



## ENVIRONMENT & ECONOMY SELECT COMMITTEE

Date: Monday, 12 November 2018

Time: 6.00pm,

Location: Shimkent Room - Daneshill House, Danestrete

Contact: Lisa Jerome

Members: Councillors: M Downing (Chair), M Hurst (Vice-Chair), L Briscoe, J Brown, D Cullen, J Fraser, L Kelly, A McGuinness, A Mitchell CC, S-J Potter and S Speller

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### AGENDA

#### PART 1

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES - 18 OCTOBER 2018**

To approve as a correct record the Minutes of the Environment & Economy Select Committee held on 18 October 2018.

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**3. LICENCE TO OCCUPY**

To receive a presentation and report from the Assistant Director, Stevenage Direct Services, regarding licences to occupy which the Committee are invited to comment on and make recommendations.

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**4. URGENT PART 1 BUSINESS**

To consider any Part 1 business accepted by the Chair as urgent.

**5. EXCLUSION OF PUBLIC AND PRESS**

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

**6. STEVENAGE DIRECT SERVICES BUSINESS REVIEW**

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To receive a presentation and report from the Assistant Director, Stevenage Direct Services, regarding the Stevenage Direct Services Business Review which the Committee are invited to comment on and make recommendations.

**7. URGENT PART II BUSINESS**

To consider any Part II business accepted by the Chair as urgent.

# Licence to Occupy

Craig Miller, Assistant Director  
Stevenage Direct Services

# What is a Licence to Occupy?

- Allows the licensee to maintain council owned amenity land.
- Requires the licensee to:
  - maintain the landscape to standard
  - indemnify the Council against claims
  - seek approval for any changes to the layout
- Does not give any proprietary rights to the land

# To occupy or to cultivate?

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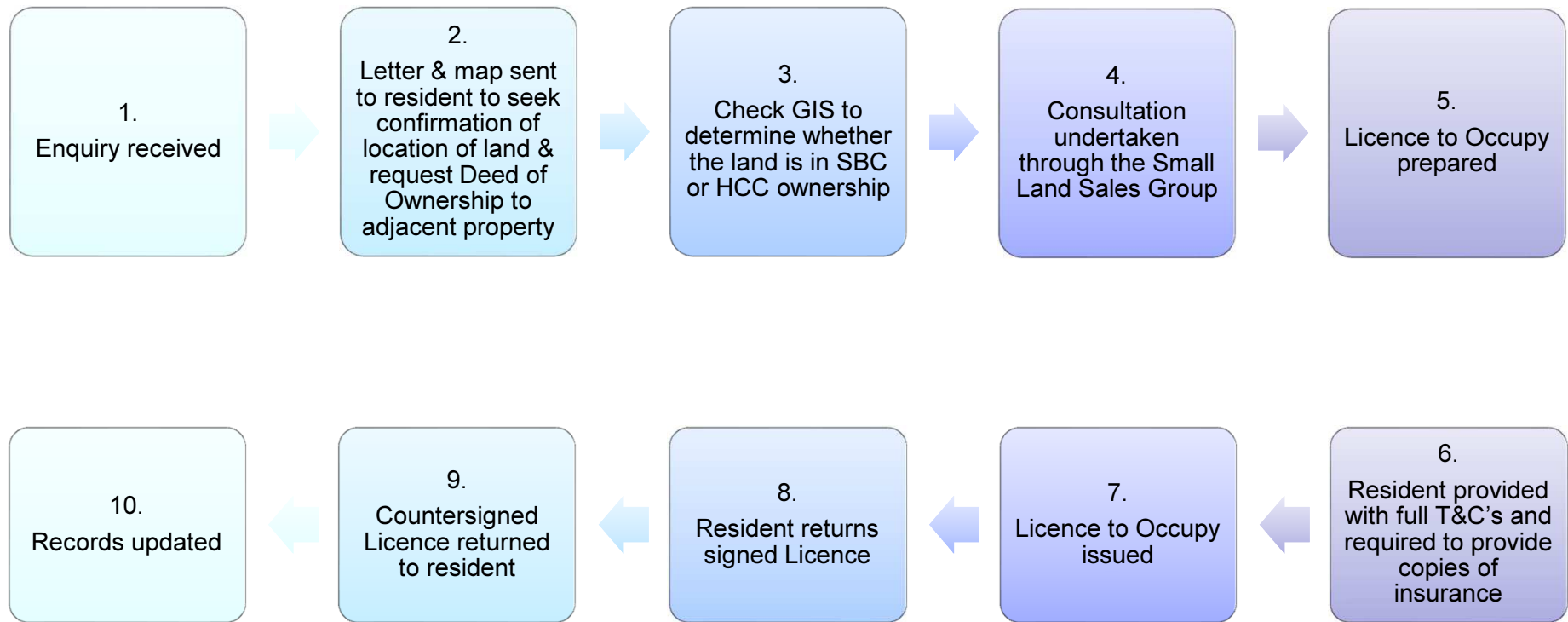
## Licence to Occupy

- SBC land only
- No charge
- Approx. 20 received each year

## Licence to Cultivate

- HCC land only
- Admin charge
- Managed by SBC

# Current Process

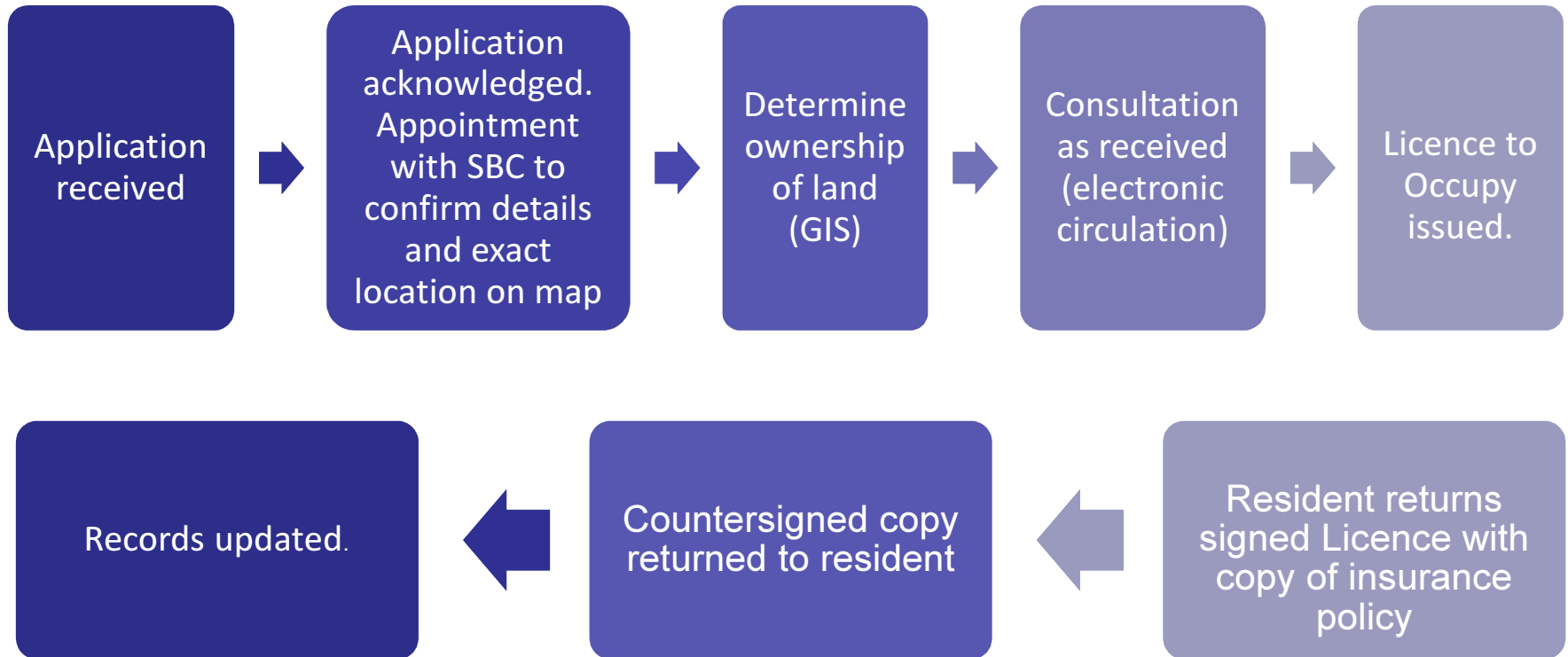


# Issues

- Information not available up front for residents on details they are required to provide
- Unresponsive and bureaucratic process
- Discourages volunteering
- Not resident focussed & counter intuitive to a cooperative approach
- No dedicated contact point

# Proposed Process

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# Process Improvement & Review

- Full information and terms and conditions on Council's web pages
- Dynamic consultation & reduced processing time (4 to 6 weeks as opposed to 3 to 4 months)
- Pragmatic consideration of application e.g. allow works on non/low-risk items whilst application processed
- Creation of new, user-friendly, documentation
- Environmental Development team to manage future applications
- Removal of need to see neighbouring deed of ownership

# Looking Ahead

- Promotion of Licence to Occupy opportunities
- Opportunities for whole process to be delivered electronically

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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