credit references, advice to applicants by an independent financial advisor (funded by managing agent) and/or use of a lettings agent. Under the funding regulations, applicants for shared ownership homes are permitted to earn up to £80,000 household income. However, PCLT no longer plans to offer any shared ownership dwellings (harder to ensure affordable in perpetuity, and local demand is low). * Maybe charging 'Living Rent' of up to X% of applicants household income
Parish of Provision	The civil Parish of Pewsey. (within the boundaries of Pewsey Parish Council)
Surrounding Rural Parishes	Any location within 8 miles as the crow flies from the Affordable Dwellings. (illustrated on attached map at Annex A)

Eligibility Criteria

Applicants will be required to demonstrate to the reasonable satisfaction of the Managing Agent that at the time of application, and until a tenancy starts, they are in **Housing Need** AND they have one, or more, **Local Connections** as follows:

PRIORITY 1	
A	Currently live in Parish of Provision, having done so for a continuous period of at least 2 years
B	Lived in the Parish of Provision for a continuous period of 2 years but have moved away at some time in the past 3 years
C	They have a close family member living in the Parish of Provision and who has done so for a continuous period of 5 years
D	They are employed in the Parish of Provision and have been so for more than 2 years
E	They are currently living and/or employed in the parish of provision and have been doing so for between 1 and 2 years
PRIORITY 2	
F	Currently live in a surrounding Rural Parish, having done so for a continuous period of 2 years
G	They have lived in a surrounding Rural Parish, having done so for a continuous period of 2 years but have moved away at some time in the last 3 years
H	They have a close family member living in the surrounding Rural Parish and who has done so for a continuous period of 5 years
J	They are employed in the surrounding Rural Parish and have been for more than 2 years
K	They are currently living or employed in the surrounding rural parish and have been doing so for between 1 and 2 years
L	A permanent member of the household has formally secured a place or is a current pupil at school in the Parish of Provision or surrounding Parish
M	A permanent member of the household is a veteran, or member of HM Forces within their last six months of service, who reasonably expects to become employed in the Parish of Provision or surrounding Parishes

APPLICATION OF CRITERIA	
R	Where there are two or more Applicants for an Affordable Dwelling who demonstrate they are in housing need, the affordable dwelling will be allocated on the following basis Priority 1. Applicants meeting one or more of criteria A to E Priority 2. Applicants only meeting any of criteria F to M Applicants in priority 1 having highest priority and applicants in priority 2 the lowest

S	Where there are two or more applicants for an affordable dwelling within the same priority, the deciding factor will be their relative housing need (as defined by their bandings on Homes4Wiltshire) and the property will be allocated to the applicant with the greatest need
T	Where their housing need is the same, the deciding factor will be the strength of their local connection, where local connection A is strongest, B the next strongest and so on in descending order to M which is the weakest local connection
U	Where their housing need and local connection are both the same, the deciding factor will be the length of time registered with Homes4Wiltshire and the affordable dwelling will be allocated to the applicant who has been registered the longest. NB No aggregation of separate periods of registration with Homes4Wiltshire and one unbroken period of registration will be considered
V	No Priority Applicant Can Be Found If no applicant can be found using the criteria, the Landlord shall be free to allocate the dwelling to anyone considered to be in housing need; if they are considered responsible tenants who will add value to local community and/or economy; whilst minimising voids and ensuring long term sustainability
W	PCLT will consider varying this Allocations Policy in the light of legislation about care-leavers and those escaping domestic abuse no longer needing a local connection. This will include considering if sufficient support or other services are locally available, and the health and economic benefits of living in a PassivHaus dwelling.

Advertising of Vacancies

On the first lettings, PCLT will hold an open meeting up to 6 months before the expected completion date of the affordable dwellings to provide information and advice. Homes4 Wiltshire will be invited to attend and publicise the event to potential applicants and other agencies seeking to reduce homelessness. The purpose will be to maximise the number of potentially eligible applicants registered on Homes4Wiltshire and ready to apply for the homes when available. Affordable dwellings will be advertised on the Homes4Wiltshire system, with as much notice as possible. When vacancies occur, all parties will use local communications and contacts to ensure as many local people as possible know how to apply.

If Homes4Wiltshire is unable to provide this service, or the definitions of the Bands should change, the parties will ensure future applicants who would formerly have been eligible for the affordable dwellings will remain eligible. This Policy would be updated and agreed as required.

In the unlikely event that an affordable dwelling is to be sold under a shared ownership lease (using Homes England model agreements) it will be advertised by PCLT, their managing agent and Homes4Wiltshire within 21 days from the date the property is ready for occupation and marketing. For shared ownership re-sales under Homes England's shared ownership model lease, the Parish of Provision is within a Designated Protected Area – which restricts "staircasing" to 80%. Therefore, the Shared Ownership Lease should be a 'designated protected area - mandatory buy back' lease. PCLT will either buy back the home, or invite Homes4Wiltshire to nominate an applicant with a local connection to purchase the home as affordable Shared Ownership dwellings. The seller would not have the right to market the affordable dwellings more widely.

It should be noted that legislation provides a mechanism to ensure community led housing [or that developed using a CRtBO] must be retained as housing that is affordable in perpetuity. This is achieved by dis-applying certain statutory rights of tenants of long leases to buy their freehold and the statutory right given to qualifying tenants to acquire social housing as per the provisions of the Town and Country Planning Act 1990 (as amended) (paras. 11 and 12 of Schedule 4C) and the Neighbourhood Planning (General) Regulations 2012 (as amended), Part 7.

The Offer Process

The managing agent will be responsible for lettings and will apply their Lettings Policy considering this Allocations Policy. Applicants will become tenants of the Landlord. The managing agent will verify evidence of Local Connection provided by the applicant, using documentary evidence such as, but not limited to, the electoral register, council tax register, land registry and credit checks.

Where an applicant meets the qualifying criteria for Local Connection, under occupation may be allowed provided that relevant implication (if any) for receipt of state benefits are first discussed with the applicant.

Homes4Wiltshire will endeavour to support applicants and the managing agent by providing corroborating information on applicants to help ensure this policy is fairly and properly applied; while reducing the risks of failed tenancies, bad debts, anti-social behaviour (ASB) or other events that could lead to adverse outcomes for one or more residents or neighbours.

Disputes Procedure

All parties undertake to use all reasonable endeavours to resolve issues, complaints or disputes in respect of the operation of this Allocation Policy or any other matter pertaining to this Policy amicably, through discussion and cooperation; including with any Applicant, Tenant or third party, except where the disputes procedure in a residential agreement (lease or tenancy) takes precedence.

In the unlikely event of failure to agree the issue shall be referred for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force. The cost of appointing the arbitrator will usually be shared equally between the parties.

Legal Succession

Where a party changes its name or legal identity but otherwise retains the same function and purpose through succession, all duties and obligations under this Allocations Policy will automatically transfer to the successor. Save in the case of succession, no party may transfer or assign its interest in this Policy without prior written agreement of all the parties.

Variation

This Allocations Policy and its provisions shall only be capable of amendment by a document in writing executed by PCLT and sent to the LPA and Managing Agent. This Policy will be subject to review every 3 years.

Schedule of Property (subject to change during planning process)

King Alfred Court is designed to meet some local housing needs by regeneration of a brownfield site; to provide affordable housing for:

- up to 20 people,
- in 7 new build flats and one refurbished 3 bed 2 storey semi-detached house,
- providing a total of 12 bedrooms (against the current local housing waiting list need, which recently increased to 58 bedrooms)
- primarily in 1 or 2 bed units (which are in greater demand)
- designed to meet or exceed Nationally Described Space Standards [NDSS]
- in the following (proposed) configuration:

Bedrooms	Persons	Type	NDSS m ²	Design m ²	Description
		1B1P	39	40.3	2 x 1 bedroom, 1-person flat
		1B1P	39	40.3	
		1B2P	50	50	3 x 1 bedroom, 2-person flat (1 ground floor, fully accessible)
		1B2P	50	50	
		1B2P	50	50	
		2B3P	61	69.2	1 x 2 bedroom, 3-person flat
		2B4P	70	80.9	1 x 2 bedroom, 4-person flat
		3B5P	93	86	1 x 3 bedroom, 5-person refurbished semi-detached house

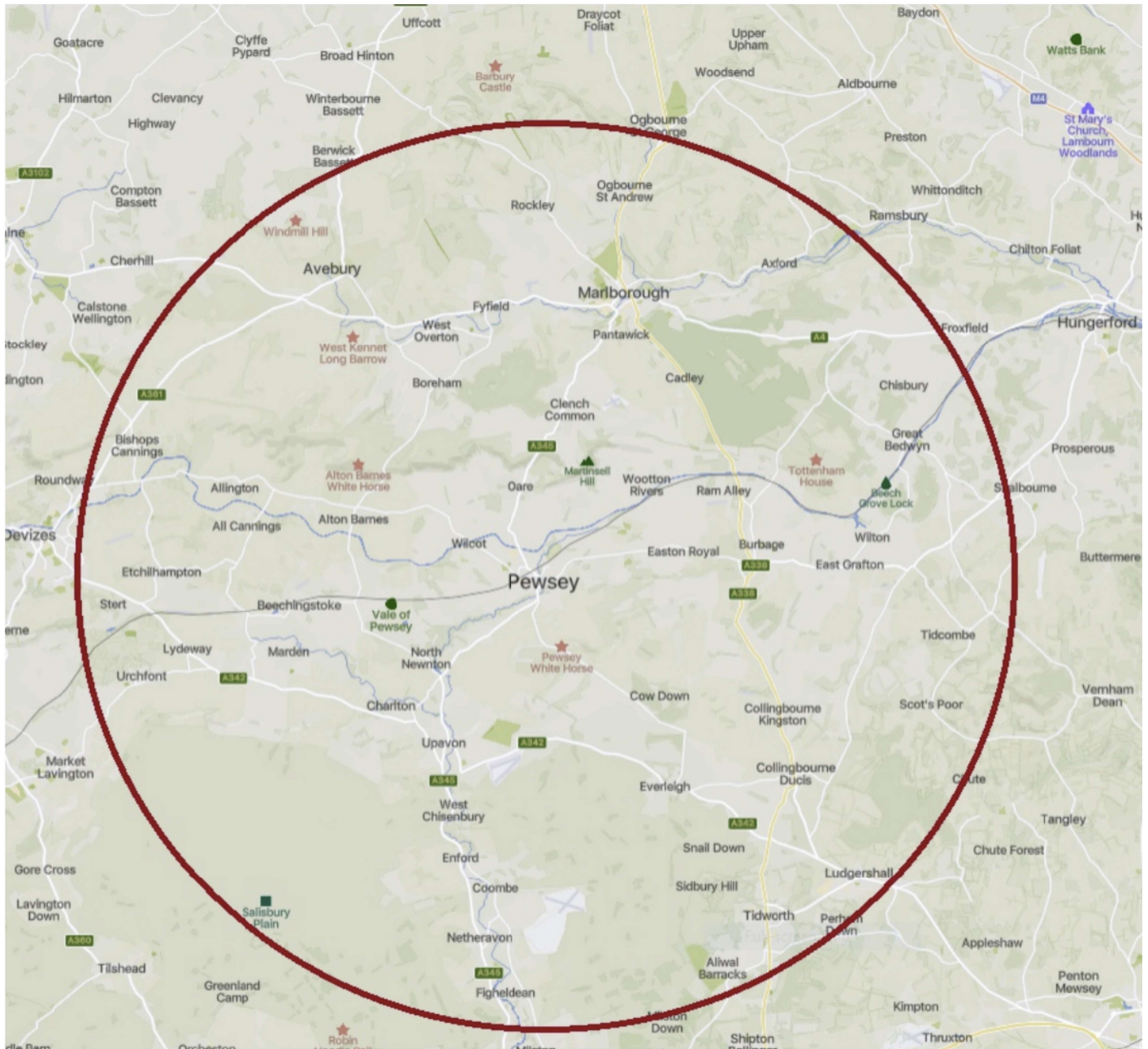
Approved by Directors of PCLT on.....

Enclosures:

Annex A: Map of Parish of Provision and surrounding parishes.

Draft s106 agreement - when available from LPA.

Map of Parish of Provision and Surrounding Rural Parishes



Proposed definition of surrounding rural parishes using an 8 mile radius – as the crow flies – from Pewsey Market Place (the affordable dwellings).

Parish of Provision is defined by boundary of Pewsey Parish Council.