

# Corporate Policy and Resources Committee



11<sup>th</sup> July 2022

<b>Title</b>	<b>Review of the Community Letting Policy</b>
<b>Purpose of the report</b>	<b>To make a decision</b>
<b>Report Author</b>	<b>Katherine McIlroy, Property Manager</b>
<b>Ward(s) Affected</b>	<b>All Wards</b>
<b>Exempt</b>	<b>Main report and Appendix A – Not exempt Appendix B - Exempt</b>
<b>Exemption Reason</b>	<b>This report contains exempt information within the meaning of Part 1 of Schedule 12A to the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985 and by the Local Government (Access to information) (Variation) Order 2006 Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information because, disclosure to the public would prejudice the financial position of the authority in any lease, contract or other type of negotiation with the tenant who could then know the position of the Council</b>
<b>Corporate Priority</b>	<b>This item is not in the current list of Corporate Priorities but still requires a Committee decision.</b>
<b>Recommendations</b>	<b>Committee is asked to:</b>  <b>Establish a Task Group to discuss a modification to the Community Letting Policy. The purpose of the Task Group would be to formulate a strategy for dealing with applications from tenants who apply to lease additional space; also applications from community groups and third parties who apply to extend or refurbish assets or develop on Council land.</b>  <b>To agree that Officers are not to pursue such applications until the Committee has approved a strategy.</b>

<b>Reason for Recommendation</b>	<p><b>The Community Letting Policy provides a transparent process for letting existing assets. It gives the community wider access to the Council's assets. The Policy however only covers existing assets where a lease of 5 years or longer is granted. Officers are regularly being asked by existing tenants if they can lease additional space. Officers are also receiving applications from tenants, community groups, residents and businesses for consent to refurbish, or extend assets or develop on Council land. A clear procedure is required in these circumstances as this is not adequately covered by the Community Letting Policy.</b></p>
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**1. Summary of the report**

- 1.1 To create a Task Group to discuss a modification to the Community Letting Policy.
- 1.2 The membership of the Task Group to be cross Committee to reflect that the enquires are made by tenants, community groups and businesses who are interested in the municipal assets predominantly in our recreation grounds and open spaces.
- 1.3 To agree that no application or enquiry will be considered by Officers until a procedure has been agreed and the Community Letting Policy has been amended by Committee.

**2. Key issues**

- 2.1 As explained above and in attached slides.

**3. Options analysis and proposal**

- 3.1 Not applicable at this stage.

**4. Financial implications**

- 4.1 Not applicable.

**5. Risk considerations**

Not applicable.

**6. Legal considerations**

- 6.1 Not applicable.

**7. Other considerations**

- 7.1 None.

**8. Equality and Diversity**

- 8.1 Not applicable.

**9. Sustainability/Climate Change Implications**

- 9.1 Not applicable.

**10. Timetable for implementation**

10.1 Task Group to be set up as soon as possible.

**11. Contact**

11.1 [K.mcilroy@spelthorne.gov.uk](mailto:K.mcilroy@spelthorne.gov.uk).

**Background papers: There are none.**

**Appendices:**

**Appendix A – Slides ‘Review of the Community Letting Policy’.**

**Appendix B – Exempt**