



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 31 March 2011

To: Members of the
**RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY
COMMITTEE**

Councillor Sarah Phillips (Chairman)
Councillor Michael Tickner (Vice-Chairman)
Councillors Brian Humphrys, John Ince, Ian F. Payne, Russell Jackson,
Pauline Tunnicliffe, John Getgood and Tom Papworth

A meeting of the Renewal and Recreation Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **TUESDAY 12 APRIL 2011 AT
7.30 PM**

MARK BOWEN
Director of Legal, Democratic and
Customer Services.

*Copies of the documents referred to below can be obtained from
www.bromley.gov.uk/meetings*

PART 1 AGENDA

Note for Members: Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

STANDARD ITEMS

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 15TH FEBRUARY 2011 (Pages 3 - 10)**
- 4 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES (Pages 11 - 14)**
 - a QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE**

To hear questions to the Committee received in writing by the Legal, Democratic and Customer Services Department by 5pm on Wednesday 6th April and to respond.

b QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER

To hear questions to the Portfolio Holder received in writing by the Legal, Democratic and Customer Services Department by 5pm on Wednesday 6th April and to respond.

HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT

5 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS (Pages 15 - 20)

To note decisions of the Portfolio Holder made since the previous meeting of the Committee.

6 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

The Renewal and Recreation Portfolio Holder to present scheduled reports for pre-decision scrutiny on matters where he is minded to make decisions.

a BUDGET MONITORING REPORT - 2010/11 (Pages 21 - 30)

b LIBRARY SERVICE - SHARED WORKING (Pages 31 - 38)

c FEES AND CHARGES FOR CULTURE 2011/12 (Pages 39 - 46)

d CHRISTMAS LIGHTS POLICY 2011 (Pages 47 - 54)

POLICY DEVELOPMENT AND OTHER ITEMS

7 BROMLEY ADULT EDUCATION COLLEGE - ANNUAL REPORT 2010/11 (Pages 55 - 58)

8 BROMLEY NORTH VILLAGE MEMBER WORKING PARTY REPORT (Pages 59 - 72)

9 BROMLEY ECONOMIC PARTNERSHIP MINUTES 2 FEBRUARY 2011 (Pages 73 - 78)

10 CHAIRMAN'S REPORT (Pages 79 - 86)

11 RENEWAL AND RECREATION PDS WORK PROGRAMME (Pages 87 - 92)

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RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held on 15 February 2011

Present:

Councillor Sarah Phillips (Chairman)
Councillors Councillor Michael Tickner (Vice-Chairman),
Councillor Brian Humphrys, Councillor John Ince,
Councillor Ian F. Payne, Councillor Russell Jackson,
Councillor Pauline Tunncliffe and Councillor Tom
Papworth

Also Present:

Councillor Julian Benington, Councillor Roger Charsley,
Councillor Gordon Norrie and Councillor Charles Rideout
CVO, QPM

49 DECLARATIONS OF INTEREST

Councillor Sarah Phillips declared a personal interest in item 7c as a Governor of Bromley Adult Education College.

50 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

There were no questions.

51 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 24TH JANUARY 2011

The Director reported that the queries raised by Councillors Payne and Papworth had been addressed.

Councillor Benington reported that in relation to minute 48 - BAEC he had verbally recommended these items to the Executive on 14th February.

RESOLVED that the minutes of the meeting held on 24th January 2011 be agreed.

52 PROGRESS ON MATTERS ARISING FROM PREVIOUS MEETINGS

Report LDCS11024

Firstly officers explained that item 27, relating to the resources devoted to tree protection work was included in error as this item had been considered by DC committee and should not therefore still appear on this committee's matters arising.

In considering the two other matters arising from the minutes of the previous meeting, officers had circulated a paper giving an outline of the discussions that had taken place between Councillor Tickner, Chairman of the Beckenham and West Wickham working party and officers. The paper detailed that funding may be available from TfL to undertake some scoping work but the outcome of the funding would not be known until April.

Councillor Humphrys was pleased to note that the West Wickham schemes were being pursued and requested an update at a later date. He questioned why the scheme for a bus route from West Wickham to The PRUH was not included.

Councillor Payne asked when the Beckenham scheme might be progressed and in response officers explained that the LIP funding results were due in the next couple of months and then the precise design could be worked on.

Officers were pleased to report that the placing of Town Centre notice boards was on-going.

It was also noted that a preparatory report on Penge Town Centre would be provided to the next meeting of the PDS Committee.

The Portfolio Holder reported that with regard to the recommendations relating to the Bromley Arts Council and the planning enforcement posts he had made the necessary requests, verbally, to the executive.

53 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS

No decisions were made by the Portfolio Holder since the previous meeting of the Committee.

54 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

54.a BUDGET MONITORING REPORT 2010/11

Report DRR11/002

The latest 2010/11 budget monitoring position for the Renewal and Recreation Portfolio based on expenditure and activity levels up to December 2010 showed a projected underspend of £134k. Officers reported that the underspend of £100,000 for LDF consultancy would be carried forward.

Councillor Peter Fookes asked if chip and pin had been implemented in all the libraries. Officers explained that there had been some IT problems but that it should be installed in all libraries by 1st April.

Councillor Ince asked about the income for major and non-major planning applications. Officers would provide this information outside of the meeting. Councillor Tickner requested that next years budget took account of the actual planning applications and market conditions.

Officers also reported that in order to maintain flexibility once the recession finished they would leave posts vacant rather than delete them. These could then be filled once the economy recovered.

RESOLVED that the Portfolio Holder be recommended to endorse the latest budget projection for the Renewal and Recreation Portfolio.

55 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS

Apologies for absence were received from Councillor Getgood, Councillor Fookes attended as his alternate.

Apologise for lateness were received from Councillor Pauline Tunnicliffe.

55.a CAPITAL PROGRAMME - 3RD QUARTER MONITORING 2010/11 AND 2010 CAPITAL REVIEW

Report DRR11/013

On 2nd February 2011 the Executive agreed a revised Capital Programme for the four year period 2010/11 to 2013/14. The report before the Committee highlighted changes made in respect of the Capital Programme for the Renewal and Recreation Portfolio. At that meeting the Executive also approved new capital bids recommended by Chief Officers in the Capital Review process in respect of Bromley North Village public realm improvements and Bromley Museum at the Priory. Minor provision had also been made in 2014/15 for feasibility studies.

RESOLVED that the Portfolio Holder be recommended to note and confirm the report.

55.b ADULT EDUCATION FEES AND CHARGES 2011/12

Report DRR11/014

The Committee considered a report proposing an increase in the fees charged to adults enrolling on courses at Bromley Adult Education College. This increase would allow the college to maintain income at a time when

Government funding was being reduced and to meet the income generation expectations of the Skills Funding Agency. The increase for accredited courses would be 2.5% and for non-accredited courses it would be 4.5%.

The Principal of the Adult Education College addressed members. He reported that this was the lowest increase in the last 7 years as the Governors were aware of the current economic climate. However he considered, even with the increased changes, that the college offered good value for money.

The increases were in line with neighbouring and similar borough's; Bexley and Kingston.

Members commented that they were pleased to see that accredited course fees were only rising by 2.5%. They felt that the increases were sensible and reasonable.

The Principal invited members to visit the college.

RESOLVED that the Portfolio Holder be recommended to endorse the proposed increased in course fees at Bromley Adult Education College.

55.c BROMLEY TOWN CENTRE VARIABLE MESSAGE SYSTEM

Report DRR11/008

The Director recommended that this item was deferred so that the value of the initiative could be properly assessed.

RESOLVED that this item is deferred until the next meeting.

**55.d RENEWAL AND RECREATION PORTFOLIO HOLDER
INITIATIVES FUND 2011/12**

Report DRR11/006

The Committee considered a report summarising proposals for Town Centre Management activities planned for 2011/12 and requesting that sufficient resources be made available from the Portfolio Initiatives Fund to deliver the planned activities. The report also proposed a reduction in the net expenditure by the Council on Town Centre activities during the 2011/12 financial year, to be offset by seeking additional contributions from the private sector.

The report outlined a number of costed activities for members to consider. These included a celebration of the Royal wedding in April, a celebration of the Queen's Diamond Jubilee in 2012, and following on from the success of the "Poppy Day" celebrations, an event around Remembrance Day for 2011.

The Christmas lights were also costed in the report. However, officers have written to approximately 1500 local businesses in the 4 main town centres for

contributions towards the Christmas lights and are also approaching major retailers directly. Officers would bring an update report on the outcomes of this exercise to the next meeting.

The Portfolio Holder was being asked to recommend to the Executive that the expected under spend of £53,400 could be carried forward and allocated for Town Centre Management for use on the proposed activities from 2011/12 onwards.

Councillor Humphrys was pleased to see that Bromley retailers would be asked to contribute towards the Christmas lights. He also wanted to know if the £50,000 virement for use on Town Centre Management referred to in recommendation 2.4 was in addition to other funding. Officers explained that this money had been drawn down over a number of years and was not additional funding.

Councillor Ince reported that businesses in Cotmandene Crescent (St Pauls Cray) and St Mary Cray were already struggling financially and so would probably not be in any position to make a donation toward the lights.

The Portfolio Holder did point out the stores in the high street which also backed onto the Glades could be paying twice, as in addition to the High Street lights, they were expected to contribute to the decorations in the Glades. He also said that there may not be fireworks in 2011 as they were costly and if it rained on the day of the switching on few people attended.

Officers had reported that the event for the "Poppy Party Weekend" suggested for June in the Civic Centre Grounds may not be funded as it would not increase footfall of benefit the Town Centre. Councillor Tickner was keen that this event went ahead but that it was self funding by way of selling tickets.

RESOLVED that the Portfolio Holder be recommended to:

- 1) Agreed the proposed schedule of Town Centre Management events, activities and projects costing a total of £132,000 during 2011/12; Except the Poppy Party detailed in 3.6 of the report.**
- 2) Request that the Executive agree to the projected underspend of the Portfolio Initiatives fund of £53,400 from 2010/11 being carried forward and allocated for proposed Town Centre Management activities during 2011/12;**
- 3) Agree that £50,000 be permanently vired from the Portfolio Initiatives Fund 2011/12 for use on Town Centre Management events and activities from 2011/12 onwards.**

**56 BROMLEY NORTH VILLAGE - PUBLIC REALM
 IMPROVEMENTS UPDATE**

Report DRR11/012

The Committee considered a report updating Members on progress in developing the Bromley North Village Public Realm improvement Project and the successful outcome of the Step 1 Area Based Funding bid to Transport for London.

Members noted that this item was for information only and made the following comments:

Councillor Tickner enquired about the possible extension of a Bromley North rail extension or a Tramlink to Bromley South and wanted to ensure there was flexibility in the plans for this to take place in the future.

Officers explained that they were looking at traffic and bus routes and that, at this stage, nothing would be ruled in or out.

RESOLVED that progress to date and the preliminary detailed design programme and governance arrangements be noted.

57 LIBRARIES WORKING GROUP - FINAL REPORT

Report DRR11/007

At the meeting of the Renewal and Recreation PDS Committee on 29th June 2010, Members agreed to establish a Working Group to consider the future delivery of the Borough's Library Service and that the findings from this Working Group are reported back to a future meeting of the Renewal and Recreation PDS Committee. The Committee considered a report summarising the findings of the PDS Member Working Group on Libraries and proposing four options for the future development of the Library Service.

The Chairman outlined the remit of the working party and its findings. Officers explained that the report on the agenda was a comprehensive report and recommended option 4. If members agreed to option 4 scoping would take place immediately. At this stage nothing could be ruled in or out and this included the issue of whether any branch libraries would need to close. This was an ongoing issue and further reports would be submitted to future meetings.

Councillor Ince reported that a number of residents had been against moving the Biggin Hill Library but this had turned out to be a great success and had opened up and transformed the area as well as changing the public's view. Councillor Papworth felt there should be a broader debate and would submit a question to the Portfolio Holder at the next Full Council. He also raised concerns that shutting Anerley Library would disadvantage residents in the Crystal Palace area as Penge was some distance away.

Councillor Humphrys proposed and Councillor Tickner seconded that members support Option 4.

Councillor Charles Rideout addressed the committee in his capacity as Ward member for Chislehurst North and Mottingham. He raised concern that consideration may be given to closing Mottingham library. Both he and his Ward colleague Councillor Charsley appreciated the cuts were needed but they wanted to ensure the cuts did not inhibit growth once the recession was over. Within option 4 Bexley was mentioned. His ward also bordered Greenwich and Greenwich Councillors used Mottingham Library for their surgeries he would like Bromley to explore partnership working with Greenwich. He added that the library was near a primary school and an elderly care home and if it closed the next nearest library would be in Eltham, too far for either of these groups to travel.

RESOLVED that:

- 1) The work of the PDS Working Group on Libraries be noted;**
- 2) The recommendation that Option 4 around partnership working be explored further as the preferred option for the future management of the Borough's Library Service including consideration around whether a number of libraries could close or be amalgamated into other service points be agreed;**
- 3) That a further report around Option 4 providing detailed costs and savings be provided to the next meeting of the Renewal and Recreation PDS Committee.**

(Councillor Papworth asked for the minutes to reflect that he supported option 4 but would not support the closure of libraries)

58 RENEWAL AND RECREATION PDS WORK PROGRAMME

LDCS11025

Members agreed the latest Work Programme subject to the addition of the following items for the meeting on 12th April 2011:

- Christmas Lights Progress Report
- And the addition of the deferred item from 15th February; Variable Message signs.
- Add an update on the Beckenham and West Wickham Town Centre Report in 6 months. And include a brief verbal update at each meeting.
- A report on the Council's responsibility in relation to the Olympics to the April meeting.

Mr Wheeler asked for the word Centre to be changed to College.

Renewal and Recreation Policy Development and Scrutiny Committee
15 February 2011

The Clerk explained the new format for the programme and that in future it would include dates for the 4 plans sub committees and development Control. In addition the meeting dates for the Town Centre working party would be included and the agendas and minutes for this meeting would form part of the Renewal and Recreation agenda.

RESOLVED that the work programme be agreed subject to the addition of the above items for the Committee's meeting on 12th April 2011.

The Meeting ended at 9.30 pm

Chairman

Agenda Item 4

Report No.
LDCS11060

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 12th April 2011

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **MATTERS ARISING**

Contact Officer: Helen Long, Democratic Services Officer
Tel: 020 8313 4595 E-mail: helen.long@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Legal, Democratic and Customer Services

Ward: N/A

1. Reason for report

1.1 **Appendix A** updates Members on matters arising from the previous meeting.

2. RECOMMENDATION

2.1 The Committee is asked to consider progress on the matters arising.

Non-Applicable Sections:	Policy, Financial, Legal and Personnel
Background Documents: (Access via Contact Officer)	Minutes of the E&R PDS Committee meeting, 17th May 2007

Corporate Policy

1. Policy Status: Existing policy. The Committee is regularly updated on matters arising from previous meetings.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: N/A No cost
 2. Ongoing costs: N/A. Democratic Services
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £434,444 (controllable budget)
 5. Source of funding: Existing budgets
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Staff

1. Number of staff (current and additional): There are 10 posts (9.53) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Monitoring the Committee's matters arising can take up to a couple of hours per meeting.
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. The report does not involve an executive decision
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The report is intended primarily for the benefit of Committee Members.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

PROGRESS ON MATTERS ARISING FROM PREVIOUS MEETINGS

<u>Minute Number/Title</u>	<u>Decision</u>	<u>Update</u>	<u>Action</u>	<u>Completion Date</u>
34 Progress on Matters Arising from Previous Meetings (from the meeting held on 7 th December 2010)	That a preparatory report on Penge Town Centre be prepared for the Committee, within existing resources.	This item is to be considered at a future meeting.	Head of Heritage and Urban Design	TBA
55d. Bromley Town Centre Variable Messaging System Report (from the meeting held on 15 th Feb 2011)	The Director recommended that this item was deferred so that the value of the initiative could be properly assessed.	This item is to be considered at a future meeting	Head of Town Centre Renewal	TBA
55e Renewal and Recreation Portfolio Holder Initiatives Fund 2011/1 (Report from Meeting on 15 th Feb 2011)	A report on the Christmas Lights Policy for the meeting on 12 th April 2011	This item to be considered at the meeting on 12 th April 2011	Head of Town Centre Management and Business Support (Acting)	12 th April 2011
57. Libraries Working Group (report from 15 th February 2011)	A further report around Option 4 providing detailed costs and savings be provided to the next meeting of the Renewal and Recreation PDS Committee.	This item to be considered at a future meeting.	Assistant Director Renewal and Recreation	TBA

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Agenda Item 5

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Renewal and Recreation, Councillor Julian Benington has made the following executive decision:

BUDGET MONITORING REPORT - 2010/11

Reference Report:

RR PDS 150211 Budget Monitoring Report 2010-11

Decision:

The latest budget projection for the Renewal and Recreation Portfolio be endorsed.

Reasons:

The Resources Portfolio Plan for 2010/11 includes the aim of effective monitoring and control of expenditure within budget and includes the target that each service department will spend within its own budget.

The latest 2010/11 budget monitoring position for the Renewal and Recreation Portfolio based on expenditure and activity levels up to December 2010 showed a projected underspend of £134k.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 15th February 2011 and the Committee supported the proposal.

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Councillor Julian Benington
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Legal, Democratic and Customer Services
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 21 Feb 2011
Implementation Date (subject to call-in): 28 Feb 2011
Decision Reference: RR11001

LONDON BOROUGH OF BROMLEY
STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Renewal and Recreation, Councillor Julian Benington has made the following executive decision:

**CAPITAL PROGRAMME - 3RD QUARTER MONITORING 2010/11 & 2010
CAPITAL REVIEW**

Reference Report:

RR PDS 150211 Capital Programme Monitoring

Decision:

The report be confirmed and noted.

Reasons:

Having considered the position on capital expenditure and receipts following the third quarter of 2011/12, the Executive agreed a revised Capital Programme for the four year period 2010/11 to 2013/14 and Report DRR11/013 highlights agreed changes to the Capital Programme for the Renewal and Recreation Portfolio.

At that meeting the Executive also approved new capital bids recommended by Chief Officers in the Capital Review process in respect of Bromley North Village public realm improvements and Bromley Museum at the Priory. Minor provision has also been made in 2014/15 for feasibility studies.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 15th February 2011 and the Committee supported the proposal.

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Councillor Julian Benington
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Legal, Democratic and Customer Services
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 21 Feb 2011
Implementation Date (subject to call-in): 28 Feb 2011
Decision Reference: RR11002

STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Renewal and Recreation, Councillor Julian Benington has made the following executive decision:

BROMLEY ADULT EDUCATION CENTRE - FEES AND CHARGES

Reference Report:

RR PDS 150211 Adult Education Fees and Charges 2011-12

Decision:

That for the academic year starting in September 2011, the course fees at Bromley Adult Education College are increased by the following amounts:

- 1) For adult non accredited courses delivered under the Adult Safeguarded learning stream, an average increase of 4.5% - that is an increase of approximately 16 pence per hour from £3.51 to £3.67 on standard long courses and an increase of approximately 19 pence per hour from £4.22 to £4.41 on standard short courses.
- 2) For adult accredited Level 2 courses delivered under the Adult Learner Responsive funding stream, an average increase of 2.5% - that is an increase of approximately 7 pence per hour to £3.00 on a standard GCSE/Level 2 course.

Reasons:

Bromley Adult Education College provides a wide range of courses for adult local residents, both accredited and non-accredited. Some courses lead to qualifications and others are provided to meet the cultural, social and personal needs of local residents. Courses are funded through a number of mechanisms but in all cases the expectation by the Skills Funding Agency is that students will pay an increasing proportion of the costs each year.

In the 2011/12 academic year adult learners will be expected to pay 50% of their course costs, unless they qualify for means tested benefits or they are studying basic Skills for Life subjects such as literacy, numeracy and English. There is no explicit level of fee payment expected for Adult Safeguarded Learning courses, but students able to afford fees are expected to pay a substantial proportion of their course costs. Free courses and reduced fees are available for some community courses and for specific groups of learners, including older people in care or residential settings and those on low incomes.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 15th February 2011 and the Committee supported the proposal.

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Councillor Julian Benington
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Legal, Democratic and Customer Services
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 21 Feb 2011
Implementation Date (subject to call-in): 28 Feb 2011
Decision Reference: RR11003

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

The Portfolio Holder for Renewal and Recreation, Councillor Julian Benington has made the following executive decision:

RENEWAL AND RECREATION PORTFOLIO HOLDER INITIATIVES FUND 2011/12

Reference Report:

RR PDS 150211 Renewal and Recreation Portfolio Holder Initiatives Fund 2011/12

Decision:

- 1) That the proposed schedule of Town Centre Management events, activities and projects outlined in Report DRR11/006 costing a total of £132,000 during 2011/12 be agreed. Excluding the “Poppy Party Weekend”.
- 2) That the Executive be requested to agree to the projected underspend of the Portfolio Initiatives Fund of £53,400 from 2010/11 being carried forward and allocated for proposed Town Centre Management activities during 2011/12.
- 3) That the proposal that £50,000 be permanently vired from the Portfolio Initiatives Fund 2011/12 for use on Town Centre Management events and activities from 2011/12 onwards be agreed.

Reasons:

The Town Centre Management Service works to maintain and enhance the competitiveness, attractiveness and vibrancy of the borough’s town centres, contributing to the Building a Better Bromley key priority of Vibrant, Thriving Town Centres. This involves working closely with town centre businesses, both directly and through business and traders groups, and with other key town centre occupiers and service providers.

The proposed work programme for the Town Centre Managers during 2011/12 will involve a wide range of duties ranging from management of high profile public events to day-to-day assistance of town centre occupiers, and will be funded by both the Council and from income from business donations and sponsorships.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee held on 15th February 2011 and the Committee supported the proposal.

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Councillor Julian Benington
Portfolio Holder for Renewal and Recreation

Mark Bowen

**Director of Legal, Democratic and Customer Services
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH**

Date of Decision: 21 Feb 2011

Implementation Date (subject to call-in): 28 Feb 2011

Decision Reference: RR11005

Report No.
DRR11/031

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

For Pre-decision scrutiny by the Renewal & Recreation PDS Committee on 12 April 2011

Date: 12 April 2011

Decision Type: Non-Urgent Executive Non-Key

Title: BUDGET MONITORING REPORT 2010/11

Contact Officer: Claire Martin, Head of Finance
Tel: 020 8313 4286 E-mail: claire.martin@bromley.gov.uk

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: Boroughwide

1. Reason for report

This report provides an update of the latest budget monitoring position for 2010/11 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to January 2011. This shows a projected underspend of £179k.

2. **RECOMMENDATION(S)**

That the Portfolio Holder: -

2.1 Endorses the latest budget projection for the Renewal and Recreation Portfolio.

Corporate Policy

1. Policy Status: Existing policy. Sound financial management
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: N/A
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: All Renewal and Recreation Portfolio Budgets
 4. Total current budget for this head: £16.55m
 5. Source of funding: Existing revenue budgets 2010/11
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Staff

1. Number of staff (current and additional): 362fte
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Statutory requirement. The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002
 2. Call-in: Call-in is applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The services covered in this report affect all Council Taxpayers, Business Ratepayers, those who owe general income to the Council, all staff, Members and Pensioners.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The 2010/11 projected outturn is detailed in Appendix 1, with a forecast of projected spend for each Division compared to latest approved budget, and identifies in full the reason for any variances.
- 3.2 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendix 1. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has, in general, direct control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include, for example, building maintenance costs and property rents which are managed by the Property Division but are allocated within individual departmental/portfolio budgets to reflect the full cost of the service. As such, any variations arising are shown as “non-controllable” within services but “controllable” within the Resources Portfolio. Other examples include cross departmental recharges and capital financing costs. This approach, which is reflected in financial monitoring reports to budget holders, should ensure clearer accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations relating to portfolios in considering financial performance. These variations will include the costs related to the recession.
- 3.3 The controllable budget for the Renewal and Recreation Portfolio is expected to be underspent by £172k by the year end. £153k of this directly relates to carry forward requests. The first is £53k underspend on the Portfolio Initiative Fund budget which Members agreed should be used to fund Town Centre Events during 2011/12. The second is £100k underspend on the Local Development Framework (LDF) budget. Both of these requests are subject to Executive approval.

4. POLICY IMPLICATIONS

- 4.1 The Resources Portfolio Plan for 2010/11 includes the aim of effective monitoring and control of expenditure within budget and includes the target that each service department will spend within its own budget.
- 4.2 Bromley’s Best Value Performance Plan “Making a Difference” refers to the Council’s intention to remain amongst the lowest Council Tax levels in outer London and the importance of greater focus on priorities.
- 4.3 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2010/11 to minimise the risk of compounding financial pressures in future years.
- 4.4 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

5. FINANCIAL IMPLICATIONS

- 5.1 The controllable budget for the Renewal and Recreation Portfolio is expected to be underspent by £172k by the year end, with some major variances within some of the areas.
- 5.2 Reduced activity within Building Control is continuing due to the on-going effect of the recession. Income is expected to be £97k below budget which is offset by savings as a result of management action including holding 4.73ftes vacant.

- 5.3 Planning applications continue to reduce, leading to a shortfall of income of £265k. This is also being offset by reduced spending following management action. 3.04ftes are being held vacant and all non-essential spend is being frozen in order to reduce the shortfall of income.
- 5.4 There is an underspend of £53k against the Portfolio Holder Initiative budget for which a request will be made to the Executive to carry forward to 2011/12 to fund some specific town centre events which were agreed at the last PDS committee in February.
- 5.5 Despite meeting the £340k savings target that was built into the libraries budget, staffing is expected to be £210k overspent. This is mainly down to the staff turnover budget not being met as there are no vacant posts. A summary of the library budget variations are shown in the table below: -

Summary of Library variations at 30 September 2010	Variation		
	£'000		
Variation in staffing	210		
Devaluation of business rates	(141)		
Savings in running expenses through management action	(79)		
Shortfall of income	50		
Savings in book fund	(40)		
Net variation	0		

- 5.5 As mentioned in 3.3 above, a carry forward request will be submitted to the Executive for the underspend relating to LDF expenditure. There are several areas of work which will now need to be carried out in 2011/12 to ensure that robust Strategy and LDF be prepared by the revised deadlines.

Non-Applicable Sections:	Legal , Personnel
Background Documents: (Access via Contact Officer)	2010/11 budget monitoring files within ES/R & R finance sections

Renewal & Recreation Portfolio - Variations as at 24 February 2011

1. Adult Education College Cr £3k

There is a reported underspend of £12k against employee related budgets, mainly made up of £4k on training, £2k on staff advertising and £6k on general salary costs.

There is a reported overspend of £8k on electricity costs.

There are minor underspends on car allowances of £2k and student travel of £3k.

There is a reported underspend of £43k against supplies and services budgets, mainly made up of £9k on office equipment, £3k on refreshments, £27k on project expenses and £4k on postage.

There is a reported shortfall of income of £49k, made up of £10k on tuition fees, £17k on nursery fees, £15k on miscellaneous income and £7k on refreshment and other sales.

CARRY FORWARD REQUEST

1. This relates to the grant from the Skills Funding Agency that runs on an academic year and therefore both the funding and expenditure will run until July 2011. Request to carry forward Dr £200k and Cr £200k.

2. Building Control Cr £87k

A report was submitted to the Executive to drawdown £138k from the central contingency following changes to legislation.

A shortfall of income of £97k is being offset by savings of £192k from management action to reduce costs, including holding 4.73fte vacant.

Part of the provision set aside for the costs of the dangerous structures relating to the plane crash site are no longer required as the insurance company has now settled the revised invoice. The balance of £74k has been written back to the building control code and is being used to offset the shortfall of income within planning.

It is likely that there will be a surplus of up to £85k that will be carried forward to 2011/12 in an earmarked reserve to be used to offset future building regulation charges in accordance with the formal guidance from CIPFA.

3. Land Charges £0k

There is currently an income deficit of £14k which is being offset by an underspend on staffing and running expenses.

It should be noted that it is likely there will be a deficit carried forward to 2011/12 of between £66k and £76k due to the Government withdrawing the statutory fee for personal searches in August 2010. This deficit will have to be recovered by increasing the full search fees during 2011/12.

4. Planning Dr £60k

Income from planning is £202k below budget for the first ten months of the year and £119k below the actual received for April 2009 to January 2010. At this stage, it is projected that the year-end shortfall of income will be £265k.

Based on income from major applications to date, £124k less has been received compared to the actual from April 2009 to January 2010. Within non-major applications to date, £5k more has been received compared to the actual received for the same period in 2009-10.

Management action taken includes holding 3.08 fte posts vacant and reducing spend on running expenses totalling Cr £245k.

Legal costs relating to planning appeals that have been lost total £130k for 2010/11. £90k will be drawn down from the central contingency sum which was specifically set aside for these costs. This leaves a balance of £40k which is being offset by the provision that has been written back to revenue within building control.

Summary of Planning variations at 31st January 2011	Variation £'000
Effect of holding 3.04 FTE's vacant within Planning	(144)
Underspend within transport, supplies & services resulting from management action within Planning	(101)
Shortfall of income from planning fees	265
Balance of legal costs relating to lost appeals	40
Total variation	60

5. Renewal Cr £172k

Within the planning renewal section, there is a projected underspend within supplies and services of £19k.

CARRY FORWARD REQUESTS

2. There is an underspend of £53k within the Portfolio Holder Initiative fund, for which a carry forward request will be submitted to the Executive. It is intended to spend this amount on Town Centre events during 2011/12 the details of which were agreed by both the Portfolio Holder and the PDS Committee in February.
3. An underspend of £100k is also projected for Local Development Framework expenditure for which a carry forward request will be submitted to the Executive to enable the consultation and evidence preparation to be undertaken during 2011/12 and 2012/13 within the deadline submitted by the Government in December 2010.

The LDF Advisory Panel 17th January 2011 agreed a revised indicative programme for the continuing preparation of the Core Strategy. This reflects the LDF timescale included in the Annual Monitoring Report submitted to Government in December 2010.

This timescale shows the first and second rounds of public consultation taking place in 2011/12 and the final round in 2012/13. In addition the preparation of the evidence base continues throughout the process, the preparation of the Infrastructure Delivery Plan to show how the Core Strategy will be implemented and other elements of the LDF will develop from the emerging Core Strategy, in particular any Site Allocations DPD, design and development control documents.

However, there are several areas of work which require funding to enable a robust Core Strategy and LDF to be prepared during the revised timescales that will mean the expenditure will not now take place until 2011/12.

6. Culture Dr £30k

There is currently an overspend of £22k on the grant payment to Bromley Mytime. This is as a result of the RPIX applied to the grant being higher than the amount added in to the LBB budget as part of the estimate process.

There is also an overspend of £8k on the Churchill Theatre Management Fee due to actual inflation being higher than the budgeted inflation.

7. Libraries £0k

In total £340k savings have been achieved compared to the target figure of £300k that was built into the 2010/11 budget. This has enabled the staff turnover budget provision to be reduced from £250k to £210k.

Currently there are no vacant posts within the service to enable the staff turnover of £210k to be met. Savings of £79k have been found from running expenses along with not backfilling a post where the member of staff has been seconded to another department. The net effect is a projected overspend of £131k on staffing. Any future posts that become vacant during the year will be frozen.

Due to the economic climate there is a reported shortfall of income of £50k from hire charges for DVD/CDs, photocopying charges and other income streams.

Credit notes totalling £141k for a devaluation of business rates have recently been received for 11 Libraries going back to 2005/06 which can be used to offset most of the overspend on staffing freeing up £141k of the £181k frozen book fund.

8. Non-controllable variations Cr £7k

Any variations within the non-controllable section are reported in detail to the Resources PDS as these budgets fall under the control of Property Department.

For information here, the variations relate to shortfalls within property rental income budgets across the division. Property department are accountable for these variations as well as any movement within repairs and maintenance budgets.

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Renewal and Recreation Budget Monitoring Summary

2009/10 Actuals £'000	Division Service Areas	2010/11 Original Budget £'000	2010/11 Latest Approved £'000	2010/11 Projection £'000	Variation £'000	Notes	Variation Last Reported £'000
(269)	Adult Education Centres Adult Education Centres	(336)	(367)	(370)	(3)	1	0
(269)		(336)	(367)	(370)	(3)		0
(6)	Planning Building Control	(167)	(51)	(138)	(87)	2	(106)
(287)	Land Charges	(299)	(302)	(302)	0	3	0
1,887	Planning	1,273	1,123	1,183	60	4	60
521	Renewal	1,193	1,586	1,414	(172)	5	(81)
2,115		2,000	2,356	2,157	(199)		(127)
2,825	Recreation Culture	3,586	3,306	3,336	30	6	30
5,764	Libraries and Museums	5,278	5,317	5,317	0	7	(30)
205	Town Centre Management & Business Support	183	377	377	0		0
8,794		9,047	9,000	9,030	30		0
10,640	TOTAL CONTROLLABLE FOR RENEWAL AND RE	10,711	10,989	10,817	(172)		(127)
3,065	TOTAL NON CONTROLLABLE	2,535	2,505	2,498	(7)	8	(7)
3,130	TOTAL EXCLUDED RECHARGES	3,035	3,057	3,057	0		0
16,835	PORTFOLIO TOTAL	16,281	16,551	16,372	(179)		(134)

Reconciliation of latest approved budget £'000

Original budget 2010/11 16,281

Review of management overheads (198)

Drawdown of contingency for building control 138

Adjustment for single status 65

Transfer of Communications post from corporate 37

Repairs & maintenance - inflation & savings adjustment (31)

Climate Change grant 22

Carry forward of Housing & Planning Delivery Grant 127

Carry forward of funds relating to the Employment (PIE) project 50

Carry forward of one-off funding for events taking place in June 2010 50

Economic Assessment Duty 40

Multi Function Device (MFD's) savings adjustments (90)

AAP legal challenge 60

Latest Approved Budget for 2010/11 16,551

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Report No.
DRR11/027

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

<Please select>

Decision Maker: **Renewal and Recreation Portfolio Holder
For Pre Decision Scrutiny by the Renewal and Recreation PDS
Committee on the 12th April 2011.**

Date: 12th April 2011

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **Library Service - Shared Working**

Contact Officer: Colin Brand, Assistant Director Renewal and Recreation
Tel: 020 8313 4107 E-mail: colin.brand@bromley.gov.uk

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: Borough Wide

1. Reason for report

- 1.1 At the meeting of the Renewal and Recreation PDS Committee on the 15th February 2011, Members, in consideration of the report by the Member Working Group on delivery of the borough's library service agreed to pursue further work around Option 4. In particular, that the concept of partnership working with the London Borough of Bexley be further considered as the preferred option for the future management of the borough's library service.
- 1.2 Furthermore, Members agreed that consideration should be given to the existing borough network of libraries and whether there was scope for the closure and amalgamation of a number of these service points.
- 1.3 This report updates Members on the outcome of the discussions with the London Borough of Bexley on 'Shared Services' and provides for Members a clear indication on the likely levels of savings that could be achieved through adopting such an approach. Furthermore, the report makes a number of recommendations with regard to the library branch network and similarly identifies a range of savings that could be realised. As such, this report sets out a clear direction of travel in terms of developing the Option 4 model with regard to shared services.

2. **RECOMMENDATION(S)**

That the Portfolio Holder:

- 2.1 **Notes the position on 'Shared Services' and in particular the benefits including the levels of potential savings that have been identified.**

- 2.2 Agree that the Director of Renewal and Recreation continues with the detailed negotiations with the London Borough of Bexley and that a further report be brought to a future meeting of the Renewal and Recreation PDS on the outcome of these negotiations and staff consultation**

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Libraries and Museum
 4. Total current budget for this head: £7.1m
 5. Source of funding: Existing Revenue Budget 2011/12
-

Staff

1. Number of staff (current and additional): 146 FTE
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory requirement.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 2,005,251 visits per annum
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The proposals around shared services have at their heart the principle that by combining services across the two boroughs, that this offers a better prospect to reduce management costs and other overheads, in a manner which retains the delivery of the frontline library service. Furthermore, the concept of shared services mitigate the impact of alternative, single borough reductions, either through reduced management capacity or the failure to achieve enough savings which potentially leave frontline services at greater risk. It is increasingly more difficult for local authorities to assume that undertaking any activity on a stand-alone basis is the most cost effective way of going forward.
- 3.2 The key objectives behind this shared services proposal are:
- i) to reduce the costs including the overheads of the library service by having a new joint combined library management team.
 - ii) To realise the benefits of a combined library service management as set out in paragraph 3.7
- 3.3 At present the management structure for the delivery of library services across the two boroughs Bromley and Bexley are duplicated, with similarly a number of services that are delivered within or for libraries also being duplicated. The nature of activity and processes are generic and well defined, rather than specialist to each of two local authorities. Furthermore, the professional disciplines of staff involved are capable of being exported across each local authority boundaries.
- 3.4 The London boroughs of Bromley and Bexley first came together as part of the Future Libraries Programme (FLP). This programme sought to support Councils with the development of innovative change programmes, with the overarching aim of preserving services that are highly valued by communities, whilst achieving the efficiencies needed to adapt to the challenging economic climate.
- 3.5 As part of this programme, exploratory work was undertaken with a view to two or more library services joining together under one management structure to deliver an integrated library service. In response to this officers from both Bromley and Bexley agreed to explore the shared services concept for both boroughs. Both boroughs have an appetite for this, given the likely scale of savings that each borough's library service faced having to identify. Geographically both boroughs are well suited to developing a shared services approach and, similarly, both authorities are looking to achieve savings within the same time frame, i.e. 2012/13 onwards.
- 3.6 In addition to the strategic compatibility of "ambition to merge" and "geographical location", there are significant synergies between the two borough's library services, which share the common objectives of library services, namely:
- Reading
 - Learning – supporting informal and formal learning
 - Digital – support, training and use
 - Information – both digital and paper
 - Community resource – a broader destination
 - Access point for other corporate services

3.7 Following further meetings with the London Borough of Bexley, the areas that the shared service approach, and where potential savings could be achieved, would encompass:

- the creation of a single joint management structure to provide overall leadership and democratic accountability to each borough
- sharing of specialist and support staff
- harmonising contracts and joint procurement
- rationalising arrangements for storage, home library service and transport arrangements
- developing a dual approach to the use of assets, i.e. mobile library service
- Exploiting the best parts of each library service to the benefit of both authorities.

3.8 It is proposed that the development of a joint library service will allow for the creation of an integrated management team but that at the point of delivery the services will remain distinct to the two individual boroughs in line with local community needs and requirements. In addition to this, it is proposed to develop an integrated management structure but that as part of this a dedicated operations management post is created for each of the two boroughs. These posts will be essential to ensure that the linkage between the new structure and local accountability is maintained.

3.9 At the meeting of the Renewal and Recreation PDS on 15th February 2011 it was reported that estimated savings of between £350k - £550k could be achieved by pursuing Option 4 – the shared service approach. Further detailed work has been undertaken with the London Borough of Bexley since the meeting on 15th February and this work indicates that the Potential savings figure from adopting a shared service approach is approximately £350k. This figure may be subject to amendment as all of the new posts that would be created on the new joint structure would be subject to full and joint evaluation.

3.10 The estimated savings taken to date and those proposed from this report are shown in the table below: -

Area of Saving	2010/11 £'000	2012/13 £'000	Total £'000
Savings previously agreed			
Staffing reductions made during 2010/11	340	0	340
	340	0	340
Savings agreed by Full Council 28.2.11			
Review of site officers	0	50	50
Amalgamation of Penge and Anerley libraries *	0	90	90
	0	140	140
Future estimated savings for 2012/13			
Shared services with LB Bexley **	0	350	350
Cost efficiencies in library management system	0	50	50
	0	400	400
Total Savings for Libraries over period 1.4.10 to 31.3.13	340	540	880

* Subject to the identification and purchase of suitable premises.

** Subject to final agreement on structure, set up costs and any starting implications that arise from developing the new structure.

3.11 At this point in time it has not been possible to undertake a full library analysis to determine possible options for branch rationalisation, amalgamation and/or closure. This work is

currently ongoing and depending on Members' views with regard to the levels of saving identified in 3.10, will be subject to a further report back to Members at a later date.

- 3.12 In addition to this work, officers are also exploring the potential (financial) benefits of developing a comprehensive volunteer programme. Bromley is not as far advanced as Bexley in terms of using volunteers to staff libraries, and despite significant gains in other parts of the authority i.e. the Friends of Parks Scheme, little current use is made of volunteers. This may be an area where the benefit of developing a shared service approach would allow for best practice in Bexley to flow into Bromley through the integrated management approach.
- 3.13 A further area for consideration is that of a programme of rationalisation. This approach could for instance see a reduction in opening hours/days and the introduction of a closure period at lunch times. At present a significant proportion of the borough's libraries operate extended hours up until 8pm at night with no closure for lunch. Whilst it is clear that such an offer is attractive to library users, such an approach requires the maintenance of a higher staffing establishment to cover shift working. A reduction to 'office hours' only with a one hour lunch time closure would significantly reduce the staffing establishment. Further work is being developed around this option to determine the costs savings that could be achieved.

4. FINANCIAL IMPLICATIONS

- 4.1 The estimated saving from the proposal to provide shared services with the LB of Bexley are expected to be around £350k. This is subject to final agreement on structure, set up costs and the formula agreed for sharing the service costs.
- 4.2 Officers are also investigating options to reduce the costs of the library management system and it is expected that savings in the order of £50k per annum may be achieved.

5. LEGAL IMPLICATIONS

- 5.1 The Public Libraries and Museums Act 1964 requires that library authorities provide a "comprehensive and efficient" public library service. The terms "comprehensive and efficient" are not defined within the Act; however the Act requires local authorities to provide, free of charge, access for people who live, work or study in their area to borrow or refer to books and other material in line with their needs and requirements.
- 5.2 Whilst charges can't be made for lending or looking at books unaided Regulations made under the act permit charges to be made for assisting people to use computers, where copies of material or catalogues are produced which become the property of the person requesting them, for providing private rooms, for providing electronic or other facilities to view books or material and for making available any other library facilities which go beyond the statutory duty.
- 5.3 The 1964 Act brought libraries under the overall supervision of the Secretary of State. Under the act each London Borough is a Library authority for its own area. However Section 4 provides that a library authority's functions "*may also be exercised elsewhere than within its library area if the authority thinks fit.*"
- 5.4 Section 5 of the Act provides that if the Secretary of State is prepared to make the necessary Order two or more library authorities can combine to form a joint Library Board. Any Order would deal with management arrangements, transfer of staff and transfer of property.

- 5.5 There are also a number of powers which allow local authorities to provide services to each other at a charge or otherwise – for example The Local Authorities (Goods and Services) Act 1970 or to place staff at the disposal of another local authority – Section 113 Local Government Act 1972.
- 5.6 The recent case of *RMP v London Borough of Brent* has effectively taken most local authority shared service initiatives which include only public bodies outside of the EU procurement regime.
- 5.7 The race relations (Amendment Act) (2000), Disability Discrimination Act (2005) and the Equality Act 2006 further place a duty on a public body to carry out equality Impact Assessments as soon as a new policy, function or service is considered.
- 5.8 The Local Government and Public involvement in Health Act 2007 and the new Statutory Guidance for the Duty to involve as it places authorities under a duty to consider the possibilities for provision of information to, consultation.

6. PERSONNEL IMPLICATIONS

- 6.1 The proposals for an integrated joint management team of this nature are a new direction for the Council. The project will have give rise to significant HR and industrial relations issues, and include possible redundancies amongst the staff in both Boroughs arising on the implementation of the new organisational arrangements. These implications will need to be carefully planned for and managed in accordance with the policies and procedures of both Boroughs, and with due regard for the existing framework of employment law. With this in mind HR representatives from both Bromley and Bexley are involved with the project group to ensure that the issues are identified and addressed in a timely and appropriate manner.
- 6.2 To date staff and managers have been involved directly or indirectly with informal consultation and there has been trade union involvement in the Members’ working group. As more detailed proposals are developed these will be the subject of further formal consultation with staff, trade unions and departmental representatives.

Non-Applicable Sections:	Policy Implications
Background Documents: (Access via Contact Officer)	[Title of document and date]

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Report No.
DRR11/009

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

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Decision Maker: **Renewal and Recreation Portfolio Holder**

Date: **12 April 2011**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **FEES AND CHARGES FOR CULTURE DIVISION 2011/12**

Contact Officer: David Brockhurst, Head of Library, Archive and Museum Services
Tel: 020 8461 7233 E-mail: david.brockhurst@bromley.gov.uk

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: All

1. Reason for report

- 1.1 The fees and charges levied for services in the Culture division need to be assessed prior to the start of the new financial year. Particular attention needs to be given to these charges in the light of the current economic climate as any improvement in the level of income generated can offset reductions elsewhere in the service delivery.
-

2. **RECOMMENDATIONS**

The PDS Committee is requested to:

- 2.1 Agree the proposed increases to some existing charges and to new charges as set out in the report;
- 2.2 Agree to the piloting and further investigation of some options;
- 2.3 Note that all other charges are to rise by 4.5%.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Libraries and Museums
 4. Total current budget for this head: £5.414 M (controllable budget)
 5. Source of funding: Existing budgets and charges to customers
-

Staff

1. Number of staff (current and additional): 138.5 FTE
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 200,000
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The charges made for service within the Culture division will rise by 4.5% with appropriate rounding unless specified in this report. The Committee is asked to agree to the higher than inflation and new charges detailed in this report, together with agreeing to the areas where further action needs to be taken.
- 3.2 **INCREASED CHARGES FOR RESERVATIONS:** Free reservations for items in stock were introduced in Bromley four years ago in order to offer better access to stock for those using smaller branches. However with the current climate it is recommended that we work on a cost recovery basis of 75p per reservation to cover the costs associated with the actual costs and postage. It is anticipated that the current level of 70,000 requests are likely to reduce back to the levels of five years ago, about 35,000, so this would project to give a new income of £26,250.

	Current charge	Proposed charge
Internal	Free*+postage (43p)	75p + postage (43p)
Not in local stock	£1.45	£3.50
Special/Academic Libraries	£1.45	£12.60
British Library	£1.45	£12.60
Abroad	£1.45	£12.60

*Free with email notification. Additional 43p cost if postal notification required.

- 3.3 The current level of demand for obtaining items that are not in stock in Bromley is at 2157 pa. As the current charge of £1.45 is significantly lower than the actual cost of obtaining the item, between £3.50 and £12.60, it means that the service is subsidising this service to the tune of £6,136 pa. To move to a cost recovery model will undoubtedly significantly reduce demand but will remove that subsidy and leave the service cost neutral. It is also proposed that the charge is reviewed in August 2011 with the possibility of an increase to reflect any changes to the British Library charges.
- 3.4 With Bromley running the London Request service for neighbouring boroughs there is a chance to rationalise the charges, thereby standardising charges across the six SE London boroughs and, importantly, to look for a mechanism of recouping the real costs of the service payable to supplying agencies.
- 3.5 **INCREASED CHARGES FOR PERFORMANCE SETS:** The borrowing of multiple copy performance sets is a popular part of the service and increasingly, because of higher charges elsewhere, we have attracted many groups from outside the borough. The proposal is to increase the charge to cover costs and differentiate between charges for those boroughs in the local London Request area and those outside. Currently we have 475 local requests pa and 150 pa from outside the area but we anticipate that this will drop to about 250 with increased charging. Working on mid points and a mix of local and external requests, this should increase income by about £3,000

Current			Proposed			
			In Stock		Not in Stock	
			Local Groups	Outside London Requests	Local Groups	Outside London Requests
	-	Reservation Fee	£5	£5	£5	£5
1 - 30	£6.95	1-20	£10	£20	£20	£40
30+	£11.15	21-40	£20	£40	£40	£60
		41-60	£30	£60	£60	£90
		61-80	£40	£80	£80	£120
		81-100	£50	£100	£100	£150
		101+	£60+	£120+	£120+	£180+

3.6 MEDIA CHARGING: It is suggested that media charges are increased by inflation but that the loan period for backlist DVDs is increased to offer slightly better value for money in this competitive area. It is anticipated that the current shortfall on the 2010/11 budget will be about £18,000. These proposals are more likely to simply minimise the decline of the last few years so it is anticipated that the shortfall for 2011/12 will be the same, especially as less new stock will be purchased to stimulate demand.

	Current	Proposed
DVDs		
Top title	£3.00 for 2 days	£3.15 for 2 days
Backlist	£1.95 for 3 days	£2.20 for 1 week
Feature sets	£3.40 for 1 week	£3.50 for 1 week
Special Interest	£1.95 for 3 weeks	£2.00 for 3 weeks
CDs: Music or Audio Books	Three weeks	
1-2 Set	£1.25	£1.30
3-6 Set	£1.95	£2.00
7+ Set	£2.95	£3.00

3.7 SALES OF WITHDRAWN ITEMS: There are certain items of stock that might raise a higher sum of money than through standard books sales.

- a) Items that will certainly attract a specialist interest and be sold for £20+. It is recommended that these are offered to specialist dealers so that the service is able to benefit immediately from the sale.
- b) Items in some key areas of publishing where items are out of print or of interest to a slightly wider market and worth between £5 and £20. Staff handling would need to be minimised but the most viable option for these is to set up an Amazon account. Clearly income would need to exceed staff costs for this to be viable.

3.8 It is estimated that a further £4,000 can be raised by selling some books this way based on the assumption that 200 items will be sold at an average price of £20.

3.9 CHARGING FOR EVENTS & ACTIVITIES: Libraries have long had a tradition of providing “free” services. However the range and level of sophistication of activities has grown over recent years.

- a) Large numbers attend activities for pre-school children and this is an area that charges could be introduced at low cost but relatively high yield. It is suggested that a supervised honesty box with a suggested payment (say £1 per session) be introduced .
- b) Adult IT training has moved from one-to-one very basic courses to group sessions over a period of time. Whilst staff point out that they are not fully trained tutors, the courses are well received and there are waiting lists. Pitching charges at below those of BAEC and having payment in advance would be appropriate. Initially we could look at £15- £20 per four week course lasting between 30 mins and 2 hours per session.
- c) Ancestry is a very popular service, costing us £8K pa for the subscription. It is unique that we are able to link this work with our own stock. Courses to get people better started on using the system could be offered at £10 each for a 2 hour session.
- d) Reading groups obtain a special support. Any charge would be easier to collect on a term or annual basis, say £20 pa per attendee.

3.10 It is estimated that a new income of £10,000 can be raised from activities above based on current numbers.

3.11 CHARGING FOR TALKS: Currently the museum visits schools for talks and loans boxes of artefacts for free.

3.12 We would wish to retain free introductory visits to our premises if this is to promote better use. However charges should be introduced for the visits to schools and increase the cost for talks although it must be recognised that the number of visits might drop to less than 50 giving a projected income of £1300

	CURRENT	PROPOSED	PROJECTED TAKE-UP	INCOME
Talk at a school (without aids)	0	£30	8	£240
Talk at school (with project box or presentation)	0	£45	10	£450
Additional talks to another class on same day	0	£15	4	£60
3 week loan of Project box inc delivery & collection	0	£45	7	£315
Subsequent collection if box not available	0	£15	3	£45
Outside talks to up to 15 people	£27	£30	5	£15
Outside talk to groups of 15 and over	£27	£45	4	<u>£72</u>
				£1,297

3.13 HALL HIRE: The halls and meeting rooms in the Central Library are relatively well used by a wide range of groups. With the potential of changing the role of site officers to concentrate on activities during the day it is worth exploring how we can offer the halls for hire more days in the week by using extra staff. The minimum charge should at least cover this additional cost but we should aim to usually get 50% more than the cost of additional staffing the event. Charges are made appropriate to the type of organisation making the booking with A = Charities and the Council, B = Clubs and Societies, and C = Commercial organisations.

CENTRAL LIBRARY HALL HIRE PROPOSED CHARGES				
MONDAY TO FRIDAY 9 – 6			ALL OTHER TIMES	
MINIMUM 2 HOURS			MINIMUM 2 HOURS AND 4HRS FOR WEEKENDS. + 50% FOR BANK HOLIDAYS	
CURRENT	PROPOSED		CURRENT	PROPOSED
LARGE HALL				
£14.20	£20.00	A	£22.25	£29.00
£28.55	£30.00	B	£31.75	£45.00
£49.00	£52.00	C	£51.75	£78.00
SMALL HALL				
£9.10	£12.00	A	£16.25	£21.00
£13.95	£17.00	B	£19.05	£26.00
£22.30	£26.00	C	£32.95	£39.00
MEETING ROOM (45.5 Sq Mtrs)				
£6.40	£9.00	A	£11.35	£20.00
£8.90	£12.00	B	£18.45	£20.00
£10.55	£17.00	C	£33.95	£35.00
TRAINING ROOM 1 (35 Sq Mtrs)				
£5.00	£7.00	A		£20.00
£7.00	£9.50	B		
£8.20	£13.00	C		
TRAINING ROOM 2 (19 Sq Mtrs)				
£2.85	£4.00	A		£20.00
£3.85	£5.00	B		
£4.50	£7.00	C		
INTERVIEW ROOM (7.5 Sq Mtrs)				
£2.00	£3.00	A		£20.00
£2.00	£3.00	B		
£2.00	£3.00	C		

OTHER LIBRARY HALL HIRE PROPOSED CHARGES				
MONDAY TO FRIDAY 9 – 6			ALL OTHER TIMES	
MINIMUM 2 HOURS			MINIMUM 2 HOURS AND 4HRS FOR WEEKENDS. + 50% FOR BANK HOLIDAYS	
CURRENT	PROPOSED		CURRENT	PROPOSED
BECKENHAM CHILDREN'S OR INFORMATION AREA				
-	-	A	£16.28	£23.00
-	-	B	£16.28	£28.00
-	-	C	£16.28	£35.00
CHISLEHURST LECTURE HALL, ORPINGTON EXHIBITION ROOM OR GREAT HALL				
£10.35	£13.00	A	£16.28	£20.00
£10.35	£18.00	B	£16.28	£25.00
-	£27.00	C	£48.75	£55.00
BIGGIN HILL COCKPIT ORPINGTON MARKET PLACE				
£6.40	£9.00	A	£11.35	£20.00
£8.90	£12.00	B	£18.45	£20.00
£10.55	£17.00	C	£33.95	£35.00

CENTRAL LIBRARY EXHIBITION AREA CHARGES		
	CURRENT	PROPOSED
Display Area	£80.00	£90.00
Built-in case	£40.00	£45.00
Freestanding Glass cases (each)	£27.00	£30.00
All Display Cases	£110.00	£125.00
Whole area, including display cases	£150.00	£170.00
Extra screens	£2.00	£2.50
Private View	£65.00	£72.00

- 3.14 The halls currently have an income budget of £56,878 for 2010/11 and the projection is that this figure will be exceeded. These new charges will undoubtedly dissuade some from booking the facilities but it is anticipated that the increased charges will raise an additional £10,000 pa.
- 3.15 **PAYMENT METHODS:** The contract for separating the Library IT from the Council has just been awarded and it is hoped that this will be achieved by the end of March 2011. At that point it will be possible to introduce Credit Card payment which should increase the level of income.
- 3.16 **FUTURE OPTIONS FOR MEDIA SERVICES:** Charges for the services have continued to rise during a period when the cost of the material has dropped. Therefore the perceived value for customers has fallen. However a drop in charge of, say, a half would be unlikely to result in double the loans. Changes in the market have also meant that we now face increased competition from downloading, Love Film etc. The cost of collecting money from customers and the speed with which they can complete transactions is also questionable. One alternative would be to offer a pre-payment option that collects regular amounts of money from customers and then allows them unlimited loans and other benefits. Market research has been carried out with customers who expressed some interest in a scheme as long as they perceived it to offer good value. A similar scheme has recently been introduced in the London Borough of Westminster but the take up has been small, with around 150 customers currently registered. It is therefore suggested that further work is undertaken to examine the feasibility and that, if it seems viable, then a small pilot could be undertaken with a report back to the Portfolio Holder.
- 3.17 **FUTURE OPTIONS FOR CHARGING FOR THE PEOPLE'S NETWORK:** the People's Network is a national scheme to provide access to computers in libraries. An increasing number of Council services together with access to core library services are now only available through the web. Therefore it is imperative to retain at the very least 30 minutes free access per day for each customer. It would then be feasible to charge customers, say £1 per hour, for additional use. However very few authorities do charge and several who did introduce charges have now reversed the decision due to significantly falling use. One of the key issues is ensuring that an easy system can be introduced with customers being sure which category they fall into and being able to operate the booking without involving a member of staff. This would be achievable if we could have two types of membership and this was recognised by the PC booking system. At present it seems as though the link between this system and the Library Management System is not sophisticated enough to enable this to be achieved. It is not feasible to introduce a charge that means customers have to go through a member of staff as this introduces an unnecessary and costly extra step into the process. It is suggested that further work is undertaken to achieve an IT solution to deliver this goal.

4. POLICY IMPLICATIONS

- 4.1 The charges suggested are within the existing policies operating in the service.

5. FINANCIAL IMPLICATIONS

- 5.1 The changes in this report should lead to a better income level, as detailed, and will help to offset the decline of income in other areas as well as retain aspects of the public service

Estimated increases and decreases in current income	ADDED INCOME
	£000
1. Reservation charges	£26
2. Savings form out of borough requests	£6
2. Performance Sets	£3
3. Media charging	-£18
4. Sale of Withdrawn items	£4
5. Events	£10
6. Talks	£1
7. Hall Hire	£10
10. Credit card payments	£5
TOTAL	£47

Non-Applicable Sections:	Legal Implications Personnel Implications
Background Documents: (Access via Contact Officer)	

Report No.
DRR11/032

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: **Renewal and Recreation Portfolio Holder, for pre-decision scrutiny by the Renewal and Recreation PDS Committee**

Date: **12 April 2011**

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **CHRISTMAS LIGHTS POLICY 2011**

Contact Officer: Martin Pinnell, Head of Town Centre Management and Business Support (Acting)
Tel: 020 8313 4457 E-mail: martin.pinnell@bromley.gov.uk

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: Borough-wide

1. Reason for report

- 1.1 This report reports on the results of a review of Christmas Lights undertaken by the Town Centre Management and Business Support section and sets out some options for Members to consider for the Council's approach in 2011.
-

2. **RECOMMENDATION(S)**

The Renewal and Recreation PDS Committee members are asked to:

- 2.1 Note and comment upon the proposals outlined below.

The Renewal and Recreation Portfolio Holder is asked to:

- 2.2 Agree the preferred option of the three set out in paragraph 3.11.
- 2.3 Agree the proposed policy for donations to smaller town Christmas lights schemes as outlined in paragraphs 3.12 to 3.14.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: Estimated cost Depending upon option chosen:
Option 1 £44,500
Option 2 £10,210
Option 3 Up to a maximum of £44,500
Option 4 £83,700
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: Town Centre Management Portfolio Fund and Renewal and Recreation Portfolio Initiative Fund
 4. Total current budget for this head: £78,800 and £100,910
 5. Source of funding: Existing revenue budget for 2011/12 and £53k carry forward request which is subject to Executive approval
-

Staff

1. Number of staff (current and additional): 4
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Approximately 2,000 town centre businesses, plus residents using town centres.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments:

3. COMMENTARY

3.1 The Town Centre Management team is responsible for working with businesses and other partners to help maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres. Part of this role includes arranging Christmas Lights, Trees and associated promotions designed to encourage more shoppers and visitors to our high streets at what is a critical time of year for many local retailers and service businesses.

Christmas Lights 2010

3.2 In 2010/11 a total of £78,770 was agreed by Members to cover supply, installation and removal of lights in Bromley, Orpington, Beckenham and Penge and to cover donations to assist with lights in a number of smaller town centres. In addition a sum of £5000 was allocated to pay for 5 Christmas trees (installed in Bromley (2), Orpington (1) and Beckenham (2)). The breakdown of expenditure by the Council on Lights and Trees was as follows:

Town	Amount of LBB contribution	% of total cost of lights
Bromley	£39,050	99%
Orpington	£10,770	86%
Beckenham	£10,270	90%
Penge	£5,770	78%
Biggin Hill	£1,430	48% (estimated)
Chislehurst (including High Street / Belmont Parade and Royal Parade)	£2,760	49% (estimated)
Hayes	£1,130	36% (estimated)
Petts Wood	£2,130	61% (estimated)
Farnborough	£1,130	38% (estimated)
West Wickham	£1,630	22% (estimated)
Incidental expenses	£2,630	
Sub total Lights	£78,700	
Christmas Trees (in 3 towns)	£5,000	
GrandTotal	£83,700	

3.3 There was a similar overall level of investment by the Council in Christmas lights in the previous year. In the main town centres a very small proportion of the costs were covered by donations or sponsorship from local businesses, whereas in the smaller towns generally the majority of the costs are covered by donations from businesses and residents – with only a relatively small donation being made by the Council.

3.4 A survey of neighbouring local authorities shows that there was a wide range of approaches to Christmas lights in 2010, with some authorities not paying directly for any lights schemes – for example in Croydon the Christmas lights which did go ahead were paid for by the businesses (e.g. in Croydon town centre through the BID) or by a mixture of residents and businesses (e.g. Purley). Most other authorities did make some contribution to lights – whether this was paying for one town (e.g. Bexley paid for the lights only in Bexleyheath) or several main towns (e.g. Sutton covered the cost in 5 main centres). In the case of

Greenwich the lights themselves had been purchased a few years ago and the Council paid for the cost of installation and de-installation in the main town centres.

Results of Consultation with Businesses

- 3.5 Against the background of financial retrenchment, the Town Centre Managers have engaged with businesses to obtain their views on increased contributions from the business community for the lights schemes (including Christmas trees). In January 2011 over 2000 letters were sent to businesses based in Bromley, Orpington, Beckenham and Penge town centres. The letter made the case that the Council was no longer financially in a position to fund the lights to the same level as previous years and offered a number of possible sponsorship options. Town Centre Managers also followed the letter up with visits and telephone calls to key businesses.
- 3.6 The results of the consultation exercise have been disappointing – with only 50 businesses responding (2.5% response rate). Of those responding, 32 said they would wish to contribute financially (although many did not specify a sum), 8 said they would not wish to contribute and another 7 referred us to their head offices for a decision. Of those saying they would be willing to contribute, generally quite small sums were promised so that the total sum promised by all the businesses responding positively came to £2065, which is about £65 per business.
- 3.7 Although two thirds of those responding did show a willingness to contribute, the very low response rate means that it is unsafe to extrapolate from this result to the whole population of businesses in the four main town centres. It would therefore be safest for us to assume that the vast majority of businesses in the towns would not currently be willing to contribute directly to the 2011 Christmas Lights schemes.
- 3.8 In addition to the letter, Town Centre Managers made a direct approach to a number of key occupiers in their town centres. In many cases it has been difficult to get hold of appropriate decision makers for many of the national chains, as most of these are based in head offices. A number of these chains have responded positively but with many have only promised quite small amounts – or not specified the amount. A number of larger players such as Sainsbury's and Boots as a policy prefer not to contribute directly to Christmas lights, but are open to provide core funding – an opportunity which is being pursued by the Town Centre Managers. It is noted with regret that none of the larger shopping centres in the borough have come forward with offers of funding for Christmas lights and the consultation has not elicited any promises of significant funding from any key occupiers.
- 3.9 If calculating possible contributions by businesses to the lights we also should take into account the probability of contributions from the Penge Traders Association and Orpington Business Forum and Beckenham Business Association towards schemes in their towns – hopefully on the same level as in 2010 which amounted to around £1,200 each.
- 3.10 Based on the research and engagement undertaken, we would not expect more than the following contributions from the business community for each of the following towns:
- Bromley - £700
 - Orpington - £1,650
 - Beckenham - £750
 - Penge - £1375

Suggested Policies

- 3.11 In the light of the results of this consultation exercise there are 3 possible courses of action open to the Council in respect of Christmas Lights. These are summarised below:

OPTION 1

- 3.11.1 Maintain the level of funding as agreed by Members at the February Renewal & Recreation PDS (i.e. £42,000 for lights and £2,500 for trees), regardless of the level of funding from businesses and other third parties, and procure significantly lower impact schemes. The displays would involve fewer lights and a less varied range of designs. It may be that a town display would consist only of a strategically placed Christmas Tree with associated lights and decorations. This reduced level of display would be especially noticeable in the four main towns – where the Council pays the majority of the costs. Keeping the Council's level of investment at the agreed level of £44,500 would not preclude the possibility of the Council recouping some of this outlay through contributions from the businesses – probably on the level suggested in 3.10 above.

OPTION 2

- 3.11.2 Reduce Council funding for the main town's schemes to zero but maintain a similar level of donations to the smaller towns as in previous years. The overall budget for donations to smaller towns would be maintained at 2010/11 level (i.e. £10,210) since local businesses and residents already contribute a much higher proportion of the money to these schemes and we would expect this situation to continue. However the question of which of the small towns will receive support and the individual level of support to each town has been reviewed – and this is covered in more detail in paragraphs 3.12 to 3.14, below.
- 3.11.3 Option 2 would mean that unless businesses and / or community groups in the four main towns come forward to fund the light these four town centres would not have any Christmas Lights during the festive season in 2011. The implications of this approach are that it shows that the Council is serious about expecting other stakeholders to carry a fair share of the burden for town centres in the light of the current financial conditions and cuts to other Council services. However, there is a risk of negative publicity and a backlash from residents in the wards affected. The policy will certainly reduce the attractiveness of the town centres at an important time of the year for the retail, pub and restaurant sectors – which between them employ nearly 19,000 people in the borough (18.7% of total employment). For this reason a variation on this approach is suggested, as follows:

OPTION 3

- 3.11.4 A variation on Option 2 is for the Council to also offer to match fund on a 50% basis, any community or business-led Lights and Trees initiative in the 4 main towns. This would have to be subject to a cap – for example the Council's commitment should not be more than half the value of what was spent on lights and trees in each of these towns in 2010 – and the money available under this option should be no more than the £34,290 available for these towns (the remainder being dedicated to the smaller towns). There would need to be a strict timetable for groups to bring 'bids' for lights funding to the attention of the Council to ensure there is sufficient time for a full procurement process. Town Centre Managers would play an active role in encouraging and assisting businesses to organise themselves to develop bids for lights funding.

- 3.11.5 This would send out the same message to the business community, namely that if they value Christmas Lights, they need to contribute more towards them, but would also enable the Council to play a part as a significant partner. It may also help to ensure that any lights schemes are better funded and therefore more likely to be successful. However, there is still a risk that businesses in these town will not 'rise to the occasion' and the towns will be left without Christmas Lights in 2011 – with the attendant implications as outlined in 3.10.3 above. The overall budget for donations to smaller towns would be £10,210 as outlined in 3.11.2 resulting in a total maximum cost for Option 3 of £44,500.

OPTION 4

- 3.11.6 Keep Council funding for Christmas Lights and Trees at the same level as 2010 – i.e. £83,700. This would enable us to maintain the same level of high quality displays in the town centres as occurred in previous years. However, only £44,500 was agreed by the Portfolio Holder for Christmas Lights and Trees following the February 2011 PDS meeting, so additional funds would need to be found. One option would be to divert monies from the Town Centre Events fund which was also agreed by Members in February, but also request additional funding from the Renewal and Recreation Portfolio Initiative Fund.
- 3.11.7 A budget of £16,000 has been allocated towards Christmas-related town centre events in 2011 (including support for those in smaller centres such as Chislehurst). Assuming there is no Council funding for these and this money was diverted to Christmas lights there would still be £23,200 to find. If Members were minded to support this option, it is suggested that this additional sum is vired from the Portfolio Fund (which has a balance of £100,910 for 2011/12).
- 3.11.8 The advantage of this option is that the Christmas Lights and Trees displays in the main towns will be maintained to the same level as previous years. The disadvantage is that all the Christmas events would have to be cancelled (or be funded wholly by donations). However, a potentially more serious consequence of Option 3 is that the Council will be viewed as not being serious about making savings across all areas of expenditure – and may be seen as back-tracking on the messages sent out to businesses through the consultation, namely that the businesses and other stakeholders need to carry more of the burden for promoting and improving our town centres.

4. POLICY IMPLICATIONS

- 4.1 Christmas Lights schemes are aimed specifically at enhancing the vitality of town centres across the borough and as such contribute to the Building a Better Bromley key priority of Vibrant, Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

5.1 The financial implications of this report will be dependent upon which of the 4 options is chosen. These are set out below: -

Christmas Lights 2011 Options: Financial Implications

Option	Cost of Proposal £	Additional funds required £	Source of Funding
1	44,500	None	Existing TCM Portfolio Initiative Fund as agreed at 15/2/11 PDS plus carry forward of £53k
2	10,200	None	As above
3	44,500	None	As above
4	83,700	£23,200 plus £16k from Christmas related events	As above plus £16,000 diverted from TCM Portfolio Christmas events and virement of £23,200 from the R & R Portfolio Initiative Fund budget 2011/12

5.2 It should be noted that the events and activities including £44,500 towards Christmas lights and trees that were agreed at the February PDS meeting was dependent on the Executive agreeing the carry forward of the under spend of £53,400 from the Portfolio Initiative Fund for 2010/11.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	Renewal & Recreation Portfolio Initiatives Fund 2011/12 report, 15 Feb 2011 (DRR11/006)

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Agenda Item 7

Report No.
DRR11/034

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee/Portfolio Holder

Date: 12 April 2011

Decision Type: Non-Urgent Non-Executive Non-Key

Title: **BROMLEY ADULT EDUCATION COLLEGE ANNUAL REPORT**

Contact Officer: Michael Wheeler, Principal, Bromley Adult Education College
Tel: 020 8460 0020 E-mail: michael.wheeler@bromley.gov.uk

Chief Officer: Marc Hume

Ward: All wards

1. Reason for report

Every year members receive the Annual Report from Bromley Adult Education College and this provides an opportunity to review and comment upon work undertaken over the previous academic year.

2. **RECOMMENDATION(S)**

Members are asked to note the achievements of Bromley Adult Education College over the past year as presented in the 2009/10 Annual Report.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: N/A.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Adult Education College
 4. Total current budget for this head: £112K 2010/11 latest budget
 5. Source of funding: External
-

Staff

1. Number of staff (current and additional): 60ftes and 325 sessionally employed
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Non-statutory - Government guidance.
 2. Call-in: Call-in is not applicable.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 10,000
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The College has produced an Annual Report for the Academic year 2009/2010 in electronic format for the first time. The report provides a summary of the College's activities in the year, and includes information on various aspects of the College performance such as Income and Expenditure, Student profile, Health and Safety, Equality and Achievement. It also presents the results of student satisfaction surveys conducted over the year. These provide important qualitative assessments of the College's work.
- 3.2 The highlight of the year was undoubtedly a highly successful Ofsted inspection carried out in February 2010. The inspection team judged the overall effectiveness of the provision to be Good as was the Leadership and Management. Four areas of learning were in scope on this occasion, they were: - Non accredited IT, Non Accredited visual arts, Accredited modern foreign languages and Non accredited family learning. The grades and further commentary can be found in the annual report or the full Ofsted report can be found at www.ofsted.gov.uk
- 3.3 The College also successfully achieved re-recognition in December 2009 against the Matrix standards for providing good quality impartial information and advice to both prospective and existing students.
- 3.4 The College engaged with over 10,000 students and recorded over 16,000 enrolments during the year the vast majority of whom are borough residents. The ratio between male and female students reflects previous years and indeed the national trend in adult education. The report provides an interesting breakdown of enrolments by subject area, enrolment by centre and enrolment by funding stream.
- 3.5 The College welcomes feedback from students and received a very positive rating when asked 'How good do you think the College is overall? There were 32 formal complaints and this represents a 32% reduction in the number of complaints received during the previous academic year.
- 3.6 There were a number of events held throughout the year celebrating College student achievement. The highest profile event was the Committee of South London Principal's Awards held during National Adult Learners Award week at the House of Lords. High quality Art and Craft exhibitions were held at Widmore, Kentwood and the Central Library. One comment from the visitors book is worthy of mention 'Today Bromley library, tomorrow the royal academy'.
- 3.7 The report also provides details of the College internal quality assurance/improvement scheme in which a total of 189 sessional tutors were observed (97.5% of the overall teaching workforce) and a breakdown of grades is provided. It was pleasing to note that the internal grades awarded closely matched the findings of the external Ofsted inspection team.
- 3.8 The College made good progress in Equality and Diversity matters and introduced a new Integrated Diversity Policy, participated in a joint national project with Bromley and Orpington FE Colleges and Nash College to produce a balanced scorecard and checklist to gauge organisational performance in Equality and Diversity. The Report provides a detailed breakdown of the ethnicity profile with a comparison against the 2001 census data. There is also a Disability and a Learning disability profile. It was interesting to note that 45% of students enrolled were actually attending BAEC for the first time.
- 3.9 The College experienced a relatively low level of accidents and incidents (25) given the number of students and staff involved throughout the year. Four of these accidents were RIDDOR reportable.
- 3.10 The College relies upon external funding and student fee income to maintain activities. The year saw the transition from the Learning and Skills Council to the Skills Funding Agency. The end of

year figures show that the College continued to thrive attracting over £1,3million in tuition/exam fees and over £486K in other income. Overall controllable expenditure was reduced by 1.8% from the previous year. The report provides a helpful chart listing all the income and expenditure.

4. POLICY IMPLICATIONS

None

5. FINANCIAL IMPLICATIONS

The College operates on an academic year but the expenditure and income are accounted for by financial year ending 31st March. Accounting adjustments are made at the end of the financial year to reflect this, for example grant funding or fees received in March for courses taking place in April.

Tuition fees are reviewed annually and were brought to the last meeting of the committee for approval.

The grant from the Skills Funding Agency is not confirmed until after budgets are set and during the 2010/11 financial year the College had to make in-year reductions in expenditure as a result of lower grant. This was anticipated and further reductions are also expected to the 2011/12 grant.

6. LEGAL IMPLICATIONS

None

7. PERSONNEL IMPLICATIONS

None

Non-Applicable Sections:	[List non-applicable sections here]
Background Documents: (Access via Contact Officer)	Bromley Adult Education College Annual Report 2009/10

Report No.
DRR11030

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 12th April 2011

Decision Type: Non-Urgent Non-Executive Non-Key

Title: Bromley North Village Member Working Party Report

Contact Officer: Kevin Munnelly, Head of Town Renewal
Tel: 020 8313 4582 E-mail: kevin.munnelly@bromley.gov.uk

Chief Officer: Marc Hume, Director Renewal & Recreation

Ward: Bromley Town Centre

1. REASON FOR THE REPORT

- 1.1 At the meeting of the Renewal and Recreation PDS on the 29th June 2010, Members agreed to establish a Working Group to work with stakeholders to develop key elements of the Bromley North Village Improvement Plan and that the findings from this Working Group would be reported back to a future meeting of this PDS. This report summarises back to the Renewal and Recreation PDS the progress that has been made on these key elements of the improvement plan.
-

2. RECOMMENDATIONS

- 2.1 That the Renewal and Recreation PDS note the work of the PDS Working Group on progressing Community Safety and Branding and Wayfinding issues and in particular note the future member overview provisions for the development of the wider improvement plan and Bromley North Village Public Realm Project.

Corporate Policy

1. Policy Status: New policy. Bromley Town centre Area Action Plan Policy IA1 Bromley North Village Improvement Area.
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre:
 4. Total current budget for this head: £
 5. Source of funding:
-

Staff

1. Number of staff (current and additional):
 2. If from existing staff resources, number of staff hours: TBC
-

Legal

1. Legal Requirement: Non-statutory - Government guidance.
 2. Call-in: Call-in is not applicable. PDS Report
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Bromley Town
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: NA

3. COMMENTARY

Background

3.1 At the meeting of the Renewal and Recreation PDS on the 29th June 2010 Members considered and endorsed a report on the draft Bromley North Village renewal strategy and improvement plan. A copy of the original renewal strategy is attached at Appendix 1. The draft renewal strategy set out a 10 year vision for the area, supported by a series of objectives, which were to guide further renewal initiatives. Key elements of the improvement plan included:

- Public Realm Upgrade.
- Community Safety Issues.
- Branding and Wayfinding.

To support the development of the improvement plan and gain full stakeholder support Members of the Renewal and Recreation PDS agreed it should be the focus of a Renewal and Recreation PDS Working Group. This report provides a summary of the Group's findings. The Working Party was chaired by Cllr Sarah Phillips (R&R PDS chair) and included Cllrs, Huntington-Thresher, Payne, Mrs McMull, Harmer and Hastings.

Public Realm Upgrade

3.2 The BNVMWP received a scheme presentation and endorsed the concept design prior to the submission of the funding bid to Transport for London in September 2010. An update report on the successful outcome of the funding bid for the BNV Public Realm scheme was considered by the R&R PDS Committee on 15th February 2011.

3.3 The project is now in the design review stage and a number of Members presentations have already been held and a wider stakeholder event is programmed for early April for local businesses, residents and statutory stakeholders. The design programme also allows for a further two public consultation events in late May and late August 2011. The preliminary timetable is set out in Table 1 below.

Table 1 Preliminary Detailed Design Programme

Stage	Tasks	F	M	A	M	J	J	A	S	O	N	D
1	Procurement & internal discussions on design	█										
2	External discussions on design, modelling of traffic options, site investigations, data collection & update on concept design			█								
3	Outline designs, EqlA, safety audit & scheme costs					█						
4	Stakeholder and public consultation on design							█				
5	Detailed design									█		

3.4 It is was agreed at the R&R PDS Committee on the 15th February 2011 that the Town Centres Member Working Party (TCMWP) would be designated as the main Member forum for the public realm project and provide Member oversight and strategic guidance. Members of the Bromley North Village Member Working Party would be invited to attend the TCMWP for these considerations. R&R PDS and Executive meetings will continue to provide overall governance and approval of design and funding.

Community Safety Issues

- 3.5 One of the meeting of the BNVMWP focussed on community safety issues and the perceived fear of crime within the town centre, particularly at night. Inspector Murphy from the Police's town centre team, Pastor Jonathan McGill from the Bromley Street Pastors Initiative and Colin Newman the Council's Head of Community Safety were able to attend this session to discuss a range of issues and highlight the range of initiatives currently being implemented.
- 3.6 Inspector Murphy explained that more resources had recently been deployed to the High Street, East Street and Bromley North and that he was prepared to alter operational policing patterns to respond to any new demands. He stated that the police had the manpower and flexibility to respond to any change in policing demands in the town centre in the future. Inspector Murphy highlighted the long standing perception problem the town centre has, for although crime across Bromley had reduced by over 12%, it seemed that both residents and businesses still perceive that more crime and anti-social behaviour takes place in the town centre than is reported. Inspector Murphy acknowledged that there may be a degree of under reporting of crime but for a town its size and accessibility, the overall crime levels were low in the town and BNV and comparable to other town of a similar size.
- 3.7 Specific initiatives the police agreed to introduce include improving the engagement with residents and businesses in the town centre and Inspector Murphy agreed that the Town Centre team would undertake regular fortnightly visits to businesses in BNV. He also agreed that they would include an article, as part of the regular Safer Neighbourhood newsletter, to highlight the level of town centre crime and place it into perspective.
- 3.8 A number of other issues were identified including the need for the public realm improvement scheme to address the issue on anti-social urination in alleyways and other public spots at the weekend and better lighting of alleyways.

Branding and Wayfinding

- 3.9 One of the key issues that was highlighted by the research undertaken to inform the concept design for the public realm, was the degree of isolation experienced by BNV businesses in relation to the main town. In many ways businesses in BNV were invisible to both shoppers and other businesses and suffered from having a low profile. Whilst the proposed public realm improvements should address some of the physical barriers causing this isolation and provide some impetus for change, there needs be a significant input from the BNV business community to play its part in developing their own business led initiatives.
- 3.10 Initial branding ideas have focussed on exploiting the leisure offer in BNV, based around the offer of 23 restaurants, 8 pubs and bars, 2 night clubs, the cinema and theatre. Local businesses were invited to provide their input on branding and wayfinding ideas directly to the BNVMWP. Following on from this session, the Council's town centre management team, working with local businesses providing financial sponsorship, produced the inaugural BNV 'What's On, Where ?' leisure map, which was circulated to local businesses and residential properties in the areas adjacent to BNV area. Work is continuing with local businesses to

further develop the unique business brand and develop further the idea of the Village concept and offer.

- 3.11 One of the key issues impacting on how successfully the town centre as a whole is used is the quality of information available, especially to pedestrians. Research has illustrated that a majority of the shoppers and workers using the town have very established patterns and tend to stick to a very narrow circuit, which mirrors the pedestrian areas. In many instances the lack of clear signage or other clear wayfinding materials restricts choice and more importantly the opportunity for these groups to explore the full extent of the town. This is true of the businesses in BNV, as it is of the wonderful open spaces of Queen’s Gardens or Churchill Gardens. There is a particular problem at the points of access into the town especially at Bromley North and South stations and the main car parks. The current signage does not work, it is a mishmash of styles and formats and is not based on any recent research or analysis.
- 3.12 The BNVMWP received information around the “Legible London” pedestrian wayfinding system, which has been adopted by Transport for London as their Pan-London standard. (Large scale examples will be available at the R&R PDS Meeting) The system was previously successfully piloted in Central London and Richmond and Twickenham town centres. The approach is based on sophisticated analysis, producing a base map and strategy that underpins a comprehensive orientation/signage system for the town centre, enabling pedestrians and users to locate the main points of interest, transport interchanges and retail offer within the town. A summary of the Pilot Scheme evaluation Summary is attached as Appendix 2. TfL had indicated that they would wish to see the system rolled out across all the main Metropolitan Centres in London as an example for good practice. To facilitate this they have commissioned a Pan-London base map and are committed to funding and undertaking the preliminary design work identified above. Work has already commenced in Kingston and Croydon town centres and a site visit has been arranged for Bromley town centre.

4. POLICY IMPLICATIONS

- 4.1 The development of the Renewal Strategy and Improvement Plan are entirely consistent with Policy Objectives set out in Building A Better Bromley 2011 and Renewal & Recreation Portfolio Plan 2010/11.

5. FINANCIAL IMPLICATIONS

- 5.1 None arising directly from this report.

6. LEGAL IMPLICATIONS

None for the purpose of this report.

PERSONNEL IMPLICATIONS

- 7.1 None for the purposes of this report.

Non-Applicable Sections:	LEGAL IMPLICATIONS, PERSONNEL IMPLICATIONS
Background Documents: (Access via Contact Officer)	Bromley North Village Renewal Strategy Legible London - Pilot Scheme Evaluation Summary

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Appendix 1

Bromley North Village - Renewal Strategy

1.0 Background

1.1 The concept of a 'Bromley North Village' (BNV) quarter was developed within the Bromley Town Centre Area Action Plan (BTC AAP) through the designation of the Bromley North Village Improvement Area (Map 1 attached) . Policy IA1 sets out the strategic policy objectives for the Village, which focus on adopting a comprehensive approach to the enhancement of the area. New development will need to enhance the character of the area and there will be a focus on improving shop fronts and accessibility within and to the area. Particular emphasis will be placed on the promotion of independent retailers including specialist food shops to add to the variety of the retail offer in the town centre.

2.0 Emerging Vision & Objectives:

2.1 In 10 years time Bromley North Village will...

... be a dynamic, thriving entertainment quarter, with its own defined brand and one of the first choice leisure destination for Bromley residents.

....have a thriving business community, with a focus on independent and specialist retailers.

... have clean, safe open spaces, that are pedestrian friendly and an award winning public realm that inspires.

... include rejuvenated residential areas, including new and refurbished apartments, that protect and enhance the heritage and character of the area.

... be highly accessible, with the physical environment striking the right balance between the needs of the vehicles, buses and pedestrians.

2.2 The emerging renewal strategy for Bromley North Village is centred around the development of a specialist entertainment quarter, providing a range of leisure options and a specialist retail and business offer. There is scope to develop and build on the existing business infrastructure, which already has a high concentration of leisure uses and over 87 independent businesses in the Village area. This includes 23 restaurants, 8 pubs and bars, 2 night clubs, the Empire cinema, and the Bromley Little Theatre. There is an opportunity to supplement these with complementary leisure uses, possibly focusing on Community Arts, which is being promoted by the Bromley Creative Community.

3.0 Elements of the Improvement Plan:

3.1 In order to deliver the vision for BNV, it is essential that the Council has a clear strategy to guide work streams across the Renewal and Recreation Department and the wider Council, to ensure that work is not duplicated and is complementary. A preliminary review of the projects that could be undertaken to support the Great Spaces project, reveal that the Renewal and Recreation department (RR) will play a

leading role. Therefore, within RR sections such as Planning, Renewal and Town Centre Development, there has to be clear understanding of the direction of travel in relation to the emerging strategy. There are already a series of short, medium and long term actions that are being developed and the point of this paper is to set out the bare bones of this renewal strategy for discussion and ensure that work priorities across all sections are aligned to the achievement of key objectives to deliver the vision.

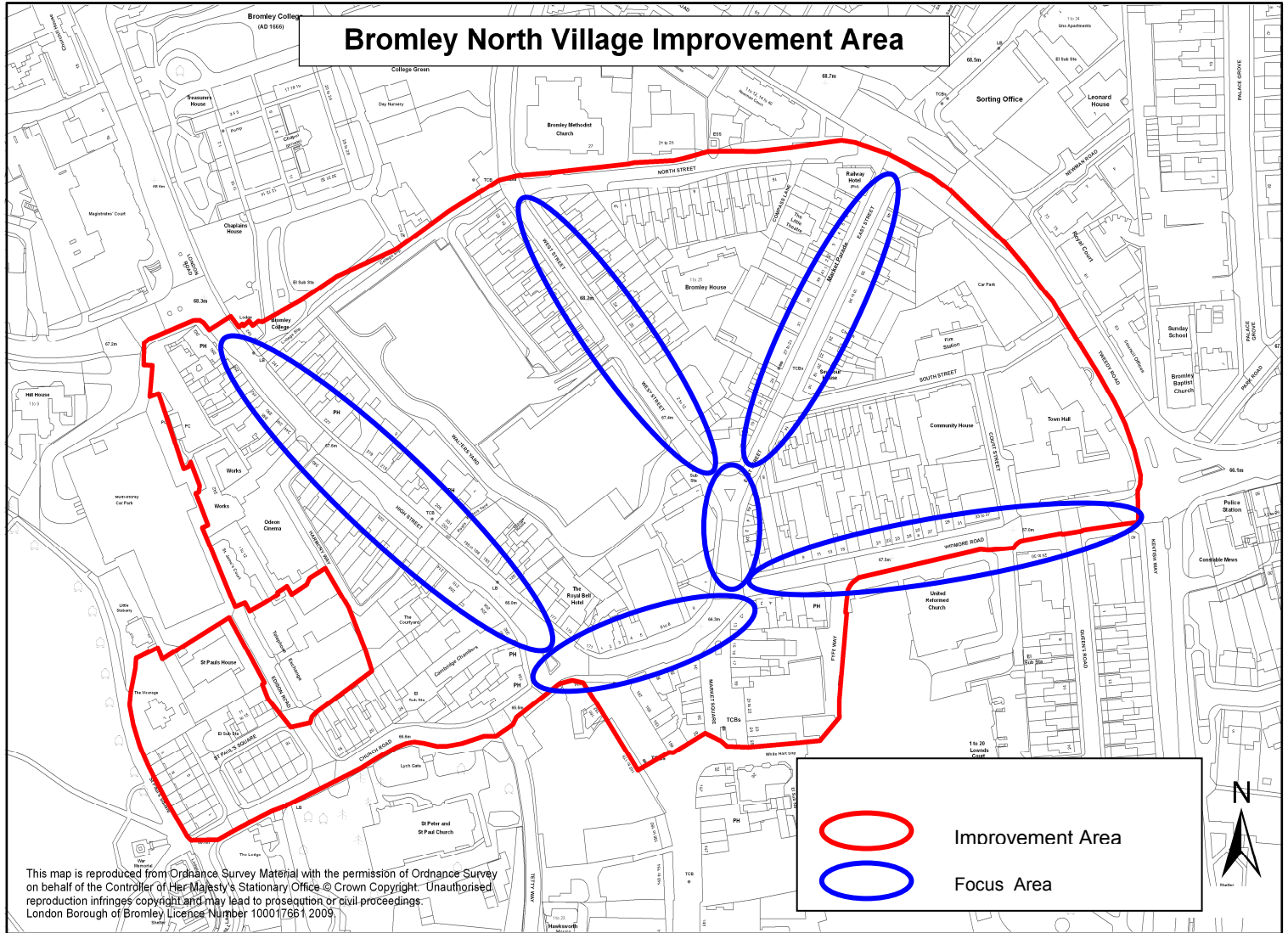
- 3.2 **Business and Investment** - The Village needs to develop its own unique business brand, ideally based on its built heritage and linked to its Conservation Area status. It needs to be able to differentiate its offer from the main town and other competing centres and communicate effectively with its potential customers locally. This marketing and promotional initiative needs to be championed by the local business community and supported by tailored business support initiatives from Business Link and the London Development Agency. Initial meetings have taken place with the Bromley North Traders Association and the Bromley Business Forum to develop this element of the improvement plan. In support of this a questionnaire of local businesses was undertaken in March 2010 to identify their support needs, and their initial contributions to the public realm design. It is suggested that the development of this localised business strategy and tailored support needs, forms part of the work priorities for both Local Economy and Town Centre Management.
- 3.3 **Public Realm** - The public realm binds the different elements of the Village area together and should facilitate movement to and within the Village area and add to the creation of a sense of a quality space. The current state of the public realm, in terms of quality and design, acts as a constraint to growth. However, there are opportunities to address this as part of the development of the longer term Improvement Plan. In November 2009 Bromley North Village was selected for inclusion in the Mayor's Great Spaces Initiative, which has been established to support the revitalisation of the capital's unique network of public spaces. As part of this initiative Design for London and Transport for London have been working closely with the Town Centre Development team on this major initiative in Bromley. Initially, Design for London have agreed to contribute funding to establish a concept plan for the public realm in the Village area. Additional funding has been secured from the Recreation and Renewal Portfolio Fund 2009/10 towards this work.
- 3.4 The Concept design was concerned with the physical improvements to the public realm, linked in with other elements of the Renewal Strategy. The public realm binds the different elements of the Village area together and should facilitate movement to and within the Village area and add to the creation of a sense of a quality space. The current state of the public realm, in terms of quality and design, does not do this and acts as a constraint to growth.
- 3.5 Transport for London have indicated in their 2011/12 Local Implementation Plan settlement that the BNV Step 1 bid has been successful and 300k has been allocated to LBB for Step 2 detailed design and development work and this funding can be drawn down from 1st April 2011. This represents 6.6% of the total scheme cost of £4.5m, although this total cost is inclusive of a 40% contingency budget requirement from TfL

- 3.6 **Community Safety** - A key part of the strategy will focus on improving community safety in the area and addressing anti-social behaviour issues and the perceived fear of crime. Work is ongoing the Council's Anti Social Behaviour Co- Ordinator, Community Safety Team and Local Police to ensure that initiatives in the Village support the achievement of the Vision. A review of the amount of Street Wardens currently on patrol within the town and their hours of operation will be undertaken as well as a review of the CCTV and Shop Safe Radio coverage.
- 3.7 **Conservation Area** - The Village area makes up a significant proportion of the Bromley Town Centre Conservation Area and the areas houses many listed and locally listed buildings of significant historical importance, with street layouts dating back to the 19th century. The Council is currently preparing a Conservation Area Management Plan for the wider Conservation Area which was formally consulted on in the Autumn of 2010 and will be adopted as guidance.
- 3.8 **Street Lighting** – A programme of street furniture painting was underway as part of a wider programme of short term improvements in the area. The possibility of increased directional safety lighting, and the amount and position of existing street lighting will be considered through any public realm scheme design as part of the Mayor's Great Spaces work currently underway.
- 3.9 **Traffic/Transport** - Access to, from and within 'Bromley North Village' will be a key focus of any public realm scheme design, as well as linkages to Bromley North rail station and the many bus stops within the Village. The amount, location and restrictions on parking and loading are also important considerations. There are currently just two five-minute parking spaces on the High Street (opposite the Royal Bell public house) and three spaces for loading/unloading.
- 3.10 Market Square is the "gateway" to Bromley North Village and as such, it is thought that there are a number of conflicts between the various functions the square takes on. These conflicts create a physical and psychological barrier to movement and contribute to much lower footfalls in the northern section of the High Street and in East Street.
- 3.11 There are 4 bus services that stop at the bus stops in Market Square. These are the 208 and 358 which operate in both directions, plus the 227 and 354 which loop around the town centre and only operate in a clockwise direction. In addition to these four services, within the Bromley North Village area, there is considerable bus activity on Widmore Road and West Street, plus the 367 service which uses East Street
- 3.12 **Housing/maximising opportunities for residential uses** – there is an opportunity to encourage 'living above the shop' utilising some of the (currently vacant) space above the shops within BNV. This would assist in creating increased natural surveillance in the area, and help create movement and activity during the evening rather than solely 'vertical' drinking. It is possible that relaxing or amending planning policy with regards to change of use from retail to residential within the Village would contribute to the improvement of this part of the town.

- 3.13 **Opportunity Sites** – Opportunity Site A Bromley North Station, Site C - The Old Town Hall and Site P Sainsbury lie either within or adjacent to the Village area. It will be important in bringing forward these sites for redevelopment that the uses and the form of development complement the Renewal Strategy.
- 3.14 **Environment Improvements** - In the short term, as part of the development of the improvement strategy, it is proposed that a range of environmental improvements are undertaken in the area. Officers have been working on an environmental enhancement programme that was implemented in early 2010. This programme includes co-ordinated enforcement action by Planning, Highways and Environmental Health officers to tackle a number of eyesores in the Village. Officers are also in contact with local property agents concerning the proliferation of letting boards in the area and are discussing an option to relocate these boards into premises as part of a shop front improvement scheme. This improvement scheme will tackle a number of derelict and vacant shopfronts which are having a detrimental impact on the appearance of the area. A shop front vinyl scheme has been implemented in number of strategic vacant premises within the town in order to improve the external appearance of these properties which are vacant. This scheme is being co-ordinated by the Council in conjunction with local property agents, who are contributing to the costs of the vinyls.
- 3.15 There has also been an area based ‘deep-clean’ which has included a programme of chewing gum removal and pavement protection works, which took place between 6pm and 6am over a 5 night period in April 2010. These area based clean-ups will also include a decluttering of redundant street furniture, new bins and signs and an events programme for Bromley High Street to attract more visitors and shoppers. It is also proposed to examine the potential for the production of a Street Design Guide for Bromley Town Centre.

4.0 Managing Delivery

- 4.1 One of the keys to the effective delivery of the vision is the need to identify key interventions, resources and effectively manage and co-ordinate activities. Further work is needed in refining the Renewal Strategy for BNV and identifying potential project interventions. An internal officer group has recently been established for BNV to co-ordinate projects under the management of the Town Centre Development Team. It is proposed that Renewal and Recreation PDS Working Group is established to provide support and direction in the development of the Improvement Plan.

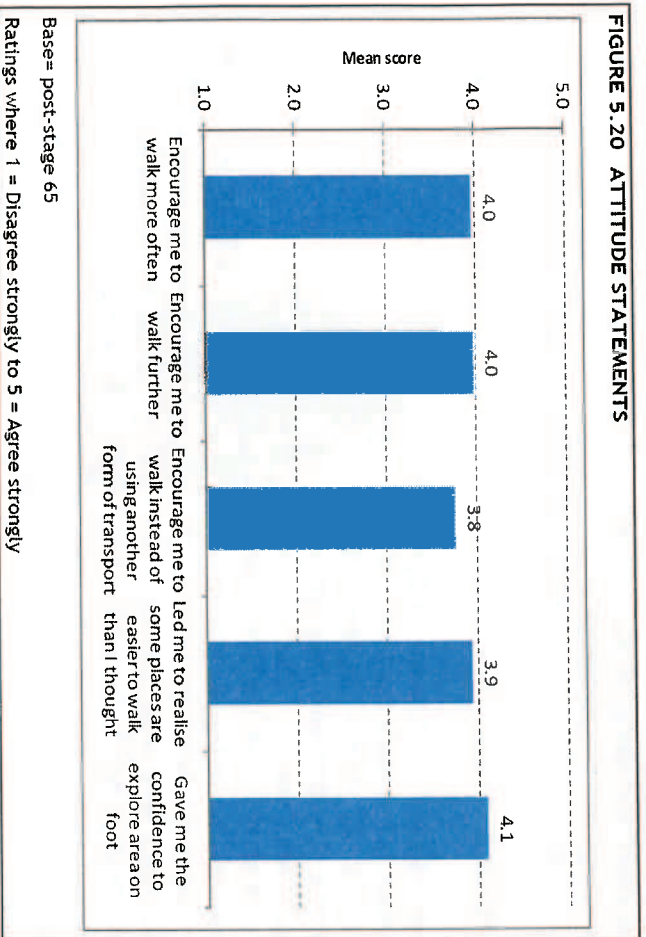


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Changing Behaviour

These user survey attitudes and perceptions are backed up by results from the mystery shopper walks. In areas where Legible London has been implemented, survey results showed that the number of times pedestrians got lost on a journey fell by 65%, and the number of times they wanted wayfinding information and couldn't find it fell by 75%. This has no doubt contributed to the 4% reduction in average journey times that was measured by the evaluation. It was also interesting to note, that pedestrian numbers had increased by 5% in a year across the surveyed areas.

FIGURE 5.20 ATTITUDE STATEMENTS



Whilst it is too early to determine if behaviour change and modal shift is actually occurring, there are some positive indications. Firstly, those who have used the system indicated strongly that it will encourage them to walk more often, walk further, explore more and walk rather than use other means of transport. This is a very positive pointer that with the implementation of more wayfinding monoliths across London, further benefits can be delivered.

Secondly, those interviewed generally expressed a view that Legible London had given them a truer understanding of the distances between landmarks, a more accurate mental map of London and make it more likely that they would attempt longer journeys by foot.

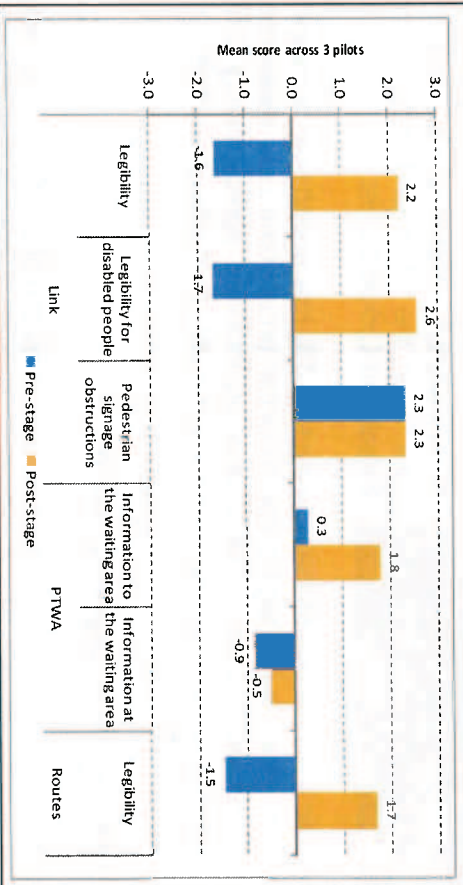
"If I knew something was only 15 minutes to walk I'd do that rather than take the bus or tube."

"Yes, I will look for my way with the Legible London map and walk instead of using public transport, which will help to save money"

Improving the Street Environment

The Pedestrian Environment Review System (PERS), a nationally recognised methodology, has been used to objectively assess the impact of the system on London's streets, and it has shown a significant improvement in legibility on street for pedestrians.

FIGURE 5.5 PERS AUDIT MEAN SCORES - PRE-STAGE AND POST-STAGE - ALL PILOTS (MEAN)



As part of the introduction of Legible London almost 600 pieces of existing wayfinding sign clutter were removed.

Legible London – Pilot Scheme Evaluation Summary

Walking is a great way of getting around London. As well as being free, healthy and environmentally-friendly, it can often be quicker than public transport, particularly in central London. Yet inconsistent signage and confusion about distances between areas put many people off walking.



Legible London is a pedestrian information system that tackles these issues by presenting information in a range of ways, including on maps and wayfinding monoliths, to help people find their way on foot.

The system, which is designed around pedestrian needs, is now working successfully across the three Pilot Scheme areas in Covent Garden & Bloomsbury, South Bank & Bankside and Richmond & Twickenham, where approximately 235 new signs have been installed. This is in addition to the scheme in the West End around Bond Street and Oxford Street.

To evaluate the success of the new system TfL has undertaken a range of customer surveys in the pilot areas to better understand user awareness, attitudes and satisfaction. The evaluation included approximately 1,000 user surveys, pedestrian counts and a number of 'mystery shopper' and accompanied walks.

Awareness & Use of Legible London

In less than six months since implementation over half of those asked were aware of the Legible London wayfinding monoliths. One person every 90 seconds was stopping to use the busiest monoliths that have been installed and therefore overall it is likely that between 50,000 and 75,000 people are using the new monoliths each weekday (based on the counts at a sample of different monolith locations). Overall users are very supportive of Legible London, with 87% supporting roll out of the scheme across London.

Design

The wayfinding monolith design has been very well received, with users making many positive comments.

"they are clean, precise, concise and easy to understand"

"once I started to see those signs there was plenty of information and they're really good and clear"

"It's excellent – the maps are easy to read, and I find maps hard to read normally! It was great that I could check the route throughout the journey."

Attitude & Satisfaction

User attitudes toward Legible London were very positive. 83% of users agreed that Legible London will help people find their way. The surveys demonstrated that Legible London was helpful not just for tourists and visitors. Amongst Londoners, and those who visit London more than once a week, over 65% said it would help them find their way too.



The surveys from before (Jun 2009) and after (Jun 2010) the introduction of Legible London show significant increases in user satisfaction, including:

- A 22% increase (from 61% to 83%) in satisfaction in finding their way around an area;
- A 24% increase (from 43% to 67%) in satisfaction in finding the shortest route; and
- A 23% increase (from 54% to 77%) in satisfaction in confidence to explore an area.

BROMLEY ECONOMIC PARTNERSHIP

Minutes of the meeting held at 4.00 pm on 2 February 2011

Present:

Councillor Julian Benington (Chairman)
Adrian Hollands, Chamber of Commerce (Vice-Chairman)
Robert Goddard, Thackray Williams Solicitors LLP
Marc Hume, LBB Renewal & Recreation
Mary Manuel, LBB Renewal & Recreation
Ruth Nightingale, Business Link in London
Martin Pinnell, LBB Renewal & Recreation
Prathiba Ramsingh, Jobcentre Plus

Also Present:

Stuart Dene, NewsQuest
Simon Norton, Orpington College
Peter Pledger, South London Business
Jennifer Whyte, Communications Team

1 APOLOGIES FOR ABSENCE

Apologies had been received from John Hayes – Chamber of Commerce, Liz McNaughton – Treval Engineering, Kevin Munnely - Head of Town Centre Planning Projects, Howard Oldstein – The Glades, Sam Parrett – Bromley College of Further and Higher Education, Brian Turpin – Bromley Mytime and Michael Wheeler – Bromley Adult Education College.

2 MINUTES OF THE MEETING HELD ON 9TH NOVEMBER 2010 AND MATTERS ARISING

The minutes of the meeting were agreed.

Matters Arising:

1. With regard to Item 3: National and Regional Changes: Update from the meeting of 9th November 2010, the Chairman confirmed that the development of a pan-London Enterprise Partnership had been agreed. The Expression of Interest submitted by the South London Partnership to develop an Enterprise Partnership for the South London region would not be taken forward.
2. With regard to Item 4: Partner Updates from the meeting of 9th November 2010, the Principal and Chief Executive of Orpington College confirmed that the the Corporations of Bromley College of Further and Higher Education and Orpington College had announced a public consultation to consider the proposed merger of the two colleges. The consultation period would run from 26th January to 4th

March 2011, and partners were invited to express their views. The Chairman would provide a response to the consultation on behalf of the Bromley Economic Partnership.

3. With regard to Item 5: Update from Director of Renewal and Recreation from the meeting of 9th November 2010, the Chairman confirmed that Biggin Hill Airport had recently won the 'Best Business Aviation Airport' award in a nationwide annual awards scheme. Work continued around the development of the proposed Biggin Hill Heritage Centre.
4. With regard to Item 8: Business Competitiveness and Investment and Town Centres Sub Groups – Update and Progress against Delivery Plans from the meeting of 9th November 2010, the Chairman confirmed that the Federation of Small Businesses would deliver a high profile trade event at Oakley House in June 2011.
5. With regard to Item 10: Any Other Business from the meeting of 9th November 2010, the Head of Town Centre Management and Business Support confirmed that Officers were liaising with London BIDS to explore the potential for establishing a Business Improvement District in the Borough.

RESOLVED that the minutes be agreed.

3 REVIEW OF TERMS OF REFERENCE AND CHANGES TO STRUCTURE OF THE PARTNERSHIP (INCLUDING TOP 5 PRIORITIES FOR THE PARTNERSHIP)

Members of the Partnership considered the need to amend the existing Terms of Reference for the Bromley Economic Partnership, as the Local Strategic Partnership was no longer in operation.

It was agreed the Chairman would meet with representatives of the Renewal and Recreation Department to consider the existing guidance, and an amended Terms of Reference would then be circulated to all members of the Partnership for their consideration and agreement.

RESOLVED that an amended Terms of Reference be developed by the Chairman in consultation with Officers and be circulated to all members of the Partnership for their consideration and agreement.

4 UPDATE REPORTS ON MAIN PARTNERSHIP THEMES

Members of the Partnership gave an update around progress across the main themes of the Partnership.

A) TOWN CENTRE DEVELOPMENT

The Director of Renewal and Recreation gave an update around Town Centre Development across the Borough.

Progress was continuing across the sites that made up the Bromley Town Centre Area Action Plan, and the Council was in the process of appointing a Development Adviser to support the Council in procuring development partners and ensure sites were configured correctly to attract developers. A challenge had been lodged by Linden Homes and Network Rail to the adoption of the Area Action Plan with regard to the number of units that could be accommodated at Site A: Bromley North, and the Council was considering its response. Bromley North Village had been selected for inclusion in the Mayor's Great Spaces Initiative and had been allocated a grant of £300,000 for detailed design and development of a range of proposals for public realm improvement which would be considered by Members shortly. In addition, a Member Working Group for Bromley North Village had been established to consider issues surrounding the area and its future development, and work was being undertaken on a Wayfinding strategy to improve signage.

With regard to the other sites across Bromley Town Centre, planning guidance for developers was currently being prepared for Site B: Tweedy Road, and seven expressions of interest had been received around Site C: the Old Town Hall site. A contractor had been appointed to undertake the refurbishment of Site E: Pavilion Leisure Centre and work would start shortly. With regard to Site F: Civic Centre, the Council would remain on the Civic Centre site until at least 2015, giving time to consider potential relocation options which could be undertaken as part of the implementation of Opportunity Sites identified in the Area Action Plan.

The Council was currently in discussions with Network Rail around the development of Site J: Bromley South with a view to seeking expressions of interest from developers around a mixed use development scheme. The Cathedral Group had been selected as the Council's development partner in respect of Site K: Westmoreland Car Park and was currently working on a detailed development programme. A scheme outline for a mixed use, hotel-led development had been submitted by agents in respect of Site L: Former DHSS and was being reviewed by Officers.

In terms of development across the Borough, two key opportunity sites had been identified in the Walnuts shopping complex and consideration was being given to the future of the library and museum site. Orpington had been nominated in the Excellence in Walking and Public Realm category of the London Transport Awards 2011 for public realm improvements across Orpington High Street. The Chief Executive of South London Business highlighted the opportunity for providing a 'touch down' centre for those running small businesses in the Borough which would provide access to meeting space. The development of the Penge Masterplan was also underway, and included the potential development of a new library for Penge and Anerley.

RESOLVED that the update be noted.

B) TOWN CENTRE MANAGEMENT AND BUSINESS SUPPORT

The Head of Town Centre Management and Business Support gave an update around progress across the main Partnership themes of Town Centre Development and Business Support. The main priorities for Town Centre Management in Quarter 3 included the delivery of Christmas lights schemes and events and the development of action plans for the 2011/12 financial year. In addition a programme of environmental monitoring and improvement had been ongoing, particularly across Bromley town centre. The four town centres that were monitored across the Borough had shown a decrease in the number of vacant units over the past year, although footfall had been adversely affected by wintry weather around the time of the counts.

The Council's Business Support service had delivered the Borough's first Commercial Property Expo in partnership with local property agents. A Boost Your Business event had also been delivered which focused on businesses based in Bromley North and highlighted plans and ideas arising out of the Bromley North Village Improvement strategy, including potential plans for public realm improvements, marketing and branding the area. The Business E-Bulletin was also re-launched and a review was undertaken of content on the Business Section of the Council website. The Business Competitiveness and Investment Sub-Group had met for a final meeting in December 2010 and had highlighted the need to promote 'good news stories' about the Borough as a place to do business.

Future work of the Town Centre Management team would include delivering a programme of Spring events, including 'Love Bromley', a Valentine-themed event on 10th February 2011. The Town Centre Management action plans for 2011/12 would be finalised, as would funding for the future events programme. Feasibility work would be undertaken on the possible introduction of a Business Improvement District in the Borough. The Business Support service would undertake a wide range of activities including the delivery of a major Boost Your Business event on 30th March 2011, improving welcome packs and the delivery of an early morning Olympic workshop. The Chairman noted the Inward Investment event to be held in the 1st Quarter of 2011/12, and underlined the importance of encouraging inward investment in the Borough.

The Regional Sales Director at Newsquest announced that the Bromley News Shopper was seeking to launch a monthly business section from 3rd March 2011. He highlighted the potential to provide support to small businesses around working with Banks through a government-backed scheme called 'Doing Business Together' first piloted by Richmond Council.

RESOLVED that:

- 1) Recent work around Town Centre Management and Business Support in the 3rd Quarter of 2010/11 be noted;**

- 2) The minute of the final Business Competitiveness and Investment Sub-Group meeting on 14th December 2010 be noted;**
- 3) The plans for Town Centre Management and Business Support activity during the 4th Quarter of 2010/11 be noted.**

C) SKILLS AND EMPLOYMENT

The Principal and Chief Executive of Orpington College gave an update on the progress of the Skills and Employment Sub-Group, underlining the importance of ensuring appropriate skills training was being offered to meet the needs of Bromley employers. The planned developments across the Bromley Town Centre Area Action Plan would have implications for future skills programmes, with the potential to increase skills training in the catering and hospitality industry. Prathiba Ramsingh noted that Jobcentre Plus was now required to work with local colleges to support the progression of jobseekers into employment with appropriate skills training.

RESOLVED that the update be noted.

D) PLANNING, CORE STRATEGY AND LOCAL ECONOMIC ASSESSMENT UPDATE

The Head of Planning Strategy and Projects provided an update on planning, the core strategy, which would be the overarching policy document for the Borough, and the Local Economic Assessment. Future employment growth across London was projected to be driven primarily by the business services sector, however there was also expected to be growth across other sectors including the catering and hospitality industry.

The Bromley Economic Partnership was invited to comment on how the business community might be best engaged in consultation on the draft Core Strategy in May/June 2011, in addition to ongoing engagement with the Partnership and other partners. It was anticipated that key elements to support the consultation process would include the Business E-Bulletin, the Council's redesigned website and by providing advance notice to partner and umbrella organisations to publicise consultation opportunities in their newsletters and bulletins, including any exhibitions or meetings.

RESOLVED that:

- 1) The Indicative timescale for the preparation of Bromley's Core Strategy be noted;**
- 2) The Greater London Authority's headline economic forecasts for Bromley and the structure of the Local Economic Assessment be noted;**
- 3) Comments on the suggested broad approach to consultation with local businesses with regard to the preparation of the Core**

Strategy and to raising awareness of the Local Economic Assessment be noted.

5 PARTNER UPDATES (VERBAL UPDATE)

Members of the Partnership had undertaken a range of activities since the last meeting.

RESOLVED that the update be noted.

6 COMMUNICATIONS ISSUES (VERBAL UPDATE)

Jennifer Whyte attended the meeting as a representative of the Council's Communications Team, and would be working to support the increased emphasis on communications across the Partnership.

RESOLVED that the update be noted.

7 ANY OTHER BUSINESS

The Chairman informed the Partnership of proposals for Bromley to host the London Kilomathon on 23rd October 2011. The Kilomathon would offer routes of 26.2 km (16.3 miles), a Half Kilomathon of 13.1 km (8.1 miles) and a mini Kilomathon of 2.62 km (1.6 miles), with the proposed route starting from Crystal Palace Park, and the Chairman underlined the opportunities for local businesses to get involved in the event.

Members of the Economic Partnership considered figures showing the level of business start-ups by Bank across five London boroughs. 18.4% more businesses started up in Bromley in 2010 compared with the previous year, however 21.8% more businesses started up in London during the same period and the number of start ups in Bromley was the lowest of the five boroughs surveyed. Members of the Partnership noted that this information did not include how many businesses had closed across the Borough during the same period.

RESOLVED that the issues raised be noted.

8 DATES OF FUTURE MEETINGS

4.00pm, Monday 18th April 2011

The Meeting ended at 5.31 pm

Chairman

Renewal and Recreation PDS Committee

Annual Report 2010-11

Chairman: Cllr. Sarah Phillips

Vice-Chairman: Cllr. Michael Tickner

Introduction

The Committee will have met 6 times this year. Each meeting has scrutinised the reports for decision by the Renewal and Recreation Portfolio Holder and considered policy development of key areas of the portfolio, with the exception of the January 2011 meeting which only considered the draft Council budget for 2011/12. Monitoring performance against the Renewal and Recreation Department's Building a Better Bromley priorities has been central to the committee's work. There have been two working groups which have enabled a thorough investigation of key issues.

Working Groups

The main focus this year has been Bromley North Village and the Library Service. Some additional work associated with the Beckenham and West Wickham Town Centre working group has also been undertaken during this year.

Employment and Skills

In December 2010 Members considered a report and received a presentation from Simon Norton, Principal at Orpington College, about a revitalised proposal for **the merger of Bromley and Orpington Colleges**. The proposal drew upon joint work already undertaken by the Colleges between 2007 and 2009. This work was endorsed at the time by the London Borough of Bromley, local MPs and the Learning and Skills Council (LSC). The original rationale for merger still remains and the Colleges believed the case was now even more compelling in the light of increased pressures on Further Education (FE) funding. Following Skills Funding Agency approval of the colleges' Draft Proposal at the end of December 2010, consultation was due to take place in January/February 2011 and, if successful, approval to establish the merged college is expected by early summer 2011. Members recommended that the Portfolio Holder endorses continued Local Authority support of the college merger proposal.

The Committee was provided with an update on the **Thyme Out project** which aims to improve the life chances of adults with learning disabilities. External funding was previously provided for the project

from the Big Lottery's Reaching Communities Fund. In discussion reference was made to the Thyme Out scheme being an excellent project; it resulted in a detailed standard of grounds maintenance at the Civic Centre and acknowledgement was given to the contribution provided by helpers and assistants. The Portfolio Holder referred to the project being an admirable scheme which he felt was well run and he asked for his best wishes to be taken back to those involved.

In October 2010 the Committee received the final report on **People into Employment (PiE)**. This project was established by the Council to reach its stretch target on worklessness during 2007-10 agreed as part of the Local Area Agreement (LAA). Members received a summary of the final outcomes with reference given to opportunities that could be considered for giving further support to the PiE target group. The target agreed in 2006 was to assist 100 residents in receipt of incapacity or lone parent related benefit for six months or more into sustained employment (16 hours per week for at least 13 weeks.) Members noted that the actual figure achieved was 75, which was a good achievement in spite the worsening economic conditions during this period, and potentially securing £163,125 in reward money for the Council.

Town Centres

In June Members considered some additional work associated with the Committee's working Group **on Beckenham and West Wickham Town Centres**. The further work related to recommendations of the Working Group concerned with environmental considerations at the town centres; estimated revenue and capital costs associated with those recommendations were highlighted for officer consideration along with a further refinement of the recommendations to the Environment Portfolio Holder. However, the R&R PDS Members wished to retain a close interest in the outcomes of the Working Group report – and have therefore asked that updates on developments in Beckenham, West Wickham and also Penge be included in the work programme for 2011/12.

The Committee has continued its review of the major proposals for Bromley and Orpington Town Centres.

In June the Committee heard about the options for redevelopment of **Bromley Museum at the Priory in Orpington** after the planned relocation of the Library. Members heard that the preferred option was to utilise the space both to extend the museum offer and improve visitor facilities, alongside providing space for small professional business use such as those already in existence in the Priory

outbuildings. In addition to supporting local employment, Members were informed that this could act as a catalyst for regenerating the immediate area around the Priory and its gardens providing an opportunity to attract financial support from the Heritage Lottery Fund and English Heritage. This could have the effect of creating an 'arts and heritage zone' at the southern end of Orpington High Street. An outline scheme, with an estimated cost of £2.5m, had been developed meeting all the above criteria, as well as addressing original comments from the Heritage Lottery Fund.

Noting progress on the **Area Action Plan for Bromley Town Centre and the Masterplan for Orpington** (the Area Action Plan received approval at Full Council in October 2010), Members were advised that the next stage in the development process was a focus on implementation and to ensure that the development proposals contained in the AAP could be developed and delivered in accordance with the proposed phasing. The Committee was provided with the copy of a draft Development Programme, which outlined how this would be achieved for both Bromley and Orpington town centres. The key issue in securing good quality developments would be identifying funding to secure the appropriate specialist advice. Members endorsed the approach outlined in the draft Development Programme and supported the plans to draw on specialist development expertise and advise.

The Committee has also been kept up to date throughout with the proposals for **improvements to Bromley North Village**. Working with local stakeholders, officers had prepared a draft Renewal Strategy for the area to inform and provide direction for developing individual projects in the Plan. The draft Strategy sought to provide a wider strategic overview of renewal ambitions for the area as well as setting the longer term vision and objectives. Bromley North Village was selected in November 2009 for inclusion in the Mayor's Great Spaces Initiative and Transport for London (TfL) had adopted a competitive bidding process to select the most innovative and imaginative schemes. Members were informed in December 2010 that this bid had been successful and funding has now been provided to develop a detailed design for the area.

The Committee agreed that Member input to the development of the Renewal Strategy would be valuable and a Member Working Party chaired by me was set up in June to look in detail at certain aspects of this, including community safety issues, wayfinding and branding for the Village. At the February 2011 meeting it was agreed that the Town Centre Member Working Party would be designated as the main Member forum for the project to provide **Member oversight and strategic guidance**. Members of the Committee's Working Party will be invited to attend

the TCMWP for these considerations and further updates will be provided to the Committee.

In February 2011 the Committee considered a report summarising proposals for **Town Centre Management activities** planned for 2011/12, including events and Christmas lights, and requesting that sufficient resources be made available from the Portfolio Initiatives Fund to deliver the planned activities. The report also proposed a reduction in the net expenditure by the Council on Town Centre activities during the 2011/12 financial year, to be offset by seeking additional contributions from the private sector. The Portfolio Holder was being asked to recommend to the Executive that the expected under spend of £53,400 could be carried forward and allocated for Town Centre Management and also approve the permanent viring of a sum of £50,000 from the Portfolio Initiative Fund for use on the proposed activities from 2011/12 onwards. Members approved of the proposal to reduce the overall level of funding in favour of finding additional contributions from businesses and endorsed Council support for most of the activities proposed in the report, including the plans to celebrate the Queens Diamond Jubilee in 2012.

Economic Recession & Business Support Programme

The year has seen the continuation of difficult economic conditions, nationally and locally. The Committee has actively kept abreast of the impact on the Borough and the support and help that the Council and its partners can provide to its communities, in particular to local businesses.

Regular economic updates have provided evidence to the Committee of the economic position and helped in its scrutiny of policy and projects.

The Committee has in the past supported several measures to **support businesses** through the recession. The Committee was provided with a report on the outcomes of these, including the Supply Bromley project to encourage local businesses into the Council and public sector supply chain. This initiative in particular was applauded by Members as providing a practical way for the Council to support businesses. Members endorsed plans to renew the Coaching for High Growth project - which provides subsidised support to assist local businesses to overcome barriers to growth – the hosting of a borough wide 'Boost Your Business' event (with the introduction of an entrance fee) and extension of procurement support projects. In addition Members welcomed the proposal to seek the development of a high profile inward investment show case event for the borough – which would

highlight the advantages of the borough as a business location and 'sell' the development sites arising across the borough, particularly following the adoption of the Bromley AAP.

Leisure and Culture

The Committee considered the **Bromley Mytime Leisure Trust Draft Service Delivery Plan** for 2011/12 including Bromley Mytime's Annual Partnership Plan for 2011/12, details of Bromley Mytime's five-year Investment Fund proposal and details of Bromley Mytime's pricing proposals for 2011/12. Mr Dennis Barkway, Chairman of Bromley Mytime introduced the item and Mr Steve Price, Chief Executive of Bromley Mytime gave an overview. The ensuing discussions took in pricing, the impact of the Olympics on demand and possible future funding and the funding of capital improvements at dual use centres. Members supported the Service Delivery Plan and Investment Fund Programme of works for 2011/12.

Contracts for the refurbishment of the **Pavilion Leisure Centre** (including the introduction of a ten-pin bowling alley) and for the operation of the **Churchill Theatre** were scrutinised by the committee in October 2010.

In June 2010, Members agreed to establish a Working Group to consider the future delivery of the Borough's **Library Service**, chaired by me. In February 2011 The Committee considered a report summarising the findings of the Working Group which outlined four options for the future development of the Library Service. Members discussed the various options and agreed that option 4 should be explored further in line with the recommendation of the Working Group. This involved working in partnership with Bexley to develop a shared service across both boroughs, with the potential for attendant back office and management savings. It was understood by Members that nothing could be ruled in or out, including the issue of whether any branch libraries would need to close or amalgamate with other service points. Members expressed support for the overall proposal but some had reservations over the possible closure of libraries. Members asked that a further report around Option 4 providing detailed costs and savings be provided to the next meeting Committee.

Property Matters

In December 2010 Members considered a report related to the 12 **Council owned Shopping Parades** of estate shops (141 shop units) built as part of housing estate schemes in the 1950's to provide facilities for the day to day requirements of local residents. The Council sub-lets

these to individual shopkeepers and small businesses most of which are local traders although there are some multiple traders. It was a matter of whether retaining these properties in the Council's ownership was providing best value to the Council tax payer. Members were informed that the shops currently produced a good net return to the Council when measured against their indicative capital values. Overall this was currently estimated at 9.2% and it was anticipated this would improve further when the voids were reduced over the next few months – and Members noted that this is a better rate of return than could be obtained currently by investing the capital receipts on the money market. In the light of this Members were supportive of retaining the shopping parades in Council ownership.

Performance Monitoring and Budget Monitoring Reports

The Committee has received regular performance monitoring and budget monitoring reports. The delivery of the Local Area Agreement employment target was the subject of a specific report. The Committee also received a report from Internal Audit regarding the Value for Money scoring for Building Control – which was judged to be a level 3, meaning that Value for Money requirements were being substantially met by that service.

In January 2011 Members considered a **draft 2011/12 Budget** for the Renewal and Recreation Portfolio incorporating cost pressures and additional saving options as reported to the Executive on 12th January 2011. The Executive requested that each PDS Committee consider the proposals arising from the report to its 12th January meeting entitled "The Local Government Finance Settlement 2011/12 to 2012/13 and Related Budget Issues". For the Renewal and Recreation Portfolio, commentary was provided on the position for five areas namely the Cotmandene and Mottingham shops, the Field Studies Centre, the Adult Education Centre, income from Planning Applications and income from Building Control. Savings options across the Portfolio were also detailed for the consideration of Members. The scale of the cuts proposed across the Council were emphasised to Members. There was much discussion regarding the savings proposals outlined for the Portfolio and there was particular concern that the effects of proposed cuts to the Arts Council grant and to the Planning Enforcement section should be mitigated. Recommendations to the Executive reflected these particular concerns.

Conclusion

In conclusion it has been an interesting and exciting year for the Renewal and Recreation PDS Committee and I would like to thank all members of the Committee for their input and support. I would also like to thank all Officers in the Renewal and Recreation Department who I have enjoyed working with.

Cllr. Sarah Phillips
Chairman, Renewal and Recreation PDS Committee

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Report No.
LDCS11061

London Borough of Bromley

Agenda
Item No.

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 12th April 2011

Decision Type: Non-Urgent Non-Executive Non-Key

Title: WORK PROGRAMME 2010-11

Contact Officer: Helen Long, Democratic Services Officer
Tel: 020 8313 4595 E-mail: helen.long@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Legal, Democratic and Customer Services

Ward: N/A

1. Reason for report

- 1.1 This report updates the Committee's work programme including reference to Working Groups commissioned by the Committee.

2. **RECOMMENDATION**

- 2.1 The Committee is invited to review its work programme.

Corporate Policy

1. Policy Status: Existing policy. PDS Committees are encouraged to review their their work programmes.
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Renewal and Recreation Portfolio latest approved budget
 4. Total current budget for this head: £16.5m
 5. Source of funding: N/A
-

Staff

1. Number of staff (current and additional): 365fte
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Call-in is not applicable. PDS Report
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Whole Borough
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

3.1 Each PDS Committee has a responsibility to develop and review its work programme balancing the key roles of:

- holding the Executive to account
- policy development and review and
- external scrutiny.

3.2 The Committee is invited to consider its work programme having regard to guidance at Section 7 of the Scrutiny Toolkit and in consultation with the Renewal and Recreation Portfolio Holder and Chief/Senior Officers.

3.3 The Committee's work programme, updated from its previous meeting, is at **Appendix A**.

3.4 Two Working Groups established by the Committee are ongoing – they are concerned with:

- Bromley North Village – Improvement Plan and
- Libraries – The Next Steps

3.5 The Policy Development and Scrutiny Toolkit suggests that each Committee should aim to carry out no more than two or three full scale reviews each year and it offers guidance and techniques for prioritising reviews.

Non-Applicable Sections:	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous Work Programme reports.

RENEWAL AND RECREATION DEPARTMENT FORWARD PROGRAMME

Report Title	Report Author	Pre-Scrutiny (Y/N)	Referred		Information	Deadline to Helen Long
			From	To		
Renewal and Recreation Policy Development and Scrutiny Committee 24th January 2011						
Matter Arising from Previous Meetings	HL	No				13/01/11
Portfolio Holder Decisions	HL	No				
Draft 2011/12 budget proposals for the Portfolio	CM	No				
Work Programme	HL	No				
Bromley Economic Partnership 2nd February 2011						
Review of Terms of Reference and Structure of Partnership	MP	-				24/02/11
Update on Main Partnership Themes:		-				
Economic Development Policy	MM	-				
Town Centre Development	KM	-				
Town Centre Management	MP	-				
Business Support	MP	-				
Skills and Employment	MW	-				
Partner Updates (verbal)	All	-				
Communications Issues	AR	-				
Renewal and Recreation Policy Development and Scrutiny Committee 15th February 2011						
Matter Arising from Previous Meetings	HL	No				01/02/11
Portfolio Holder Decisions	HL	No				
Bromley Economic Partnership Agenda/Minutes from 02/02/11	HL	No				
Bromley Churchill Theatre – Essential Electrical Works	JF	Yes			Going to E&R PDS	
Budget Monitoring Report – 2010/11	CM	Yes				
Capital Programme – 3 rd Quarter	MR	Yes				

Report Title	Report Author	Pre-Scrutiny (Y/N)	Referred		Information	Deadline to Helen Long
			From	To		
Monitoring 2010/11 & 2010 Capital Review						
Bromley Adult Education Centre – Fees & Charges	MW	Yes				
Bromley Town Centre Variable Message Sign System for Car Parking	CC	Yes			Deferred to April	
Portfolio Initiative Spend 2011/12	MP	Yes				
Outcomes from the Libraries Working Group	CB	No				
Work Programme	HL	No				
Plans 1 17 th February 2011						
Development Control 8 th March 2011						
Plans 2 3 rd March 2011						
Plans 3 17 th March 2011						
Plans 4 31 st March 2011						
Renewal and Recreation Policy Development and Scrutiny Committee 12 th April 2011						
Matter Arising from Previous Meetings and Updates	HL	No			Updates is an addition to this item. It will the Chairman and Officers to provide updates on items that do not appear in the matters arising or are on a forthcoming agenda.	29/03/11
Portfolio Holder Decisions	HL	No				
Bromley Economic Partnership Agenda/Minutes from 02/02/11	HL	No				
Bromley Adult Education College – Annual Report 2010/11	MW	No				

Report Title	Report Author	Pre-Scrutiny (Y/N)	Referred		Information	Deadline to Helen Long
			From	To		
Library Service	CB	Yes				
Outcomes from Bromley North Working Group	KM	No				
Budget Monitoring Report – 2010/11	CM	Yes				
Work Programme	HL	No				
Update on progress with town centre Christmas Lights	MP	Yes				
Chairman's Annual Report	SP	No				
Libraries Fees and Charges	CB	Yes				
Bromley Economic Partnership 18 th April 2011						
Other Items to be scheduled						
Update on the Beckenham and West Wickham Town Centre Working Party (each meeting) - full update in August.						
Council's responsibilities in relation to the Olympics						
Bromley Town Centre Variable Messaging System						
Libraries Working Group						