

West Brook Housing Development – Affordable Houses

The West Brook development resulted from a local affordable housing need which was identified following a past survey carried out by the Parish Council. The planning permission for the site includes a provision for eight of the 2 and 3 bedroomed properties to be let on an affordable basis at a maximum of 80% of the open market rent.

The development is nearing completion and Compton Estates are now starting the letting process for the affordable houses. These houses are intended to be occupied by local people with a strong connection to Yardley Hastings.

Selection of the tenants will be in accordance with the following Local Lettings Policy:-

Local Lettings Policy

The Local Connection Criteria, in priority order, is as follows:

1. A person who has been living in the parish of Yardley Hastings for a minimum of three years immediately prior to allocation: and/or
2. Has previously lived in the parish of Yardley Hastings not immediately prior to allocation for a minimum of 5 years; and/or
3. Has a close relative living in the parish of Yardley Hastings for a period of at least 5 years immediately prior to allocation. Close relatives are defined as parents, children, siblings, grandparents, or grandchildren (including step relatives); and/or
4. A person who has been living within the boundary of the Castle Ashby Estate (shown shaded yellow on the attached plan attached to the Application Form) for a minimum of three years immediately prior to allocation: and/or
5. Has previously lived within the boundary of the Castle Ashby Estate not immediately prior to allocation for a minimum of 5 years; and/or
6. Has a close relative living within the boundary of the Castle Ashby Estate for a period of at least 5 years immediately prior to allocation. Close relatives are defined as parents, children, siblings, grandparents, or grandchildren (including step relatives); and/or
7. Is employed in a permanent capacity, full or part time, within the parish of Yardley Hastings or within the boundary of the Castle Ashby Estate.

Allocations Procedure:

Having regard to applications received directly by Compton Estates and those eligible persons identified by West Northamptonshire Council:

1. Compton Estates acting on behalf of the Trustees of the Castle Ashby Trust (the Landlord) will filter those applicants with local connections to the Parish of Yardley Hastings and within the boundary of the Castle Ashby Estate.
2. Compton Estates will then assess applicants according to priority, with urgent applicants having first priority and less urgent applicants receiving lower priority.
3. Initial applications will all be considered after 5.00pm on Monday 26th June 2023. Thereafter, applicants satisfying both the Local Criteria and being assessed as having a similar level of need will be prioritised according to the date that they applied for an affordable house.

PROVIDED THAT

In the event no such person is available Compton Estates will nominate any person that it considers being in need of affordable accommodation using the prescribed local connection criteria in respect of the following villages:

1. Within the Parish of Cogenhoe or Denton or, in the absence of any such person,
2. Within the Parish of Grendon or Easton Maudit or, in the absence of any such person,
3. West Northamptonshire Council shall be entitled to nominate any person from its list of priority need cases within its administrative area (a “Priority Need Person”), or, in the absence of any such person, shall be permitted to allocate a vacant unit to any person who is considered to be in need of such accommodation (“Person in Need of Affordable Accommodation”).

Interested parties who believe that they meet the Local Connection Criteria outlined above should complete and submit this Application Form by **5pm on Monday 7th September 2026:-**

The affordable housing will be managed in accordance with the Management Plan which can be read in full at [Planning application: WNS/2023/0239/106CD - Planning register | Planning register | West Northamptonshire Council \(planning-register.co.uk\)](#)

A summary of the Management Plan follows below:-

Tenant Selection Criteria

Tenants will be selected in accordance with the Local Lettings Policy.

The circumstances under which Compton Estates can reject an application may include, but may not be limited to:

- a. Outstanding rent or other housing debt for which no reasonable repayment plan has been established.
- b. Evidence of damage to property or serious anti-social behaviour at a previous address, or incidents of aggression or unacceptable behaviour towards staff or contractors of Compton Estates or another housing provider.
- c. Insufficient evidence of a local connection, whereupon Compton Estates would seek further information.
- d. Inability to afford the rent, after taking into account benefits payable.
- e. Specific local issues which could disrupt the quiet enjoyment of other residents, such a matter to be specific and explored in detail with the Parish Council and Local Authority.

The Tenancy Agreement

The affordable houses will be offered to prospective tenants on Assured Periodic Tenancies for a initial fixed term of 5 years but shall afford the tenant the right to elect a shorter term if so desired. Compton Estates are responsible for issuing the required written statement of terms to their tenants in the form of a draft Tenancy Agreement prior to signature, in accordance with the Renters’ Right Act 2025.

Tenants will have the right to terminate their Tenancy Agreement on two month’s written notice.

The eight houses will be let at ‘affordable rents’ which will be no more than 80% of the local market rent. Rent reviews will be carried out every two years in line with open market values subject to the

rent payable being no more than 80% of the local market rent. The first rent review will be carried out on the second anniversary of the start date of the tenancy.

Compton Estates will not require prospective tenants to pay any fees in order to secure a tenancy. A deposit equivalent to five weeks rent will be taken before the tenancy commences. The rent will be payable monthly in advance with the first month's rent being due on the first day of the tenancy, receipt of which will need to be confirmed prior to the handover of keys.

Management

The Trustees of the Castle Ashby Trust own the affordable houses and, as Landlord, the Trustees employ Compton Estates as their agent to manage their residential portfolio.

Compton Estates operate from The Estate Office which is located in the village of Castle Ashby (1.8 miles away from West Brook Close) and Estate Office staff will attend site to deal with queries and concerns as requested.

Tenant's Guide

Compton Estates will provide all tenants with a "Tenant's Guide" at the start of their tenancy. This document provides contact details for the Estate Office together with general guidance about the property and other general information about the surrounding Estate.

Maintenance

Compton Estates use an online reporting and management system called FixFlo. This system allows tenants to raise repair and maintenance issues online at any time which are then automatically issued to contractors. Information explaining how to use the system is included within the "Tenant's Guide". Should tenants be unable to use the online system, repairs can be raised by contacting the Estate Office which is open 5 days a week between the hours of 0830 and 1730. On occasions when emergency assistance from staff at the Estate Office is required Compton Estates have a formal procedure in place so that tenants know what to do and who to contact. This procedure is contained within the "Tenant's Guide".

Compliance

Compton Estates have processes in place to ensure that they conform to all legal and statutory requirements that provide for the health and safety of occupants of their houses.

Under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, Compton Estates are responsible for ensuring that the electrical safety standards are met during any period that residential premises are occupied under a specified tenancy and that all electrical installations are inspected and tested at regular intervals of no more than 5 years by a qualified person and that a new inspection and test is carried out before a new tenancy commences.

As stipulated in The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Compton Estates ensure that a smoke alarm is installed on every floor of a dwelling and that a carbon monoxide detector is installed where necessary. At the start of a new tenancy, Compton Estates make checks to ensure that each alarm is in proper working order. Compton Estates will also provide replacement smoke alarms and carbon monoxide detectors to tenants during the duration of their occupancy should they be required.

At the beginning of a new tenancy, tenants are provided with a valid Energy Performance Certificate (EPC) detailing the energy efficiency of the property as required by The Energy Performance of

Buildings (England and Wales) Regulations 2012. All of the affordable houses currently have an EPC Energy Rating of “B”.

Heating and hot water

The central heating and hot water for each property is provided by an air source heat pump. Based on current energy prices (May 2023) the estimated annual cost for heat and hot water in the affordable homes will be between £748* and £986**. Lighting and electrical appliances will incur additional costs dependent upon individual use.

*2 bed mid terrace estimated energy use of 2200 kWh (kilowatt hours) per annum x 34p/kWh

**3 bed semi-detached estimated energy use of 2900 kWh (kilowatt hours) per annum x 34p/kWh

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