



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 2 December 2011

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

Councillor Sarah Phillips (Chairman)
Councillor Pauline Tunnicliffe (Vice-Chairman)
Councillors Reg Adams, Julian Benington, John Getgood, John Ince, Paul Lynch,
Alexa Michael, Ian F. Payne, Neil Reddin and Michael Tickner

A meeting of the Renewal and Recreation Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **TUESDAY 13 DECEMBER 2011**
AT 7.30 PM

MARK BOWEN
Director of Resources

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

In accordance with the Council's Constitution, questions to the Portfolio Holder or to this Committee must be received in writing four working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5pm on Wednesday 7th December 2011.

**a QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO
HOLDER**

**b QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS
COMMITTEE**

4 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 11TH OCTOBER 2011 (Pages 5 - 16)

5 MATTERS ARISING (Pages 17 - 20)

HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT

6 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS
(Pages 21 - 28)

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

7 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 2011-12 (Pages 29 - 34)

b CAPITAL PROGRAMME MONITORING - Q2 2011/12 (Pages 35 - 40)

c RENEWAL & RECREATION BUSINESS PLAN 2011/12 MONITORING REPORT - QUARTER 2 (Pages 41 - 62)

d BROMLEY ADULT EDUCATION COLLEGE REVIEW (Pages 63 - 76)

e BROMLEY TOWN CENTRE VARIABLE MESSAGE SYSTEM (Pages 77 - 82)

f MYTIME ACTIVE SERVICE DELIVERY PLAN 2012/13 (Pages 83 - 102)

8 PRE-DECISION SCRUTINY OF A REPORT TO THE EXECUTIVE

a BROMLEY MUSEUM AT THE PRIORY - ORPINGTON (Pages 103 - 110)

POLICY DEVELOPMENT AND OTHER ITEMS

9 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE (Pages 111 - 138)

10 LIBRARIES UPDATE (Pages 139 - 144)

11 WORK PROGRAMME 2011-12 (Pages 145 - 150)

PART 2 (CLOSED) AGENDA

12 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

13 EXEMPT MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE HELD ON 11TH OCTOBER 2011 (Pages 151 - 152)

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Information which reveals that the authority proposes - to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or to make an order or direction under any enactment.

14 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS (Pages 153 - 154)

To note Part 2 decisions of the Renewal and Recreation Portfolio Holder made since the previous meeting of the Committee.

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Information which reveals that the authority proposes - to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or to make an order or direction under any enactment.

15 PRE-DECISION SCRUTINY OF REPORT TO THE EXECUTIVE

a LIBRARY STOCK SUPPLY CONTRACT REVIEW 2011 (Pages 155 - 160)

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

16 BROMLEY ADULT EDUCATION COLLEGE REVIEW - APPENDIX 2 (Pages 161 - 226)

Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

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RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.30 pm on 11 October 2011

Present:

Councillor Sarah Phillips (Chairman)
Councillor Pauline Tunnicliffe (Vice-Chairman)
Councillors Councillor Reg Adams, Councillor Julian Benington, Councillor Peter Fookes, Councillor John Ince, Councillor Paul Lynch, Councillor Alexa Michael, Councillor Ian F. Payne, Councillor Neil Reddin FCCA and Councillor Michael Tickner

Also Present:

Councillor Peter Morgan and Councillor Tom Papworth

92 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS

Apologies were received from Councillor John Getgood and Councillor Peter Fookes attended as his alternate.

93 DECLARATIONS OF INTEREST

Councillor Sarah Phillips declared that she was a governor of Bromley Adult Education College.

Councillor Reg Adams declared that he was a Member of the Executive Committee of Bromley Arts Council.

In relation to Item 6f: Bromley North Village – Public Realm Improvements Design for Consultation; Councillor Julian Benington declared that he knew the Principal of Landgroup and would not speak on the item.

Councillor Payne declared an interest in item 6e: Orpington Town Centre Bids as he was a Member of the British Bids Board and a Member of the Association of Town Centre Managers.

Councillors Michael Tickner, Reg Adams, Pauline Tunnicliffe, Julian Benington, Sarah Phillips and Ian Payne declared that they had attended a presentation by Citygate Church for the Best of Beckenham Awards Bid.

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

94.a QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER

No questions were received.

94.b QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE

No questions were received.

95 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 5th JULY 2011

Councillor Michael Tickner noted that the names of the Members present at the last meeting were not in alphabetical order and asked that this be rectified in the future.

RESOLVED that the minutes of the meeting held on 5th July 2011 be approved.

96 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES
Report RES11076

The Committee considered progress on matters arising from the previous meetings.

In relation to Minute 78: Matters Arising from Previous Minutes and Updates, the Committee noted that a report regarding the variable messaging system for Bromley Town Centre would be considered at the December 2011 meeting.

In relation to Minute 81a: Libraries – Shared Services, the Director of Renewal and Recreation asked Members to note and endorse the joint decision with Bexley to bring forward the implementation date for the shared service to 1st January 2012. The revised start date was noted and welcomed by Members of the Committee.

A Member reported that he had heard that 5 Bromley staff would be made redundant under the shared services proposal whilst 2 Bexley staff would be made redundant. The Member had also heard that there was a possibility of Bexley taking over libraries in Croydon. The Director of Renewal and Recreation reported that he had not been aware of this and would look into the matter further.

In relation to Minute 89: Development of the Renewal and Recreation PDS Committee Work Programme 2011-2012, the Director of Renewal and

Recreation reported that a briefing note regarding feedback from the upcoming royal visit would be issued to all Members after 8th November 2011.

RESOLVED that the report be noted.

97 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

**97.a BUDGET MONITORING REPORT 2011/12
Report RR11/097**

The Portfolio Holder introduced a report outlining the latest budget monitoring position for 2011/2012 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to 31st August 2011. This showed a balanced budget. The Head of Finance reported that there continued to be a number of cost pressures but that these had been controlled through management action.

Noting the reduction in income from major planning applications, a Member questioned whether a reduction staff could be made within the Planning Department in order to reflect the reduction in planning applications. The Director of Renewal and Recreation reported that whilst there had been a reduction in income from major planning applications, the volume of planning applications remained unaltered as the Local Authority continued to receive the same number of more minor applications. This meant that the Department needed to maintain staffing levels to meet demand.

A Member questioned whether the Department had experienced any loss in income from pursuing enforcement action. The Director of Renewal and Recreation reported that where possible the Local Authority always sought to recover costs. The Chairman reported that new a enforcement proposal had been considered at the Environment PDS Committee on 4th October. This enforcement action allowed Fixed Penalty Notices to be issued which was less bureaucratic than the current systems in use.

RESOLVED that the Portfolio Holder be recommended to endorse the latest 2011/2012 budget projection for the Renewal and Recreation Portfolio.

**97.b CAPITAL PROGRAMME MONITORING FIRST QUARTER
2011/12
Report RES11100**

On 20th July 2011, the Executive received the 1st quarterly capital monitoring report for 2011/12 and agreed a revised Capital Programme for the four year period 2011/12 to 2014/15. The Portfolio Holder introduced a report highlighting the changes agreed by the Executive in respect of the Capital Programme for the Renewal and Recreation (R&R) Portfolio. The report also outlined any detailed issues relating to the 2010/11 Capital Programme

outturn, which had been reported in summary form to the June meeting of the Executive.

RESOLVED that the Portfolio Holder be recommended to note the changes agreed by the Executive in July and agree that the following post-completion reports be received later in the year:

Walnuts Leisure Centre Roof

Biggin hill Leisure Centre.

97.c PROPOSED GOVERNANCE OF CRYSTAL PALACE PARK Report DRR11/091

The Committee considered a report examining different options for the future governance of Crystal Palace park and recommending that management of the park in the form of a 'not-for-profit' organisation be further investigated. The report also suggested pursuing discussions with established and experienced organisations such as the National Trust, English Heritage and other industry sectors with a history and reputation for managing green spaces.

Recognising the complexities of the park's history, the diverse range of parties with an interest in the future of the park and the scale of resources likely to be required to implement (in all or in part) the Master Plan, the report recommended the creation of the Crystal Palace Park Management Board. This Board would be established to explore opportunities for the management, restoration, development and protection of Crystal Palace Park; recognising the site's multi-faceted historical significance and creating an environment valued and admired by local people and visitors alike.

The Director of Renewal and Recreation introduced the report and provided the Committee with the background to the proposals and an outline of the proposals. An evaluation of each of the options considered had been outlined within the report. The Committee heard that extensive consultation had been undertaken in and around Crystal Palace. The focus of work would now be on obtaining decisions surrounding governance and how to progress the project. The Director of Renewal and Recreation emphasised that the proposed Crystal Palace Park Management Board would effectively act as an advisor to the Council's Executive.

The Committee welcomed the approach that had been adopted by Officers and congratulated the Department on the thorough and well researched report that had been presented. A Member questioned whether the Corporation of London had been considered to provide Generic Regional Borough Governance. The Employment and Skills Manager reported that the remit of the Executive Board would be to explore all options. The possibility of work with the Corporation of London could be explored as part of this. Whilst acknowledging that it would require an amendment of an Act of Parliament,

Members suggested that options including varying the Lea Valley Act to permit Crystal Palace Park to receive part of the Lea Valley precept should also be explored.

A Member sought clarification surrounding the Wandle Valley Initiative, and in response the Director of Renewal and Recreation reported that LB Croydon were exploring options for regional park status. This would require Croydon to secure similar funding to that being pursued by Bromley for Crystal Palace Park and would increase the competition for the funding available.

The Committee considered the Community Organisations that would be represented on the Executive Board. The Director of Renewal and Recreation highlighted that the report was recommending that advertisements be placed for the Community Representative and appointments made from the applications received. Councillor Tom Papworth stressed that any community representatives would need to recognise that they were on the board to represent all community organisations and not just their own interests. It was suggested that a job specification would be helpful in clarifying this.

Members suggested that it would also be helpful to consider allowing community organisations to nominate their own representatives to the Board. The Director of Renewal and Recreation reported that all groups had been consulted and had broadly agreed with the recommendations outlined in the report.

Councillor Tom Papworth visiting the Committee and a Ward Member for Crystal Palace ward welcomed the report. He supported the model of a “not for profit” organisation for the park’s future governance. He also referred to the Management Board’s Stakeholder Groups having representatives from within and outside of the borough and welcomed the strengthening of Member representation to support local accountability. He suggested that residents of Crystal Palace ward make up to half of all visits to the Park and saw a primary role for ward members.

The Chairman highlighted that the Committee’s comments would be forwarded to the Executive for consideration on 19th October 2011.

RESOLVED that the report be noted.

**97.d BROMLEY ADULT EDUCATION COLLEGE REVIEW
DRR11/105**

The Portfolio Holder introduced a report which provided the Committee with an update on the progress of the review of adult education.

The Chairman welcomed Carol Arnfield, the Acting Principal, Bromley Adult Education College.

The Assistant Director, Organisational Improvement, introduced the report and outlined the options for the future provision of the service that were under consideration. The Local Authority had received the high level business cases from both Bromley Adult Education College and Bromley College of Further and Higher Education and these would now be reviewed by Officers.

The Director of Renewal and Recreation highlighted the challenges that were facing Bromley Adult Education College in the future and stressed that both options merited serious further consideration. The Local Authority needed to ensure that the service was in the best possible shape before any funding cuts took effect.

A Member asked whether a social enterprise model had been considered. The Assistant Director, Organisational Improvement reported that the possibility for a social enterprise had been considered in some detail but had been excluded on the grounds of the substantial assets held by Bromley Adult Education College.

The Committee heard that Bromley College planned to keep the Adult Education provision at Kentwood in the North of the Borough. The Assistant Director, Organisation Improvement also confirmed that consultation with users would commence once firm proposals were in place.

A Member highlighted that further education colleges and adult education colleges delivered very different types of provision aimed at different audiences, and expressed concerns with further education colleges delivering adult education. The Assistant Director, Organisational Improvement confirmed that this had been one of the key concerns of the Review Board and had been one of the issues to be addressed in the high level business plans.

In response to a question, the Assistant Director, Organisational Improvement confirmed that both the options under consideration would see a rationalisation of the provision.

The Committee considered the issues surrounding the Poverest site and the Acting Principal of Bromley Adult Education College outlined the difficulties that were experienced with the site. The Director of Renewal and Recreation confirmed that options for the future use of the site would be explored.

The Assistant Director, Organisational Improvement highlighted that Bromley Adult Education College's proposals were ambitious and if this option was to be pursued that the sustainability of the model would have to be reviewed in 18 to 24 months.

The Committee noted that a further report would be presented in December 2011.

RESOLVED that the Portfolio Holder be recommended to note the progress of the review.

97.e PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR ORPINGTON
Report DRR11/096

The Portfolio Holder introduced a report seeking Council support in principal for the establishment of a Business Improvement District (BID) in Orpington town centre, along with authorisation for officers to work alongside the Orpington Business Forum on the BID project ,and for the release of £44,310 from Section 106 funds to support this process.

The report outlined that a Business Improvement District (BID) was a mechanism for raising funds, based on an additional levy paid by business ratepayers within a defined area. The business ratepayers would vote on a BID Proposal that clearly defined how the additional income would be spent within the BID area during the term of the BID – usually 5 years. BIDs were introduced to the UK in the early 2000s and had now become an established way of managing many town centres and business areas.

Although the approach may have been appropriate for other town centres in the Borough, Orpington had been selected first because there was a well established representative group of businesses in the town – the Orpington Business Forum (OBF) - and there was a history of positive partnership working between the businesses, the Council and other town centre stakeholders. Members of the OBF had expressed a desire to pursue a BID on behalf of the town.

The Director of Renewal and Recreation emphasised that town centre management services were discretionary and that if the Bid was not supported, the Local Authority could find it difficult to support Town Centre Management in the future.

Councillor Tunnicliffe, a local Ward Councillor, reported that the proposal to establish a BID had received overwhelming support from 60 businesses within the Orpington Business Forum.

Councillor Ian Payne emphasised that it was essential that the BID was driven by local businesses and that the benefits to retailers were highlighted. The Committee heard that it would be important to clarify whether the whole Borough would be affected if the Orpington BID was unsuccessful, as there would be implications for the other town centres in Bromley.

The Director of Renewal and Recreation reported that a further update on the Orpington BID would be presented to the Committee in March 2012 but BIDs for other town centres might need to be explored before this time.

RESOLVED that the Portfolio Holder be recommended to:

- 1. Support in principal the formation of a Business Improvement District (BID) for Orpington Town Centre and approve the use of officer time to work towards the establishment of the BID.**

2. **Note the allocation of £10,000 from Outer London Fund Round 1 monies for this Financial year for BID development in Orpington.**
3. **Authorise the draw down of £44,310 from the Section 106 funding from the Nugent development, which added to the Outer London Fund money would be available to cover the costs of the BID project and footfall counting equipment.**
4. **Note the projected timescales for the establishment of an Orpington BID as outlined in paragraph 3.13 of the report, and the potential financial and personnel implications of the BID.**

**97.f BROMLEY NORTH VILLAGE PUBLIC REALM
IMPROVEMENT DESIGN FOR CONSULTATION
Report DRR11/100**

The Portfolio Holder introduced a report updating Members on progress in developing the Bromley North Village Public Realm Improvement Project, and seeking authority to undertake public consultation on the draft plans prior to submission to the Transport for London (TfL) approval process.

The Director of Renewal and Recreation emphasised that the purpose of the initiative was to attract new development and investment to the area and that as part of this, the Executive would be asked to release some funding in order to secure circa £3 million funding from Transport for London.

Whilst acknowledging the importance of consultation, a Member expressed some concerns regarding the scale of consultation that was proposed in the report. The Committee welcomed the proposals outlined in the report and stressed the importance of progressing the proposals in a timely manner.

RESOLVED that the Portfolio Holder be recommended to agree that the draft plans be used as the basis for a public consultation and the results of the consultation be reported to the Renewal and Recreation PDS Committee in December 2011, prior to submission to Transport for London.

**97.g PENGE TOWN CENTRE RENEWAL STRATEGY
Report DRR11/098**

The Portfolio Holder introduced a report seeking to inform the Committee of the scope of the proposed Penge Town Centre Renewal Strategy and the proposed timetable for production of the strategy document.

Councillor Peter Fookes, a local Ward Member, emphasised the importance of ensuring that basic services were provided such as keeping the high street clean and proactively marketing empty units.

The Committee agreed that Penge would benefit from the Round 1 Outer London Funding that had been received and Members heard that some events had been arranged for 19th December 2011 and these had been well publicised.

RESOLVED that the Portfolio Holder be recommended to approve the development of a Renewal Strategy for consultation purposes.

97.h TOWN CENTRE DEVELOPMENT UPDATE
Report DRR11/099

The Committee considered a report which provided an update on the progress made towards delivering the Town Centres Development Programme. The report outlined the detail and funding timetable for the Outer London Fund Round 2 and the feedback on the 'Invest Bromley' conference.

Councillor Julian Benington reported that he had attended the 'Invest Bromley' Conference and congratulated the Portfolio Holder on his closing speech.

The Director of Renewal and Recreation reported that in respect of Site L, further consideration should be given to the nature of any future mixed use development on the site.

The Portfolio Holder emphasised the importance of finding retailers to fill the units within Site G. The Director of Renewal and Recreation reported that the Local Authority would be seeking retailers that would compliment, rather than compete with, the retailers in the Glades.

The Head of Renewal reported that the deadline for submitting Round 2 Outer London Funding Bids had been extended. It was anticipated that Round 2 would be over subscribed and very competitive with only the most robust and high quality bids likely to be supported.

Councillor Michael Tickner proposed a third recommendation for the Beckenham Town Centre Round 2 Outer London Funding Bid:

"Consideration should be given to the creation of the stables Town Green at rear of 86-132 High Street Beckenham consisting of amenity space around a ground level river bank together with new public car parking area. "

A Councillor highlighted that the Mayor for London had also been encouraging businesses to submit bids supported by Local Authorities, and suggested that Beckenham Business Association could consider this.

RESOLVED that the Portfolio Holder be recommended to:

- 1. note the report.**
- 2. agree the content of the Round 2 funding bid to the Outer London Fund, in consultation with the Chairman of the Renewal and**

Recreation PDS Committee and the Leader of the Council, to meet the funding deadline of 14th October 2011.

- 3. agree that Executive approval be sought for agreement for any necessary matched funding that may be required, prior to submitting a bid to TfL for Area Based funding towards the Beckenham Public Realm project.**
- 4. agree that further consideration be given to the creation of the stables Town Green at rear of 86-132 High Street Beckenham consisting of amenity space around a ground level river bank together with new public car parking area.**

97.i MEMBERSHIP OF THE LOCAL JOINT NEGOTIATING COMMITTEE FOR TUTORS IN ADULT EDUCATION, 2011-2012
Report RES11116

The Portfolio Holder introduced a report seeking agreement to the 2011-2012 Local Authority Membership of the Local Joint Negotiating Committee for Tutors in Adult Education.

The Committee agreed that the following representatives:

Councillor Douglas Auld
Councillor Jane Beckley
Councillor Nicholas Bennett
Councillor Alexa Michael
Councillor Sarah Phillips
Councillor Michael Turner
Councillor Reg Adams

RESOLVED that the Portfolio Holder be recommended to appoint the following representatives to the Local Joint Negotiating Committee for Tutors in Adult Education:

**Councillor Douglas Auld
Councillor Jane Beckley
Councillor Nicholas Bennett
Councillor Alexa Michael
Councillor Sarah Phillips
Councillor Michael Turner
Councillor Reg Adams**

**98 UPDATE ON THE COUNCIL'S FINANCIAL STRATEGY
2012/2013 TO 2015/16
Report RES11105**

At its meeting on 7th September 2011 the Executive considered a report by the Director of Finance (RES11075) updating members on the Council's financial strategy and the various issues that would continue to shape it over the medium and longer term. This was the first in a series of reports leading up to the final budget proposals to be considered in February 2012.

The report gave the latest budget projections and highlighted the further budget gap identified for 2012/13 to 2014/15. The Executive resolved that the report be referred to individual PDS Committees for their consideration and that any comments be reported back to the Executive.

Councillor Reg Adams highlighted the reduction in funding faced by Bromley Arts Council. The Director of Renewal and Recreation confirmed that the reduction in grant would be phased in over a three year period as agreed with Bromley Arts Council. The Committee highlighted the importance of ensuring that outside bodies were provided with sufficient notice of reductions in grants.

RESOLVED that the report be noted.

**99 BUSINESS PLAN - UPDATE
Report DRR11/092**

The Committee considered the Renewal and Recreation Business Plan 2011/2012 Monitoring Report for Quarter 1.

In response to a question, the Director of Renewal and Recreation reported that the recent office accommodation move had caused delays in minor planning applications, however action had been taken to rectify these delays.

RESOLVED that the progress made towards the delivery of actions agreed in the Renewal and Recreation Business Plan 2011/2012 for Quarter 1 be noted.

**100 RENEWAL AND RECREATION PDS WORK PROGRAMME
Report RES11077**

The Committee considered its work programme for 2011/2012. Members of the Committee agreed that the following items should be added to the Committee's agenda for December 2011:

- Variable Messaging system
- Bromley North Village Public Realm Improvements.
- Bromley Adult Education College Review
- Town Centre Markets (Charter Market).

RESOLVED that the updates to the work programme outlined above be noted.

101 SCRUTINY OF THE AGENDA FOR THE MEETING OF BROMLEY ECONOMIC PARTNERSHIP ON 18TH OCTOBER 2011

The Committee noted the agenda for the Bromley Economic Partnership on 18th October 2011.

102 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006, AND THE FREEDOM OF INFORMATION ACT 2000

RESOLVED that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information

103 EXEMPT MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE HELD ON 5TH JULY 2011

RESOLVED that the Exempt minutes from the meeting held on 5th July 2011 be agreed.

**103.a 28 BECKENHAM ROAD, BECKENHAM
Report DRR11/101**

The Committee considered the report and supported the recommendations.

**103.b 3 FILEY CLOSE, BIGGIN HILL / LAND AT YORK ROAD,
BIGGIN HILL - DIRECT ACTION**

The Committee considered the report and supported the recommendations.

The Meeting ended at 10.25 pm

Chairman

Agenda Item 5

Report No.
RES11127

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 13th December 2011

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

Title: **MATTERS ARISING**

Contact Officer: Keith Pringle, Democratic Services Officer
Tel: 020 8313 4508 E-mail: keith.pringle@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

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

2. RECOMMENDATION

2.1 The Committee is asked to consider progress on matters arising from previous meetings.

Non-Applicable Sections:	Policy, Financial, Legal and Personnel
Background Documents: (Access via Contact Officer)	-

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: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054
 5. Source of funding: Existing 2011/12 budget.
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Staff

1. Number of staff (current and additional): There are 9 posts (8.22 fte) 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 Members of this Committee.
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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>
83b. Norman Park: Multi-hub site (from the meeting held on 5 th July 2011)	That a further report be brought detailing the outcome of the tendering process and details of the proposals received.	This item to be considered at a future meeting.	Assistant Director Renewal and Recreation	TBA
97d. Bromley Adult Education College Review (from the meeting held on 11 th October 2011)	A further report would be presented in December 2011.	Please see report for the current meeting.	Acting Principal, Bromley Adult Education College	December 2011
97e. Proposed Business Improvement District for Orpington (from the meeting held on 11 th October 2011)	A further update on the Orpington BID would be presented to the Committee in March 2012.	Report scheduled for March 2012.	Head of Town Centre Management and Business Support	March 2012
97f. Bromley North Village Public Realm Improvement Design for Consultation (from the meeting held on 11 th October 2011)	The Portfolio Holder be recommended to agree that the draft plans be used as the basis for a public consultation and the results of the consultation be reported to the Renewal and Recreation PDS Committee in December 2011, prior to submission to Transport for London.	An update on progress with the consultation is included in the report for the current meeting. The formal consultation is open until 23 rd December 2011 and further updates will be provided at future meetings.	Head of Town Centre Renewal	December 2011 and at future meetings to be advised.

<p>100. R&R PDS Work Programme (from the meeting held on 11th October 2011)</p>	<p>Members of the Committee agreed that the following items should be added to the Committee's agenda for December 2011:</p> <ul style="list-style-type: none"> • Variable Messaging system • Bromley North Village Public Realm Improvements. • Bromley Adult Education College Review • Town Centre Markets (Charter Market). 	<p>Reference is made in the current meeting agenda to all items opposite except for "Town Centre Market (Charter Market)" – a report on "Town Centre Markets and Activities" is scheduled for the Committee's meeting on 27th March 2012.</p>	<p>Head of Town Centre Management and Business Support</p>	<p>March 2012</p>
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Agenda Item 6

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

BUDGET MONITORING REPORT 2011/12

Reference Report:

Budget Monitoring Report 2011/2012

Decision:

That the latest 2011/2012 budget projection for the Renewal and Recreation Portfolio be endorsed.

Reasons:

The Resources Portfolio Plan for 2011/2012 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 four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control; continues to be exercised in 2011/2012 to minimise the risk of compounding financial pressures in future years.

The proposed decision was scrutinised by the REnewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11020

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

CAPITAL PROGRAMME MONITORING FIRST QUARTER 2011/12

Reference Report:

CAPITAL PROGRAMME MONITORING FIRST QUARTER 2011/12

Decision:

That the changes agreed by the Executive in July be noted and that the following post-completion reports be received later in the year:

Walnuts Leisure Centre Roof
Biggin Hill Leisure Centre

Reasons:

Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for investment provide value for money and match Council plans and priorities.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11021

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

BROMLEY ADULT EDUCATION COLLEGE REVIEW

Reference Report:

BROMLEY ADULT EDUCATION COLLEGE REVIEW

Decision:

That the progress of the review and comments on shortlisted options currently subject to detailed analysis be noted.

That a further report with a recommendation for the sustainable business model to be used for adult education in the future be considered at the Renewal and Recreation PDS meeting in December 2011.

Reasons:

The work of the Adult Education College contributes to Bromley's Building vision of remaining a place where people choose to live and do business, maximising the opportunities that all residents have to lead fulfilling and independent lives. Any future changes to the operating model of the Adult Education College must be set in the context of this vision and the political priority associated with maintaining a high quality, varied and accessible adult education offer.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11022

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR ORPINGTON

Reference Report:

PROPOSED BUSINESS IMPROVEMENT DISTRICT FOR ORPINGTON

Decision:

1. That the formation of a Business Improvement District (BID) for Orpington Town Centre be supported in principle and the use of officer time to work towards the establishment of the BID be approved.
2. That the allocation of £10,000 from Outer London Fund Round 1 monies for this financial year for BID development in Orpington be noted.
3. That the draw down of £44,310 from the Section 106 funding from the Nugent development be authorised, which added to the Outer London Fund money will be available to cover the costs of the BID project and footfall counting equipment.
4. That the projected timescales for the establishment of an Orpington BID as outlined in paragraph 3.13 of the report, and the potential financial and personnel implications of the BID be noted.

Reasons:

The introduction of a Business Improvement district for Orpington seeks to support the Council's key Building a Better Bromley objective of 'vibrant, thriving town centres', since the outcome of a successful BID campaign would be the establishment of a BID company with the success and vibrancy of Orpington town centre as its main purpose. The BID would provide a means for a sustainable funding stream which the businesses could use collectively to enhance the town centre.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11023

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

BROMLEY NORTH VILLAGE PUBLIC REALM IMPROVEMENT DESIGN FOR CONSULTATION

Reference Report:

BROMLEY NORTH VILLAGE PUBLIC REALM IMPROVEMENT DESIGN FOR CONSULTATION

Decision:

That the draft plans be used as the basis for a public consultation and the results of the consultation be reported to the Renewal and Recreation PDS Committee at a later date, prior to submission to Transport for London.

Reasons:

The development of the Renewal Strategy and Improvement Plan are consistent with policy objectives set out in Building a Better Bromley and the Renewal and Recreation Portfolio Plan 2010/2011.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11024

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

PENGE TOWN CENTRE RENEWAL STRATEGY

Reference Report:

PENGE TOWN CENTRE RENEWAL STRATEGY

Decision:

That the development Renewal Strategy for consultation purposes be approved.

Reasons:

The development of the Renewal Strategy and Improvement Plan for Penge are entirely consistent with Policy Objectives set out in Building A Better Bromley 2011 and Renewal & Recreation Portfolio Plan 2011/12.

The emerging Borough-wide Core Strategy, which has just concluded its initial consultation on issues will develop alongside the renewal strategy, which itself looks specifically at the regeneration of Penge Town Centre, and both support the Building a Better Bromley priority of providing vibrant and thriving town centres.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11025

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

TOWN CENTRE DEVELOPMENT UPDATE

Reference Report:

TOWN CENTRE DEVELOPMENT UPDATE

Decision:

That the report be noted.

That the content of the Round 2 funding bid to the Outer London Fund should be agreed, in consultation with the Chairman of the Renewal and Recreation PDS Committee and the Leader of the Council, to meet the funding deadline of 14th October 2011.

That Executive approval be sought for agreement for any necessary matched funding that may be required, prior to submitting a bid to TfL for Area Based Funding towards the Beckenham Public Realm project.

That a third proposal be added to the Beckenham bid for creation of the stables Town Green at rear of 86-132 High Street Beckenham consisting of amenity space around a ground level river bank together with new public car parking area. This bid for £1.7 million to cover acquisition of land and a capital scheme to redevelop as above.

Reasons:

Work delivering the Town Centres Draft Development Programme is entirely consistent with Policy Objectives set out in Building A Better Bromley 2011 and Renewal & Recreation Portfolio Plan 2011/12. The work of the Renewal Group links to the Building a Better Bromley priorities by working towards the provision of Vibrant and Thriving Town Centres.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011

Implementation Date (subject to call-in): 19 Oct 2011

Decision Reference: RR11028

LONDON BOROUGH OF BROMLEY

STATEMENT OF EXECUTIVE DECISION

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

MEMBERSHIP OF THE LOCAL JOINT NEGOTIATING COMMITTEE FOR TUTORS IN ADULT EDUCATION, 2011-2012

Reference Report:

MEMBERSHIP OF THE LOCAL JOINT NEGOTIATING COMMITTEE FOR TUTORS IN ADULT EDUCATION, 2011-2012

Decision:

That the following Members be appointed to the Local Joint Negotiating Committee for Tutors in Adult Education:

Councillor Douglas Auld
Councillor Jane Beckley
Councillor Nicholas Bennett
Councillor Alexa Michael
Councillor Sarah Phillips
Councillor Michael Turner
Councillor Reg Adams

Reasons:

Each municipal year it is necessary to appoint the annual local authority membership for the Joint Committee and in accordance with the Committee's constitution, there are seven elected local authority representatives (sic from the Conservative Group and one from the Liberal Democrat group) in addition to seven representatives of the tutors.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 11th October 2011 and the Committee supported the proposal.

.....
Councillor Peter Morgan
Portfolio Holder for Renewal and Recreation

Mark Bowen
Director of Resources
Bromley Civic Centre
Stockwell Close
Bromley BR1 3UH

Date of Decision: 12 Oct 2011
Implementation Date (subject to call-in): 19 Oct 2011
Decision Reference: RR11029

Report No.
DRR11/140

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

**For Pre-decision scrutiny by the Renewal & Recreation PDS
Committee on 13 December 2011**

Date: 13 December 2011

Decision Type: Non-Urgent Executive Non-Key

Title: BUDGET MONITORING 2011/12

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 2011/12 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to 31st October 2011. This shows a projected underspend of £181k.

2. **RECOMMENDATION**

The Portfolio Holder is requested to endorse the latest 2011/12 budget projection for the Renewal & Recreation Portfolio.

Corporate Policy

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

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: £19.4m
 5. Source of funding: Existing revenue budgets
-

Staff

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

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
-

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.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The 2011/12 projected outturn is detailed in Appendix 1, with a forecast of projected spend for each division compared to the 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.

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 2011/12 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 projected to be underspent by £180k. Some of the major variations are summarised below with more detailed explanations included in Appendix 1.
- 5.2 Reduced activity in building control is continuing due to the on-going effect of the recession. Income is expected to be £201k below budget and is being offset by £201k savings as a result of sustained management action such as holding 3.5fte vacant.
- 5.3 Income for planning applications is below budget and a shortfall of £450k is projected. This is being partly offset by savings from management action including holding the equivalent of 8fte posts vacant. Further savings from part year vacancies and management action within the Recreation service and other areas within the Planning division have offset this variation.
- 5.4 Now that the Field Study Centre is no longer used by recreation, the grant funding for the New Deal (Welfare to Work) scheme has now been reconciled and settled by the Careers Development Group (CDG). A provision of £150k was set aside to meet potential grant repayments due, however CDG have only claimed for a backdated payment of £6k. This has left a balance of the provision £144k together with a surplus of grant of £6k for the current year.
- 5.5 Members should note that this surplus does not need to be paid back. Basically the grant paid is based on the number of successful outcomes in respect of the clients that attended the programme. The amount of grant more than covered the costs incurred by the authority.
- 5.6 A report will be presented to a future Executive meeting, requesting that Members consider using the grant surplus of £150k to set up an earmarked reserve which can be used as a contribution towards the costs of a special project in 2012/13.
- 5.7 Other variations include £58k within libraries and the Town Centre and Business Support sections due to vacancies.
- 5.8 A more detailed explanation of the variances is attached in Appendix 1.
- 5.9 As a result of the Government withdrawing the statutory fee for personal searches in August 2010, the full year effect of the loss of income will be £102k. A request will be submitted to the Executive to draw down part of a specific contingency which was set aside for the likely event of the withdrawal of this statutory fee which currently has a balance of £162k.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	2011/12 budget monitoring files within ES finance section

Renewal and Recreation Budget Monitoring Summary

2010/11 Actuals £	Division Service Areas	2011/12 Original Budget £	2011/12 Latest Approved £	2011/12 Projection £	Variation £	Notes	Variation Last Reported £	Full Year Effect £
(291)	Adult Education Centres	(401)	(401)	(401)	0		0	0
(291)	Adult Education Centres	(401)	(401)	(401)	0		0	0
(142)	Planning	(31)	(31)	(31)	0	1	0	0
(237)	Building Control	(275)	(275)	(275)	0	2	0	0
1,208	Land Charges	979	953	1,091	138	3	193	0
1,401	Planning	1,371	1,471	1,352	(119)	4	(109)	0
2,230	Renewal	2,044	2,118	2,137	19		84	0
2,892	Recreation	2,644	2,644	2,503	(141)	5	(6)	0
5,251	Culture	5,326	5,327	5,297	(30)	6	(50)	0
373	Libraries and Museums	339	392	364	(28)	7	(28)	0
8,516	Town Centre Management & Business Support	8,309	8,363	8,164	(199)		(84)	0
10,455	TOTAL CONTROLLABLE FOR RENEWAL AND RECREATION	9,952	10,080	9,900	(180)		0	0
5,310	TOTAL NON CONTROLLABLE	6,777	7,008	7,007	(1)		(1)	0
2,531	TOTAL EXCLUDED RECHARGES	2,358	2,358	2,358	0		0	0
18,296	PORTFOLIO TOTAL	19,087	19,446	19,265	(181)		(1)	0

Reconciliation of latest approved budget	£'000
Original budget 2011/12	19,087
Supplementary estimate for capital accounting adjustment relating to Government Grants Deferred	320
Carry forward of funds relating to Local Development Framework	100
Carry forward of funds relating to Town Centre events	53
Post transfer to Resources	(25)
Realignment of Property Rental Income	(2)
Non-Controllable virements for Property (Libraries)	(87)
Latest Approved Budget for 2011/12	19,446

Renewal & Recreation - Variations as at 31 October 2011**1. Building Control £0k**

A shortfall of income of £201k is projected due to the recession and is being offset by savings of £201k from management action to reduce costs, including holding 3.5fte vacant.

2. Land Charges £0k

As a result of the Government withdrawing the statutory fee for personal searches in August 2010, the full year effect of the loss of income will be £102k. A request will be submitted to the Executive to draw down part of a contingency which was set aside for the likely event of the withdrawal of this statutory fee which currently has a balance of £162k.

3. Planning Dr £138k

Income from non-major planning applications seem to be decreasing compared to 2010/11, £326k has been received in the seven months to 31st October compared to £383k received for the same period in 2010/11. The income is therefore expected to be at least £390k lower than the budget, (an early warning is that this could be as high as £500k).

Income received from major applications in the seven months to 31st October is £108k compared to £83k received in the same period in 2010/11. Officers have given details of potential income totalling £139k for the remainder of the financial year, which would give total income of £247k against a budget of £300k.

For information, £393k was received for major applications during 2009/10 and £236k for 2010/11.

The budget option relating to the introduction of new fees for pre-application meetings for non-majors is generating the level of income expected and the target of £30k should be achieved.

Management action taken includes holding 8 fte posts vacant and reducing spend on running expenses totalling Cr £304k.

Summary of Planning variations	Variation £'000
Effect of holding 8 FTE's vacant within Planning	(226)
Shortfall of income from planning fees	450
Miscellaneous income	(8)
Underspends on transport and supplies, services from Management action within Planning	(78)
Total variation	138

4. Renewal Cr £119k

The £119k underspend on Renewal relates to staffing due to part year effect of early retirement of £57k, portfolio holder initiatives of £51k and other expenditure budgets of £11k. This is being used to offset the net shortfall of income from planning applications.

5. Culture Cr £141k

There is a minor £9k overspend on running expenses which is being offset by the underspend from libraries.

There is a £150k underspend on grant funding received for the Field Studies Centre, which is the result of a sundry creditor of £78k for the repayment of the 2010/11 grant not having to be repaid, a provision to repay grant for travel allowances was not fully required resulting in a 66k underspend and a surplus of £6k on the grant received in 2011/12 not being fully spent.

A report will be submitted to a future meeting of the Executive to request that Members consider setting up an earmarked reserve of £150k which can be used as a contribution towards the costs of a special project in 2012/13.

6. Libraries & Museums Cr £30k

The £30k underspend on Libraries relates to part year vacancies.

7. Town Centre Management & Business Support Cr £28k

The £28k underspend relates to management action to hold a post vacant for the remainder of the financial year in order to balance the shortfall on income under Planning.

Report No.
RES11146

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

For pre-decision scrutiny by the Renewal & Recreation PDS Committee on

Date: 13th December 2011

Decision Type: Non-Urgent Executive Non-Key

Title: CAPITAL PROGRAMME MONITORING - Q2 2011/12

Contact Officer: Martin Reeves, Principal Accountant (Technical & Control)
Tel: 020 8313 4291 E-mail: martin.reeves@bromley.gov.uk

Chief Officer: Director of Resources

Ward: All

1. Reason for report

On 16th November 2011, the Executive received the 2nd quarterly capital monitoring report for 2011/12 and agreed a revised Capital Programme for the four year period 2011/12 to 2014/15. This report highlights in paragraphs 3.1 to 3.4 changes agreed by the Executive in respect of the Capital Programme for the Renewal & Recreation (R&R) Portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are included at Appendix B.

2. **RECOMMENDATIONS**

The Portfolio Holder is asked to endorse the changes agreed by the Executive in November and to confirm that the following post-completion reports be received later in the year:

Walnuts Leisure Centre – roof

Biggin Hill Leisure Centre

Corporate Policy

1. Policy Status: Existing policy. Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.
 2. BBB Priority: Excellent Council.
-

Financial

1. Cost of proposal: Estimated cost N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: N/A (Capital Programme)
 4. Total current budget for this head: £Total £15.6m for the Renewal & Recreation Portfolio over four years 2011/12 to 2014/15
 5. Source of funding: Capital grants, capital receipts and revenue contributions
-

Staff

1. Number of staff (current and additional): N/A
 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 applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
-

Ward Councillor Views

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

3. COMMENTARY

Capital Monitoring – variations reported to the Executive on 16th November 2011

3.1 A revised Capital Programme was considered by the Executive on 16th November, following a detailed monitoring exercise carried out after the 2nd quarter of 2011/12. The base position was the revised programme approved by the Executive on 20th July 2011, as amended by any variations approved at subsequent Executive meetings. In response to the major level of slippage at the end of 2010/11, the process has been made more robust by the introduction of considerably more challenge and review. The monitoring exercise resulted in a number of amendments to the approved programme for the R&R Portfolio and these are shown in the table below. Further details are included in paragraphs 3.2 to 3.4. The revised Programme for the R&R Portfolio is attached as Appendix A and comments on individual schemes, together with latest expenditure figures, are shown in Appendix B.

	2011/12	2012/13	2013/14	2014/15	TOTAL
	£000	£000	£000	£000	£000
Approved Programme (Executive 20/7/11)	7,606	3,185	4,280	10	15,081
Add: Former Chartwell Business Centre (approved by Executive 20/7/11)	300	-	-	-	300
Addition of New Schemes (para 3.2)					
- GLA Outer London Fund – Town Centres	226	-	-	-	226
Funding of 2010/11 Overspend para 3.3)					
- Walnuts Leisure Centre roof	-	-	-	-	-
Re-phasing of Expenditure (para 3.4)					
- Pavilion Leisure Centre redevelopment	-1,069	1,069	-	-	-
Revised R&R Capital Programme	7,063	4,254	4,280	10	15,607

3.2 GLA Outer London Fund support for town centres (addition of £226k in 2011/12)

In August, the Council was notified by the GLA that its bid for funding from the Outer London Fund had, in part, been successful. The total grant approved by the GLA was some £470k, of which £226k relates to capital funding for the provision of Christmas lights in 2011/12 and in later years, comprising £133k for Bromley Town Centre, £45k for Penge Town Centre and £48k for Orpington Town Centre. The remaining £244k is to cover one-off revenue expenditure in those town centres. The bids for Beckenham Town Centre and Crystal Palace were unsuccessful. On 16th November, the Executive approved the inclusion of the capital grant of £226k in the 2011/12 Capital Programme.

3.3 Funding arrangements for capital scheme overspends in 2010/11

In the Q1 capital monitoring report on 20th July 2011, the Executive was informed that the Walnuts Leisure Centre roof scheme was overspent by £57k as at 31st March 2011 and was advised that officers were looking at options to fund the overspend. The comments in Appendix B include details of how the overspend arose and the Executive agreed in November that a revenue contribution from the 2011/12 decoration programme be used to cover this. This has no impact on the overall Capital Programme. A post completion report on the scheme will be submitted to this PDS Committee before the end of 2011/12.

3.4 Scheme Rephasing

In final outturn reports in June and July, the Executive and all the PDS Committees were informed of the major slippage at the 2010/11 year end, as a result of which some £25.2m had been rephased from 2010/11 into 2011/12. Some £1.2m of this related to R&R Portfolio schemes, mainly comprising slippage on the Orpington Library relocation scheme (£0.8m) and on the Central Library roof scheme (£0.2m). Members were advised that slippage of capital

spending estimates has been a recurring theme over the years and it is clear that a more realistic approach towards anticipating slippage still needs to be taken. This is the first monitoring report since July and, as reported, additional challenge and review has been introduced into the process. This has resulted in the changes set out above and also in an additional appendix (Appendix B) that provides an update on the progress of all schemes in the R&R Portfolio Capital Programme. Schemes are now being monitored more closely and, in this quarter, £1.1m of planned expenditure on the redevelopment of the Pavilion Leisure Centre has been rephased from 2011/12 into 2012/13. These are listed in the table in paragraph 3.1 and comments on all schemes in this portfolio's Programme are included in Appendix B.

Post-Completion Reports

3.5 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. Following the major slippage of expenditure at the end of 2010/11, Members have confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. At the October meeting, the PDS Committee agreed that post-completion reports on the following schemes should be submitted during 2011/12:

Walnuts Leisure Centre – roof

Biggin Hill Leisure Centre

This will continue to be included in quarterly monitoring reports to the Executive and to the PDS Committee until the post-completion report is submitted.

4. POLICY IMPLICATIONS

4.1 Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 16th November 2011. Changes approved by the Executive to the Capital Programme for the R&R Portfolio are set out in the table in paragraph 3.1.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns October 2011. Approved Capital Programme (Executive 20/7/11). Capital Programme Outturn 2010/11 report (Executive 22/6/11). Q2 Capital Monitoring Report 2011/12 (Executive 16/11/11)

RENEWAL & RECREATION PORTFOLIO - APPROVED CAPITAL PROGRAMME as at 16th NOVEMBER 2011								
Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.11	Estimate 2011/2012	Estimate 2012/2013	Estimate 2013/2014	Estimate 2014/2015	Responsible Officer	Remarks
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
LIBRARIES & MUSEUMS								
Central Library/Churchill Theatre - chillers and controls	460	3	457				Cliff Jones	
Central Library - renew roof covering	210	0	210				Cliff Jones	
Orpington library relocation	1944	1084	860				John Turner	LABGI £1,022k, S106/Town Centre Imp. fund £699k, £223k LBB
Bromley Museum at the The Priory	3000	0	180	50	2770		Colin Brand	Extension of existing museum into former Orpington Library site; £2,700k HLF funding
TOTAL LIBRARIES & MUSEUMS	5614	1087	1707	50	2770	0		
LEISURE TRUST CLIENT - RECREATION								
Newstead Wood Tennis Centre	2142	2115	27				Cliff Jones	NOF/LTA/BTF/Kent LTA/Newstead Wood School £1,820k
Leisure Centres								
Walnuts Leisure Centre - roof #	1357	707	0				Cliff Jones	Landlord resp under Bromley MyTime lease; £57k revenue cont in 11/12
Biggin Hill Leisure Centre	5038	4820	218				Colin Brand	
Pavilion Leisure Centre - redevelopment & refurbishment	5500	31	4275	1194			John Turner	£5.5m approved by Council 29/6/10; £3m from revenue budget
TOTAL LEISURE TRUST CLIENT	14037	7673	4520	1194	0	0		
Feasibility Studies	40	0	10	10	10	10	Marc Hume	
OTHER								
Bromley North Village Public Realm Improvements	4800	0	300	3000	1500		Kevin Munnelly	Renewal and improvement of Bromley North; £3,390k TfL funding
Former Chartwell Business Centre, Central Depot - improvement works	300	0	300				John Turner	Invest to Save (Executive 20/7/11)
Outer London Fund - Bromley Town Centre	133	0	133				Kevin Munnelly	Christmas lights - 100% GLA Outer London Fund grant
- Penge Town Centre	45	0	45				Kevin Munnelly	Christmas lights - 100% GLA Outer London Fund grant
- Orpington Town Centre	48	0	48				Kevin Munnelly	Christmas lights - 100% GLA Outer London Fund grant
TOTAL OTHER	5326	0	826	3000	1500	0		
TOTAL RENEWAL & RECREATION PORTFOLIO	25017	8760	7063	4254	4280	10		
Schemes overspent as at 31/03/2011 (under review)								
Walnuts Leisure Centre roof £57k								

RENEWAL & RECREATION PORTFOLIO - APPROVED CAPITAL PROGRAMME as at 16th NOVEMBER 2011					
Capital Scheme/Project	2011/2012				COMMENTS FOR Q2 MONITORING
	Actual to 31.3.11 £'000's	Approved Estimate (July) £'000's	Actual to 31/10/11 £'000's	Revised Estimate £'000's	
LIBRARIES & MUSEUMS					
Central Library/Churchill Theatre - chillers and controls	3	457	0	457	Works postponed. Members considering the future of the building.
Central Library - renew roof covering	0	210	0	210	Budget no longer required; will be deleted in Q3.
Orpington library relocation	1084	860	751	860	It is likely there will need to be a minor element of re-phasing. The retention on the main contract is due for payment at the end of the defects liability period, which expires in April 2012, and some £36,000 will be expended in 2012/13.
Bromley Museum at the The Priory	0	180	0	180	Initial first round application was not successful, resubmission of 1st stage application to HLF in March 2012 subject to member approval
TOTAL LIBRARIES & MUSEUMS	1087	1707	751	1707	
LEISURE TRUST CLIENT - RECREATION					
Newstead Wood Tennis Centre	2115	27	0	27	Retention monies remain. On hold, re School now Academy, disputing ownership of Centre
<u>Leisure Centres</u>					
Walnuts Leisure Centre - roof #	707	0	0	0	Overspend of £57k at 31/10/11 to be funded by revenue External Decorations programme, contribution to capital. The budget was set up to carry out these works as one project, but, for operational reasons the works had to be let as two separate projects (Phase 1 & 2). The impact has not allowed full economy of scale savings on the larger project, as well as then incurring a further set of contractor's preliminary costs on the secondary phase. Furthermore, it was originally intended to connect to the existing internal rainwater system, but this was found to be heavily corroded and in need of replacement, which added significant costs to this project.
Biggin Hill Leisure Centre	4820	218	3	218	In dispute with contractor £30k to be paid soon, will hopefully know further detail by Q3
Pavilion Leisure Centre - redevelopment & refurbishment	31	5344	1214	4275	Confirmation on budget and on target for completion on 30.3.12
TOTAL LEISURE TRUST CLIENT	7673	5589	1217	4520	
Feasibility Studies	0	10	0	10	
OTHER					
Bromley North Village Public Realm Improvements	0	300	0	300	TFL Funded, needs to be spent by 31st March 2012. Bulk of spend will be in Qtr 4
Former Chartwell Business Centre, Central Depot - improvement works	0	0	0	300	Approval given for capital funding of £300,000 (Executive 20/7/11) on a spend to save basis for the enhancements required to make the former Chartwell Business Centre suitable for occupation by the street cleansing services. There are unresolved planning issues and a request will be made in Q3 to c/fwd the budget to 12/13.
Outer London Fund - Bromley Town Centre	0	0	5	133	Will be spent by 31st March 2012. Tenders have been submitted
- Penge Town Centre	0	0	0	45	Will be spent by 31st March 2012. Tenders have been submitted
- Orpington Town Centre	0	0	0	48	Will be spent by 31st March 2012. Tenders have been submitted
TOTAL OTHER	0	300	5	826	
TOTAL RENEWAL & RECREATION PORTFOLIO	8760	7606	1973	7063	
<u>Schemes overspent as at 31/03/2011 (under review)</u>					
Walnuts Leisure Centre roof £57k					

Report No.
DRR11/134

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation Portfolio Holder

For Pre-Decision Scrutiny by the Renewal & Recreation PDS Committee on:

Date: 13th December 2011

Decision Type: Non-Urgent Executive Non-Key

Title: **RENEWAL & RECREATION BUSINESS PLAN 2011/12
MONITORING REPORT - QUARTER 2**

Contact Officer: Hannah Jackson, Project Officer
Tel: 0208 313 4456 E-mail: hannah.jackson@bromley.gov.uk

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

Chief Officer: Marc Hume, Director: Renewal & Recreation

Ward: All

1. Reason for report

1.1 This report outlines the Renewal & Recreation Business Plan 2011/12 Monitoring Report for Quarter 2 (**Appendix 1**).

2. RECOMMENDATIONS

2.1 The Renewal & Recreation Portfolio Holder is asked to:

- Note the progress made towards the delivery of actions agreed in the Renewal & Recreation Business Plan 2011/12 for Quarter 2 as described in the monitoring report (**Appendix 1**)
- Approve new actions for addition to the Renewal & Recreation Business Plan 2011/12.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Vibrant Thriving Town Centres. Supporting Independence and an Excellent Council.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Renewal & Recreation/Resources Portfolios
 4. Total current budget for this head: £10.1m (R & R) and £992k (Resources)
 5. Source of funding: Existing controllable revenue budget 2011/12 plus external resources where identified
-

Staff

1. Number of staff (current and additional): 325 FTE (R&R Portfolio) + 47 FTE (Resources Portfolio)
 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): all those resident in the London Borough of Bromley
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 This report outlines the Renewal & Recreation Business Plan 2011/12 Monitoring Report for Quarter 2 (**Appendix 1**). Actions in the Renewal and Recreation Business Plan 2011/12 identified as priorities in Quarter 2 are reported together with updates provided by lead officers.
- 3.2 At their meeting on 11th October 2011, the Renewal & Recreation Policy Development and Scrutiny Committee considered the Renewal & Recreation Business Plan 2011/12 Monitoring Report for Quarter 1 and agreed the continued implementation of a traffic light system to provide a clear indication of the level of achievement in relation to milestones and targets. This has been applied to those set for attainment in Quarter 2.
- 3.3 The monitoring report also identifies new actions, milestones and targets for inclusion in the Renewal & Recreation Business Plan 2011/12. In this quarter, Bromley Adult Education College reviewed their performance for the 2010/11 academic year and following self assessment have set new milestones and targets for the 2011/12 academic year. These will be carried over into the Renewal & Recreation Business Plan for 2012/13 as a final report will be provided in the first quarter of the next financial year. In the meantime, monitoring information will be provided where appropriate. The Portfolio Holder is asked to approve these additions to the Renewal & Recreation Business Plan 2011/12.

4. POLICY IMPLICATIONS

- 4.1 The monitoring report comments on the delivery of the Renewal & Recreation Business Plan's outcomes, aims and actions which contribute towards 'Building a Better Bromley' priorities and towards meeting relevant legislative requirements.

5. FINANCIAL IMPLICATIONS

- 5.1 The Renewal & Recreation Business Plan 2011/12 referred to in **Appendix 1**, will be implemented using the agreed controllable revenue budget for 2011/12 for both the Renewal and Recreation Portfolio and the Resources Portfolio (Property), together with any additional external funding that officers secure throughout the year.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	<ul style="list-style-type: none">• Renewal & Recreation Business Plan 2011/12• Renewal & Recreation Business Plan 2011/12 Monitoring Report for Quarter 1• Building a Better Bromley 2011/12

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Renewal & Recreation

BUSINESS PLAN 2011/12

MONITORING REPORT

Quarter 2: 06/07/2011 – 05/10/2011

INTRODUCTION

Renewal & Recreation Business Plan monitoring reports are designed to track progress made against actions identified in the Renewal & Recreation Business Plan 2011/12. The completion of these actions is integral to the delivery of the department's strategic outcomes for 2011/12 and for our key priority: 'a vibrant, thriving borough'.

This report highlights and reports against the milestones and targets set for attainment in Quarter 2. Lead officers have provided a progress update which identifies developments in the delivery of projects and services. Each progress update is also scrutinised by a traffic light (Red/Amber/Green) system to provide a clear indication of the level of achievement.

Progress achieved	Traffic light status
Milestone/target is not achieved and is more than 10% away from being achieved	R
Milestone/target is close to being achieved and is within 10% of being achieved	A
Milestone/target achieved or exceeded	G

This report also recommends new actions are added to the plan where work has been undertaken in response to opportunities or challenges within the remit of the portfolio. During this quarter, Bromley Adult Education College have reviewed their targets for the 2010/11 academic year (reported on in Quarter 1) and set their new targets for the 2011/12 academic year.

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OUTCOME 1: VIBRANT AND THRIVING TOWN CENTRES

Aim 1a: Delivery of the first phase of the Bromley Area Action Plan				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Review and market test development options for Site G west of the High Street and market the site with a view to procuring and selecting a long term Development Partner	Kevin Munnelly	Confirm the development proposition by September 2011.	A draft development proposition has been produced and consultation with members has taken place. Further development work is being progressed in light of member's suggestions and will be achieved in Quarter 3.	A
Work with Network Rail and South Eastern to agree improvement plans and secure implementation at Bromley South station upgrades (Site J)	Kevin Munnelly/ Iain Forbes	Approve Prior Notification application by August 2011	The prior notification application has been approved and work is due to start in November with step free access to the station being delivered in time for the Olympics.	G
		Agree lease extension by August 2011	Negotiations on the lease extension are ongoing following the content of the prior notification application.	A
		Examine parking enforcement options by August 2011	Negotiations on parking enforcement options are ongoing following the content of the prior notification application.	A
Work with site owners to agree a scheme proposal for Site L (DHSS building & Bromley Christian Centre) that is in conformity with the adopted planning framework	Kevin Munnelly	Establish joint project team meetings with Trillium Real and Bromley Christian Centre by August 2011.	Project team meetings have been established. The developer has indicated that it is their intention to submit a planning application in 2012. Pre-application meeting with the development team took place in this quarter.	G
		Agree work programme by August 2011	There exist substantial planning issues that will need resolving before a work programme can be agreed. Work is under way to resolve these issues.	A

Aim 1b:		Continue to support and develop the vitality of Orpington		
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Promote the useage of the relocated library in partnership with local businesses	Martin Pinnell/Tim Woolgar	To maintain high levels of usage in the newly refurbished library.	In the four full months since the newly refurbished Orpington library opened, the number of items issued has increased by 10% each month and visitor numbers by 80% each month compared with the equivalent period last year.	G
Finalise proposals for the Bromley Museum and old library site, including submission of a £3million Heritage Lottery Fund bid.	Colin Brand	Receive notification on success of first round application from the Heritage Lottery Fund in September 2011	The Council was advised on 27 th September 2011 that its first round application had been unsuccessful. Demand for funding out stripped the available Heritage Lottery Fund budget. A report elsewhere on the agenda for the R&R PDS Committee sets out a further direction of travel for the museum.	G
	Colin Brand	Facilitate relocation of the Police to the vacant library in September 2011	Detailed proposals are currently being drawn up by the Police and these will be subject scrutiny at a future meeting of the Executive and Resources Committee.	A

Aim 1c:		Promote and support the vitality of all town centres			
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)	
Delivery of an events and promotion campaign in partnership with local businesses	Martin Pinnell	Continue delivery of an events and promotion campaign	<p>Several events were delivered across the borough's town centres in this quarter. These included:</p> <ul style="list-style-type: none"> • Beckenham Summer Fair (July) • Mottingham Caribbean Market (August) • Bromley Street Theatre (September) • Fun in the Park, Priory Gardens (September) • Beckenham French Market (September) <p>We also hosted the Orpington's Finest Awards in the quarter, recognising and highlighting the best practise amongst businesses in the area.</p>	G	
Continue to maintain and further improve the appearance, tidiness and overall quality of the town centres in Bromley	Martin Pinnell	Second quarterly environmental quality monitoring visits to the four main town centres	Town Centre Managers completed their second quarterly environmental quality monitoring visits in Bromley, Orpington, Beckenham and Penge between July and September. Managers were pleased with the appearance and cleanliness of Bromley, Beckenham and Orpington town centres and minor issues were reported for rectification. Upgraded litter receptacles were requested for Beckenham and Penge town centres to improve the cleanliness of the area. In Penge a significant problem with an area subject to fly tipping was reported to environmental health for resolution.	G	
Development and enhancement of town centre partnerships, including support for business and traders groups	Martin Pinnell	Facilitate the bimonthly meetings for Orpington Business Forum, Beckenham Business Association and Penge Traders association	At their meeting on 9 th August, the Orpington Business Forum supported the idea of a BID for Orpington. The Beckenham Business Association met on 6 th September and the Penge Traders Forum met on 28 th September. Town Centre Managers have attended more regular meetings with sub groups to discuss business needs that could be met by the next round of funding to be released by the Mayor's Outer London Fund.	G	

Deliver the Outer London Fund projects to enhance and improve Bromley, Orpington and Penge town centres.	Martin Pinnell/Kevin Munnelly	Finalise and agree the Funding Agreement with the Greater London Authority by September 2011	The draft funding agreement was submitted to the Greater London Authority in September 2011.	G
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Aim 1d: Promote business investment and development, particularly in the borough's key commercial and industrial areas.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Work with private sector partners to develop a high profile showcase 'Invest Bromley' event, with accompanying brochure	Kevin Munnelly	Invest Bromley event to be held on 20 th September 2011.	The Invest Bromley event was successfully held on 20 th September 2011. 170 paying delegates attended in addition to the Mayor of London, Boris Johnson. Following the event, there have been 6 developer referrals in addition to positive press items published to raise awareness of opportunities in Bromley. An Invest Bromley brochure was also produced accompany the event and has been widely distributed.	G
Develop an inward investment and business incentive plan to encourage private sector investment in Bromley North Village	Martin Pinnell	Create a draft plan and include key element in the Mayor's Outer London Fund bid	On evaluation, the entire cost of drawing up the plan was included in the Mayor's Outer London Fund bid. A consultant will be commissioned to produce the plan in Quarter 3. Although there is an initial delay to the timetable, it is still anticipated that the plan will be ready to implement by the original target date and this is at a reduced cost to the Council as the plan will be funded externally.	A

<p>Maintain regular communications with businesses through e-bulletin and website to raise awareness of local business support and networking, to showcase town centre opportunities.</p>	<p>Martin Pinnell</p>	<p>Ensure publication and distribution of bi-monthly e-bulletin to over 2600 business mailboxes</p>	<p>The Bromley Business e-bulletin continues to be published on a bi-monthly basis and receives content contributions from a wide number of sources. In July, the business e-bulletin went to 2446 business mailboxes and in September, the business e-bulletin went to 2422 business mailboxes. Recognising that the decline in those subscribing to the e-bulletin, a number of measures are being taken to promote sign up. Currently the mechanism by which businesses can sign up on the website is not easily accessible – we are working with Bromley Knowledge to rectify this. We will also update the mailing list with the most current information in addition to utilising the Council’s social media to give the e-bulletin a more prominent presence online.</p>	<p style="text-align: center; font-size: 2em; color: white;">A</p>
<p>Work with business support agencies and private sector partners through the Economic Partnership to encourage and develop business support provision in the borough</p>	<p>Martin Pinnell</p>	<p>Facilitate the meeting of the Economic Partnership in July 2011.</p>	<p>The R&R Portfolio Holder chaired his first Economic Partnership meeting in July 2011. It was decided that the skills and employment sub group should be disbanded and invited to the partnership to streamline decisions and brings the skills agenda back into the remit of the partnership.</p>	<p style="text-align: center; font-size: 2em; color: white;">G</p>

OUTCOME 2: PROTECTION, CONSERVATION AND ENHANCEMENT OF THE NATURAL AND BUILT ENVIRONMENT

Aim 2a: Ensuring the ongoing effectiveness of planning regulatory functions				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Continue to perform at a level which exceeds the national targets for progressing planning applications	Bob McQuillan	60% major applications to be determined within 13 weeks of receipt	56% of major applications we determined within 13 weeks in this quarter. This is a significant improvement on the previous quarter following a meeting of managers in Development Control to make a combined effort to improve this percentage. There are currently a large number of major applications which are already beyond the 13 week target period as it has taken longer than anticipated to formalise legal agreements prior to a decision notice being issued. This may have an adverse effect on performance over the coming quarters. This is partly due to the small number of major applications submitted annually.	A
		65% minor applications to be determined within 8 weeks of receipt	57.9% of minor applications were determined within 8 weeks of receipt for this quarter. Improvements were made after managers met to discuss improving performance levels in Development Control. It is anticipated that performance will be on target in Quarter 3.	A
		80% of other applications to be determined within 8 weeks of receipt	75.7% of other applications were determined within 8 weeks of receipt during this quarter. This is an improvement on previous quarters and it is anticipated that performance will be on target in Quarter 3.	A

Aim 2b: Complete Bromley Local Development Framework and core strategy and to deliver against key Local Development Framework milestones.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Preparation of Core Strategy Issues document which will replace the Unitary Development Plan which sets out the Council's Planning Policy	Mary Manuel	Consult with residents and the wider community on the core Strategy Issues document between June and September 2011	In line with the agreed consultation time scale of June to the end of September 2011, this work has now been completed and officers are currently analysing the results of this work which will be reported to members at a future meeting.	G

Aim 2c: Promote, protect and enhance the historical, natural and built environment of the borough				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Protect trees, listed buildings and conservation areas in the borough	Kevin Munnely	Conservation Management Plan for Bromley Town Centre to be prepared by September 2011	A draft Conservation Management Plan for Bromley Town Centre was considered by Development Control Committee on 8 th September and was adopted as supplementary planning guidance.	G

OUTCOME 3: ENHANCING OPPORTUNITIES FOR LEISURE, RECREATION AND ARTS

Aim 3a: Identify further opportunities to modernise/improve the library offer				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Complete and implement the library site officers review	Colin Brand	Undertake a formal review of the library site officer function by September 2011	Review completed and restructuring of team implemented with required budget reductions achieved ahead of schedule.	G

Aim 3b: Continue to explore funding opportunities and new business models to develop new capital projects to improve the Council's leisure and sports facilities.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Ensure the Borough maximises the benefits and legacies provided by the London 2012 Games, including opportunities for businesses to participate	John Gledhill	Agree a plan for dressing the borough with the London Organising Committee of the Olympic Games (LOCOG) by September 2011	The Portfolio Holder for Renewal and Recreation agreed in July for the Borough to sign up to the Look and Feel Agreement to dress the Borough, and the Olympic Torch Relay Agreement to allow Torch visit the Borough with a proposed route that would include Bromley Town Centre and Crystal Palace Park. Officers are currently working to deliver these initiatives. Officers are also supporting a Working Group, involving the Police and Fire Service which is overseeing the delivery of wider Olympic initiatives including event planning.	G
Provide the borough lead on Pro Active Bromley and co-ordinate the work of the group	John Gledhill	Develop a new framework strategy by July 2011	A new framework strategy for ProActive Bromley was completed and printed for distribution in agreement with group.	G

OUTCOME 4: DEVELOPING OPPORTUNITIES FOR RESIDENTS TO IMPROVE SKILLS, LEARNING AND EMPLOYMENT PROSPECTS

Aim 4a: Maintain a high quality adult education service which offers a wide range of accessible courses designed to meet local people's needs.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Identify individual learning needs which are supported by flexible learning opportunities	Carol Arnfield	During the 2010/11 academic year, 89% of learners achieve their individual primary learning goals	89.3% of learners at BAEC achieved their primary learning goal in the 2010/11 academic year. A very small number of results from externally accredited courses still require the approval from external moderators before their achievement can be claimed. However, given the low numbers involved this is unlikely to make a significant difference to the reported total.	G

Aim 4b: Provide high quality employment support services				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Maximise the potential of the Cotmandene Resource Centre and the Mottingham Learning and Community Shop to provide information, advice and guidance on adult learning and employment support.	Louisa Allen	Establish job clubs delivered in the local community in both Centres.	Both centres have established a job club run by both volunteers and staff. The job clubs offer IT services, support with CVs, writing speculation letters, interview techniques and information, advice and guidance for job seekers. Since their inception at the beginning of the quarter, 4 jobs have been gained by local people.	G
Work with the third sector to explore community training opportunities for the local and wider community	Colin Brand/ Louisa Allen	To continue to explore options for developing a sustainable community focused training, development and support network.	Officers are currently in discussion with a number of organisations around the future delivery of community focussed training and it is intended that a separate report is brought to the R&R PDS Committee in the New Year.	G

Aim 4c: Pursue funding opportunities with partners to increase the range of adult learning opportunities delivered in areas of need in the borough				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Attract funding from the Adult and Community Learning Fund	Louisa Allen	To hear the outcome from a bid submitted to create a stimulating and engaging adult learning programme in community settings.	The resubmitted bid was successful and the PCLD has awarded £50,746.54 for delivery of learning opportunities for local people at the Nottingham Community and Learning Shop, Cotmandene Centre and the TrEE Centre in Scadbury.	G
		Begin delivery of the project	Delivery of the project will commence in December 2011 with completion expected in June 2012.	A
Work up second stage proposal to Big Lottery: Reaching Communities to seek continuation funding of Thyme Out: an amenity horticulture project for adults with learning disabilities at the Civic Centre.	Louisa Allen	Submit the bid to the Big Lottery for their consideration.	The second stage bid for funding from the Big Lottery to continue and develop the Thyme Out programme was submitted on 11 th October 2011. Thyme Out is a project which enables adults with learning disabilities to obtain a horticultural qualification, gaining skills and experience while maintaining the grounds of Palace Park in Bromley.	G

OUTCOME 5: MANAGING PROPERTY ASSETS TO SUPPORT THE DELIVERY OF THE COUNCIL'S KEY OBJECTIVES

Aim 5a: Complete alterations to the Civic Centre accommodation to make more efficient use of space, improve accessibility, lower energy consumption, and reduce future maintenance liability				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Alteration works to North Block	John Hemsley	Carry out contract administration whilst contractor is on site.	The Contractor is now on site and all demolition works are complete. Window installation, 1 st fix M&E installation and a new structural floor to annexe are under way. Contract administration has been undertaken.	G
Remodelling of Stockwell Building	Chris Johnson	Work to commence on site	Enabling works (IT & telephony) have now been completed on site. Partitioning works are due to commence during the week commencing 24 th October 2011, with anticipated completion during the week ending 18 th November 2011.	G
Completion of new reception facility	John Hemsley	Work to commence on site in July 2011	The new reception facilities have been completed. Reception services are now available at one point and self service technology utilised where appropriate.	G

Aim 5e: Seek opportunities with partners to make efficient use of Council property to reduce costs and improve service delivery.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Put in place the Strategic Asset Management Strategy adopted by Members in May 2011	Heather Hosking	Prepare acquisition strategy to aid income and regeneration of town centres	An acquisition strategy has been prepared and considered by the Members' Strategic Asset Management Group following the Executive's agreement to establish an investment/regeneration fund. A report has been prepared for the Executive's meeting on 19 th October seeking delegated powers to enable purchases of properties to be progressed.	G

OUTCOME 6: AN EFFECTIVE AND EFFICIENT DEPARTMENT WHICH PROVIDES VALUE FOR MONEY

Aim 6a: A proactive and robust approach to improvement and efficiency in Renewal & Recreation				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Deliver agreed efficiency savings in line with the Council's financial forecast	Marc Hume	Quarterly monitoring of agreed efficiency savings with key reports as required	All efficiency savings are monitored on a monthly basis by the R&R Departmental Management Team.	G
Undertake a department wide 'zero' based budgeting exercise in conjunction with the member's 'Star Chamber'	Marc Hume	Present findings from completion of the exercise to the Member Star Chamber	Further work was undertaken on a departmental 'zero based' budgeting exercise culminating in a meeting with members on the 5 th October 2011 at which all divisional submissions were scrutinised.	G
Consider new methods of delivery to reduce dependence on the public purse	Marc Hume	As part of the I,E&E process all Assistant Director's to investigate new methods of delivery in shared service/outsourcing	As previously reported to members, the library shared service project has now been completed. Shared service options around Property services and building control and now being explored with the London Borough of Bexley and the London Borough of Croydon.	G

Aim 6b: Effective external and internal communications				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Press releases that share information and good news with residents that will support departmental objectives.	Colin Brand	Appoint a dedicated Communications Officer for Renewal & Recreation by September 2011	First round interviews were held in October with internal redeployment candidates. No appointment was made and as a consequence, the wider job market will now be considered. It is anticipated that an appointment will be made in the new year.	A

Quarterly departmental staff meetings	Marc Hume	Hold a departmental staff meeting as part of the Departmental Communication Strategy	A departmental staff meeting was held on 22 nd September where important departmental information and news was distributed to staff. Opportunities to feedback and ask questions were provided.	G
Provide excellent customer service first time in line with LBB's 'getting it right' procedure	Colin Brand	Quarterly reports on complaints, compliments and suggestions at the Departmental Management Team meetings.	Quarterly complaints and compliments reports are considered by the R&R Departmental Management Team and action is taken in response where appropriate.	G

Aim 6c: A motivated staff which is highly skilled to deliver departmental outcomes				
Action	Lead Officer	What we said we would do in Quarter 1:	Progress Update	RAG Status (if applicable)
Performance Appraisal Development Scheme documents to be set up for individual officers	Colin Brand, Bob McQuillan, John Turner and Carol Arnfield	All staff to have completed the review of the PAD document incorporating REAL core values by September 2011	All PADS documents have been completed across the department.	G
Departmental Learning and Development Plan to be developed	Learning & Development	The departmental learning and development plan to be completed by July 2011 with ongoing review	The departmental learning and development plan was completed in July 2011 and is regularly monitored by the Learning and Development Group.	G

BUSINESS PLAN UPDATES: NEW WORK UNDERTAKEN IN QUARTER 2 (2011/12)

As part of the annual self-assessment process, Bromley Adult Education College has reviewed the progress made against its milestones, targets and strategic objectives for the 2010/11 academic year (as reported in the Monitoring Report for Quarter1). In light of this assessment, new targets have been set for the 2011/12 academic year. These are set out below for addition to the Renewal & Recreation Business Plan 2011/12.

These milestones and targets will transfer over to the Renewal & Recreation Business Plan for 2012/13 and final outcome will be reported. Monitoring information will be provided in 2011/12 where appropriate.

Aim 4a: Maintain a high quality adult education service which offers a wide range of accessible courses designed to meet local people's needs.				
Action	Milestone(s)	Target(s)	Resources	Lead Officer
Increase participation of adults in lifelong learning	15,000 enrolments in adult learning opportunities at Bromley Adult Education College during the 2011/12 academic year	Cumulatively: <ul style="list-style-type: none"> 7,000 enrolments by end of Term 1 11,500 enrolments by end of Term 2 15,000 enrolments by end of Term 3 	Skills Funding Agency	Carol Arnfield
	LBB staff members engaging in corporate training delivered by Bromley Adult Education College	900 members of LBB staff across the 2011/12 academic year	Skills Funding Agency and LBB existing resources	Carol Arnfield/Alicia Munday
	Engage with new learners	45% of 8,800 learners are new learners at Bromley Adult Education College	Skills Funding Agency	Jenny Alexander
Identify individual learning needs which are supported by flexible learning opportunities	Enable learners to achieve their primary goals and complete their course	90% of learners achieve their individual primary learning goals during the 2011/12 academic year	Skills Funding Agency	Carol Arnfield
		91% of learners complete their course during the 2011/12 academic year		

	Offer short intensive vocational training programmes to meet the needs of unemployed adults referred by JCP	<ul style="list-style-type: none"> • 5 new courses to run in Term1 • 10 additional courses to run in Term 2 • 12 additional courses to run in Term 3 	Skills Funding Agency	Carol Arnfield
Ensure that staff are appropriately qualified and supported to deliver a high standard of teaching and learning	Tutors and teachers hold recognised qualifications in accordance with Central Government Guidance	44% of teachers to hold a Level 4 teaching qualification 32% to hold an intermediate teaching qualification	Skills Funding Agency	Carol Arnfield
	All tutors are observed at least once in the 2011/12 academic year	21% of tutors to achieve a Grade 1 'Outstanding' 61% of tutors to achieve a Grade 2 'Good'	Skills Funding Agency	Carol Arnfield
Provide a safe, secure and healthy environment for learners and staff	Review of teaching and learning environments at the Health and Safety Committee and at the Governing Body	Report to bodies at least once each academic term	Skills Funding Agency	Charlotte Beddoe
Improve the environmental impact of College activities	Reduce paper consumption through the increased use of electronic technology (including electronic resources, communications and learning activities)	10% reduction to be achieved in the 2011/12 academic year	Skills Funding Agency	Carol Arnfield/Sarah Sweetman
Monitor learner satisfaction with courses' value for money	Collect annual learner survey responses in the third term for the 2011/12 academic year	92% of respondents to rate value for money of their course as 'Very Good' or 'Good'	Skills Funding Agency	Carol Arnfield

Report No.
DRR11/146

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 on:**

Date: 13 December 2011

Decision Type: Non-Urgent Executive Non-Key

Title: BROMLEY ADULT EDUCATION COLLEGE REVIEW

Contact Officer: Carol Arnfield , Acting Principal, Bromley Adult Education College
Tel: 020 8460 0020 E-mail: carol.arnfield@bromley.gov.uk

Chief Officer: Marc Hume

Ward: All wards

1. Reason for report

To update members on the outcomes arising from the review of Bromley Adult Education College (BAEC).

2. **RECOMMENDATIONS**

- 2.1 That the Portfolio Holder notes the final report of the Adult Education Review Board 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 commences consultation with staff at Bromley Adult Education College and their representatives on the review, both in the short and medium term and its potential implications for staff and to continue with detailed discussions with the Bromley College of Further and Higher Education on the potential opportunities for adult learning in the longer term.
- 2.3 Agree that the Director of Renewal and Recreation bring a further report to a future meeting on the outcome of these negotiations and consultation.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Excellent Council. Supporting Independence
-

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: £139k net budget (£401k Cr Net Controllable budget)
 5. Source of funding: External/Revenue Budget 2011/12
-

Staff

1. Number of staff (current and additional): 60 FTE's 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

Background

- 3.1 At the Renewal and Recreation Portfolio Holder meeting of 7th December 2010 a request was made for independent support in undertaking a review of the strategic options available to the Adult Education College in order to safeguard its future given the known cuts to the Skills Funding Agency grants and future funding pressures.
- 3.2 This support was provided by constituting an internal review board chaired by the Assistant Director, Organisational Improvement.
- 3.3 The Director of Renewal and Recreation requested that the board examine at high level the various options available for future provision of this service and respective opportunities and challenges that each of these options represents. Terms of reference are included as part of Appendix 1
- 3.4 Based on this analysis, the review board were tasked with recommending a preferred option for future service delivery which takes account of Building a Better Bromley priorities, the Corporate Operating Principles alongside the current and future economic situation.
- 3.5 The review board considered a total of six options, evaluating the advantages and disadvantages of each. Four options were subsequently judged to be inappropriate and the remaining two models, that of a) remain as a core, scaled down directly provided adult education service and b) merge with Bromley College of Further and Higher Education were escalated for a further more detailed analysis.
- 3.6 Both the providers were tasked with producing high level business cases to demonstrate how their proposal would protect and enhance the adult learning offer for Bromley. Submissions were received from both the management team at BAEC and the Further Education College in accordance with the timescales indicated by the review board. The two submissions are available to members as Appendix 2 under Part 2 of the meeting Agenda.
- 3.7 Progress to this stage was reported to and discussed at the Renewal and Recreation PDS on 11 October 2011.

Progress

- 3.8 The review board met on the 15th November 2011 to consider the two shortlisted options. The board evaluated the information available including the relative advantages, disadvantages and scale of opportunity of both of the options. A summary of the key points arising from the board's analysis of the two reports is provided under section 5 of the report Appendix 1
- 3.9 The board concluded that the Bromley Adult Education College option is based on prudent assumptions regarding funding, protects to a large degree the quality and scope of adult learning in the borough and is comparatively simple and fast in its implementation. The board therefore endorsed this option.
- 3.10 However, in the longer term, the board recognised the strategic importance to the borough of a strong and sustainable lifelong learning offer. One that supports and facilitates progression through to higher education and other adult learning opportunities, promotes economic growth and strengthens routes into employment whilst continuing to maintain a rich range of learning activities for personal reasons to enhance life for Bromley residents.
- 3.11 From this perspective, the opportunity to merge with Bromley College of Further and Higher Education College may represent a more financially sustainable option in the long term.

However, at this stage, the additional benefits of bringing this package of services together has not been sufficiently articulated, the financial drivers are not clearly set out and the risks to service quality during implementation based on the proposals current stage of maturity are high. The principle of a merger is sound, but the review board considered the business case to be under developed. The board therefore concluded that it would be premature to recommend a merger at this stage, and certainly not within the timescales set out in the FE proposals.

- 3.12 The board went on to recommend that that in addition to consulting with staff and their representatives about proposals for the implementation of restructuring the existing Adult education service, the BAEC management team work collaboratively with the FE College over the next twelve months to develop the business case for merger, and subject to consultation with staff, their representatives and all other stakeholders to consider a potential implementation date of August 2013. Any joint proposal would need to set out how a merger would enhance, not just consolidate, the lifelong learning offer in Bromley and to set out in detail the full implications for staff.
- 3.13 The review board having now concluded their work has reported their findings to the Director of Renewal and Recreation. The Director has welcomed the report and supports the recommendations, subject to the outcome of consultation.
- 3.14 The BAEC Governing Body received a verbal report at their meeting on 24/11/2011. The Governors welcomed the endorsement of the BAEC proposal and the recommendation that the proposed reorganisation is implemented. Governors remain cautious about any plans for a future merger and would wish to see a strong business case before they could endorse this option.

4. POLICY IMPLICATIONS

- 4.1 The work of the Adult Education College contributes to the Building a Better Bromley vision of remaining a place where people choose to live and do business, maximising the opportunities that all residents have to lead fulfilling and independent lives.
- 4.2 Any future changes to the operating model of the Adult Education College must be set in the context of this vision and the political priority associated with maintaining a high quality, varied and accessible adult education offer.

5. FINANCIAL IMPLICATIONS

- 5.1 The funding reduction from the Skills Funding Agency (SFA) estimated at 25% over four years has prompted the radical review of the Adult Education Service along with the Council's significant financial pressures over the coming years. The net effect of the Adult Education proposal is a saving of £70k in 2012/13 and an estimated further saving of £69k in 2013/14, with the possibility of further savings in 2014/15. The cumulative savings proposed total £139k and could effectively enable the service to be delivered at nil cost to the Council, however, the sustainability of the service in an increasingly aggressive market could be questionable after 2013/14.
- 5.2 The financial implications of future negotiations with the FE College and any potential proposal will be included in a further report to members.

6. LEGAL IMPLICATIONS

- 6.1 The Council has a duty under the Learning and Skills Act (2000) to provide "reasonable facilities" for persons of age 19 and over. In performing this duty of "reasonable facilities" the Council must "take account of facilities whose provision the Council thinks might reasonably be

secured by other persons” and “make the best use of Council’s resources and in particular avoid provision which might give rise to disproportionate expenditure”.

6.2 In addition, under s15ZA Education Act 1996, the Council must ensure there is sufficient suitable education and training for persons aged between 19-25 who are subject to learning disabilities

6.3 The recommendations put forward reflect these duties.

7. PERSONNEL IMPLICATIONS

7.1. Any proposals for the restructuring of the existing Adult education service will give rise to significant HR issues and are likely to include proposals that will place a number of staff at risk of redundancy. These implications will need to be carefully planned for, and managed in accordance with the Council’s policies and procedures and with due regard for the existing framework of employment law.

7.2. To date staff and managers have been involved directly or indirectly with informal consultation. As more detailed proposals are developed these will be the subject of further formal consultation with staff and their representatives.

Non-Applicable Sections:	N/A
Background Documents: (Access via Contact Officer)	-

APPENDIX 1

LONDON BOROUGH OF BROMLEY ORGANISATIONAL IMPROVEMENT

To: Marc Hume, Director of Renewal & Recreation

Date: 22nd November 2011

Subject: *A Sustainable Future for Adult Education in Bromley*

From: **Adult Education Review Board**
Chris Spellman (Chair), Richard Hills, Carol Arnfield, Beverley Johnston,
Martab Munshi, Tammy Eglinton, Marc Hume, Rosamund Skinner, Jenny
Alexander

1. Reason for Report

The Director of Renewal & Recreation commissioned a review in March 2011 to examine the strategic options available to the Adult Education College in order to safeguard its future given the known cuts to Skills Funding Agency Grants and other future funding pressures. See Terms of Reference Appendix A.

The board have examined at a high level a number of alternative potential options for future provision and evaluated the respective opportunities and challenges of each model.

At the meeting of 15th November 2011 the Board reached their final recommendation as to the proposed option for future service delivery in the short and medium term. This report summarises the review process and articulates the Board's recommendation in the immediate and longer term.

2. Background Information

This review has been carried out by working with the service, and other potential providers, to pull together an overview of the activity (current and projected), as well as financial, staffing and other service information in order that a recommendation could be made as to how this service should be delivered in the future in order to protect the service as far as possible, realise efficiencies and make the best use of council assets.

The main driver for the review was the funding reduction from the Skills Funding Agency (SFA) of 25% over four years between 2010/2011 and 2013/14 along with the other significant financial pressures brought about by CSR10.

The SFA have been unable to provide any further projection beyond 2013/14 and the future of the Adult Safeguarded Learning funding stream also remains unclear at this stage, therefore, prudent assumptions about this income and other revenue have been made when performing this evaluation.

3. Options

The Review Board were asked to focus on a number of options; evaluating the advantages and disadvantages for each option and considering what offers the best alternative for existing and future adult learners in Bromley and for the Local Authority over the next five to ten years.

The options under consideration were:

1. Remain as a core, directly provided, local authority service but downscale and review use of existing accommodation
2. Identify opportunities for Adult Education to transfer as part of any alteration to the service delivery model for Bromley libraries

3. Engage in a strategic alliance with other local adult education providers
4. Merge with Bromley & Orpington Further Education Colleges
5. A shared service model with another local adult education provider.
6. Adult Education College to be established as a standalone Social Enterprise/Mutual delivering on behalf of the Local Authority.

The Options relating to Library Transfer, Strategic Alliance, Shared Service and Social Enterprise were excluded from further analysis for a variety of reasons which are set out in brief below:.

Library Transfer

The alterations to the operating model of the library service (shared service with London Borough of Bexley) was already relatively advanced at the time this review was commissioned.

Enquiries were made with colleagues leading on the libraries work and it was felt by all parties that it was not possible to align these pieces of work. The library project was already carrying out mapping of detailed resource information. Adding the adult education function to this project was considered to add unnecessary complexity to this process, cause unacceptable delay and offer no readily identifiable additional benefits.

Strategic Alliance

The option to collaborate with a number of other local authorities to deliver a more efficient and sustainable Adult Education service was eliminated due to no real opportunities existing at the current time.

Shared Service

Although this option was explored quite extensively with one potential partner in particular (London Borough of Croydon) this option was also eliminated for the same reason as entering a strategic alliance; no opportunity was available at this time.

After exchanging financial and service information with the review board The London Borough of Croydon concluded from a similar review process that commissioning from the local Further Education Colleges and other providers represented greater opportunity. Similarly, during the review process the London Borough of Bexley made a public statement on intent to merge with their local Further Education College (although subsequently it has become unclear as to whether this arrangement will now proceed).

Social Enterprise

Based on an evaluation of a similar transfer at another college and on superficial legal and financial analysis this option was considered to be extremely complex in its implementation and likely to involve issues with the transfer or release of assets.

The former Principal, Michael Wheeler, also left the organisation during this process and therefore continuation with this option would have proved very difficult had it been selected.

4. The Brief to Shortlisted Providers

Following the exclusion of the four options referred to above the board escalated the two remaining options (internal reorganisation and merger with the now newly merged Bromley and Orpington FE College) for further, detailed analysis.

Both potential providers were required to develop a high level business case to articulate how their proposal would protect and enhance the adult learning offer in the Borough.

The Key Lines of enquiry that the providers were asked to provide responses to focused on four core questions:

What would be the additional benefits to residents if adult education was to be provided by the proposed model?

What are the savings or value for money drivers for the Local Authority to opt for this model? including any possible positive capital or revenue contribution to the Local Authority?

What would the delivery model look like in practice and in what ways could the Local Authority continue to have influence, oversight and benefit?

How the Local Authority could be assured of the ongoing quality of provision which would continue to meet the needs of the local population.

Specifically the prospective future providers were asked to develop a business case which was cognisant of the following issues:

- The vision for Adult Education in the borough.
- A description of what the additional benefits to residents in the future would be when benchmarked against the existing provision/the alternative model.
- What the breadth, balance and location of the curriculum would look like.
- How the existing brand would be developed and promoted to reassure and retain the existing customer base and break into new markets.
- How the most vulnerable users of the service would continue to remain a priority demographic.
- An explanation of how the provider would work with Local Authority to ensure quality adult education is delivered to residents including governance arrangements.
- What arrangements the provider would make to contribute towards the local authority's own Learning and Development requirements.
- An investment plan that evidences how the Local Authority could achieve greater value for money.
- Where shared use of facilities are planned with younger users (16-19), evidence of how and where adult learning would be delivered and the degree of integration or sharing of facilities, e.g. refreshment facilities, with other service users that is necessary/desirable and the strategies to ensure the needs, wants and sensitivities of all groups are met.
- Details of any measures which the prospective provider envisaged taking concerning the affected employees.
- How delivery of the proposed service model would be programme managed with an indication of their timescales and resources.

5. Evaluation of Responses

In response to the brief, submissions were received from both the management team at the Adult Education College and the Further Education College in accordance with the timescales indicated by the review board.

In the first instance, it was felt that initial information provided by the Further Education College in their submission was insufficient to allow robust evaluation and determination of the preferred strategic option. The FE College were therefore afforded an opportunity to provide some further detail and address specific areas within the brief which the initial proposal appeared not to comprehensively cover.

The FE College submitted a second version of their proposal on 3rd October and this version has been evaluated by the review board for the purposes of making its recommendations.

Merge with Bromley College of Further and Higher Education

The proposals envisaged eventual consolidation of the adult learning offer within the FE college facilities at Bromley and Orpington and, at least in the short term, the retention of the Kentwood site. In addition to the savings generated through co-location, efficiencies would also be made in the back office through reduced management and overhead costs as well as savings from some merging of the curriculum.

The FE College have indicated that regardless of any closer working with BAEC they plan to develop an adult education offer, along with enhancing their Higher Education faculty, so have an obvious interest in securing the transfer of the Adult Education function and significantly their learners.

In their proposal, whilst the FE College identified the high quality facilities available to learners, they recognised the need to alter some of the existing facilities in order to accommodate older learners and some of the associated specialist equipment adult education currently offers. The document proposes that the capital cost of these adaptations (estimated at £500k) be split between LBB and the FE College, with payment contingent on the sale of an LBB property released by the merger.

The college merger suggests a structure of 'four colleges within a college' with separate faculties for Sixth Form, Further Education, Vocational Education and Adult Learning. There is a strong focus on the wider strategic objectives of delivering economic growth and developing employment opportunities for local people of all ages through a learning offer that is responsive to local demand and national skill shortages.

Governance arrangements with the local authority, including developing a Service Level Agreement for the Adult Safeguarded Learning and the Single Adult Skills budgets, were well set out and would give Bromley an appropriate level of input and control over the relevant decision making.

Throughout the document the FE college demonstrated a strong commitment to Adult Learning in the borough and how the merger would better place the FE college at the core of the community as a local institution relevant to people of all ages.

However, this commitment and energy does not appear to be matched by the FE College's level of understanding of the very specific adult learning environment, both in real and financial terms.

Income from the Adult Safeguarded Grant is projected as remaining flat. Whilst there is no intelligence at this stage from the SFA that it will be reduced, given the wider economic climate the review board would have expected to see some prudent assumptions made in relation to this.

No income from fees (currently amounting to around £1m) appears to have been assumed nor reductions in direct teaching costs which the board would anticipate to be a major area of rationalisation in this model. Whilst some of the issues relating to financial projections are likely to be simple oversights rather than fundamental misunderstandings, they are sufficient to give the board cause for concern regarding the FE College's readiness and ability to take on this service in the timescales proposed (August 2012).

The softer issues around the considerable change that would be required and the 'added value' to learners of the new model were also not comprehensively addressed. Whilst retaining provision at 3 sites across the borough is undoubtedly a positive, how the integration between significantly different client groups would be managed was not addressed in any detail.

Whilst it is understood that the FE college do not benefit from a long history of service delivery in adult learning, and due to commercial sensitivity were not privy to a full range of relevant information, the breadth

and depth of the FE proposal raises issues as to the FE college's level of understanding of the particular challenges this merger would represent.

Remain as core, scaled down, directly provided, Local Authority Service.

The Adult Education College Management Team have presented a proposal for a rationalised Bromley Adult Education Service which remains a core component of the Local Authority.

Proposed changes to provision are phased over three years, eventually consolidating the service into a single site, significantly reducing both staff and running costs whilst maintaining, as far as possible, both SFA and student fee income.

The plan is based upon a reduction in funding far greater than the known 25% in SFA grant reductions and should funding reductions fall within the known parameters this may allow the service an element of flexibility with the option of retaining two sites but remain revenue positive.

The plans protect, as far as possible, the core adult learning offer and retain an exclusive facility for adult learners at Widmore whilst eliminating the current budget contribution required by the local authority.

Given the significance of the changes to the service there is an acknowledgement from both the College Management team and the review board that the sustainability of the revised model would need to be examined again after implementation had taken place.

The proposal projects a saving of £70k in 2012/13 and an estimated further saving of £69k in 2013/14, with the possibility of further savings in 2014/15.

6. Recommendation

In accordance with the brief for this work the Board are required to make a recommendation as to the most sustainable model for future delivery of Adult Education in Bromley.

The board has evaluated the information available including the relative advantages, disadvantages and scale of opportunity of each of the various options and have concluded that a reconfiguration of the in house service represents the best alternative in the immediate term.

The in house proposal is based on prudent assumptions regarding funding, protects to a large degree the quality and scope of adult learning in the borough and is comparatively simple and fast in its implementation.

The Board therefore endorses the proposal forward by the Adult Education Management Team (Appendix 2) and recommends that the Director of Renewal & Recreation, as the Chief Officer and commissioner of this work, seek Member approval for its implementation.

In the longer term the board recognise the strategic importance to the borough of a strong and sustainable lifelong learning offer; supporting and facilitating progression through to Higher Education and other adult learning opportunities which promote economic growth and strengthen routes into employment whilst continuing to maintain a rich range of learning activities for personal reasons that enhance life for Bromley residents..

From this perspective the proposed merger with the Further Education College may represent a better and more financially sustainable option in the long term. However, the additional benefits of bringing this package of services together has not been sufficiently articulated, the financial drivers are not clearly set out and the risks to service quality during implementation based on the proposals current stage of maturity is high.

In summary the principle of merger is sound but the business case as put forward by the FE College is under developed. It would be premature to recommend a merger at this stage, and certainly not within the timescales set out in the FE proposal.

The in house proposals are complimentary not prejudicial to a merger in longer term. The board recommends that in addition to the implementation of the in-house proposals the management team work collaboratively with the FE College over the next 12 months to develop the business case for merger, with a potential implementation date of August 2013. The revised joint proposal must set out how merger would enhance, not just consolidate, lifelong learning in Bromley.

Appendix A

Terms of Reference for Review

Review Topic: Strategic Options for Bromley Adult Education College

Review Board

Chris Spellman, Assistant Director Organisational Improvement (chair)
Marc Hume, Director of Renewal & recreation
Michael Wheeler, College Principal
Carol Arnfield, College Deputy Principal
Beverley Johnston, CYP
Mahtab Munshi, LADS
Maria O'Donnell, Head of Finance
Rosamund Skinner, Vice Chair BAEC Governing Body to be invited to attend specific meetings
Tammy Eglinton, HR

Introduction

A number of factors namely the reduction in external grant funding, falling learner numbers, the proposed Further Education College merger and the general economic climate have combined together to encourage both the local authority and Adult Education governors to review realistic strategic options for future adult learning provision.

The current provision is held in high regard by its 10,000 plus users and was the subject of a successful Ofsted inspection in February 2010. It will be important to identify appropriate means of protecting a key service that makes a significant contribution towards making Bromley a desirable place to live and work whilst at the same time ensuring it is being delivered in the most efficient and effective way possible without reducing the quality of the service. There are approximately 29,000 borough residents registered on the College database and current users express high levels of student satisfaction.

The Director of Renewal & Recreation has requested that an appropriate board be convened to examine at a high level the options for future provision of this service and respective opportunities and challenges each of these options represents. The College Senior Management Team has already commenced the process of a detailed review of current operations and viable alternatives for service delivery. These findings will be fed through to the Review Board.

Background

Bromley Adult Education College works from three main centres in Bromley, Penge and Orpington and in a wide range of community settings, taking learning opportunities to adults and families who would otherwise be excluded from learning and the many benefits it brings.

Courses are offered during the day time, evenings and on Saturdays. These include a range of types of provision including:

- a) Courses are offered during the day time, evenings and on Saturdays and include a range of 'Skills for Life' (Adult Literacy and Numeracy)
- b) English for speakers of other languages (ESOL)
- c) Cultural and personal development activities including arts, humanities, exercise and fitness, cookery, health and well-being.
- d) Skills training in a range of subjects, e.g. business, Information communication technology (ICT), languages, adult teacher training and counselling.
- e) Specialist provision for adults with learning difficulties and disabilities (LDD) and specialist ICT provision for students with hearing and visual impairment.
- f) Community provision including ICT and Skills for Life classes and specific provision for older learners
- g) Family Learning: wider family learning and literacy, language and numeracy
- h) Employer Engagement including LBB training such as the corporate ICT contract.

i) Managing the LBB Personal Community and Developmental Learning (PCDL) and Neighbourhood Learning in Deprived Communities (NLDC) Lifelong Learning projects

Provision is designed to lead to employment, progression routes to higher education, workforce up-skilling, professional as well as personal development and interest. The provision is delivered by a team of 260 (mostly) sessional tutors.

The College manages the Wider Family Learning provision across the Borough of Bromley working with a variety of organisations in the community. The College also delivers the adult aspects of family literacy, language and numeracy provision managed by the Learning and Achievement in Schools Personalised Learning Team of the Children and Young People directorate.

The College has maintained targeted learning opportunities for the over 60s through a series of effective partnerships within the borough, with the following organisations: Age Concern, Broomleigh, Bromley Social Care, NHS, Mission Care, as well as many smaller organisations. Courses have ranged from low impact exercise classes to maintain mobility to Arts and Crafts, Healthy Eating/Lifestyle and Yoga.

The three main sites (Widmore, Kentwood and Poverest) provide nurseries for the care and education of children under five years old, for the use of students and staff during term time, as well as the wider community.

Objective of Review

To review Bromley Adult Education's current and alternative service models and to make a recommendation as to a preferred future option.

Outputs

- To bring together all available and relevant information regarding Adult Education provision both within Bromley and elsewhere taking consideration of the findings and recommendations of the BAEC strategic working group
- To seek the views of relevant stakeholders on the future of adult learning in Bromley and their preferred options for sustainable, high quality future service provision
- To consider adult learning in the wider context of the Renewal & Recreation Portfolio and Local Authority Services more generally.

Outcome

- To develop a preferred option for future service delivery which takes account of Building a Better Bromley Priorities, the Corporate Operating Principles and the current economic situation.
- The retention of a flexible, high quality service to borough residents.

Scope

The Review group should focus on a small number of realistic options in order that the review is conducted in a timely way and alternatives are evaluated appropriately.

The advantages and disadvantages for each option should be highlighted considering what will be best for existing and potential adult learners in Bromley and the Local Authority over the next five to ten years.

Options will be underpinned by a detailed financial analysis

The agreed options for consideration are:

1. Remain as a core, directly provided, local authority service but downscale and rationalise property use. Specifically the college would need to be remodelled without the Widmore Road site but consider liberating other current assets too.
2. Adult Education college to be established as a stand alone Social Enterprise/Mutual delivering on behalf of the Local Authority.
3. Engage in a strategic alliance with other local adult education providers
4. Merge with Bromley & Orpington Further Education Colleges (pending the outcome of the consultation)
5. A shared service model with another local adult education provider.

Methodology

§ The board will collect and collate examples of alternative service provision from other local authorities and evidence of best practise in adult education service provision elsewhere

§ The board will establish the current costs of service provision, current and anticipated revenue streams and the mechanics of the SFA grant and other funding.

§ The board will evaluate, using an appropriate objective technique, the current benefits/disbenefits of the existing service provision and any likely future change to these.

§ The board will establish the likely costs of service delivery and implementation for all of the alternative service delivery models.

§ The board will evaluate, using an appropriate objective technique, the anticipated benefits/disbenefits of all of the alternative service delivery models and any likely future change to these

§ Representatives from the board will meet with all key stakeholders of the service –

- College learners
- College staff
- BAEC Governing Body
- Elected members
- R&R, CYP and ACS Department
- Skills Funding Agency
- Local adult learning partners such as Bexley, CALAT and SCOLA

§ The review will utilise a dedicated SharePoint project workspace. All information relevant to the review will be stored centrally on the site, where it will be accessible by officers and members alike

• The information will be accessible at all times, by officers and Members who have been given permission to access the site. It is designed to manage research and statistical documents, events, tasks, contact details and links to relevant websites.

Project administration & Target Body for Findings & Recommendations

The Review group will initially report findings to Marc Hume Director of Renewal and Recreation and to BAEC Governing Body. R&R PDS Committee.

This will contain:

- A covering report summarising the background and current issues around Adult Education
- A detailed financial assessment setting out the predicted budget implications of the various options
- A set of high level options for the future of Bromley Adult Education with a clear recommendation as to a model for future service delivery.

Report No.
DRR11/138

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 on**

Date: 13th December 2011

Decision Type: Non-Urgent Executive Non-Key

Title: BROMLEY TOWN CENTRE VARIABLE MESSAGE SYSTEM

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

Chief Officer: Marc Hume, Director Renewal & Recreation

Ward: Bromley Town Centre

1. REASON FOR THE REPORT

1.1 A report detailing the specification for the Variable Message System (VMS) and seeking funding approval was considered by the Environment PDS on 29th November 2010 (Report ES10152). The decision taken by the Environment Portfolio Holder on 18th January 2011 was:

That the funds for the system be released in principle, but the matter be referred on to the Portfolio Holder for Renewal & Recreation for his consideration and assessment as to whether such technology provides value for money and will contribute positively to Bromley Town Centre's economy.

1.2 The adopted Bromley Area Action Plan (AAP) and supporting information identifies a programme of transport improvements that were necessary to support both the future planned development growth in the town centre and the town's ongoing success as a thriving Metropolitan Centre. The VMS system is seen as the best way of providing the information drivers need (in real time) as it will efficiently redistribute parking demand to car parks with spare capacity. It is considered, therefore, to be an essential requirement to support the successful implementation of Phase 1 of the Area Action Plan. This requirement was also tested and supported at an Examination in Public before a Planning Inspector as part of the AAP adoption and represents value for money and should be supported.

2. RECOMMENDATION(S)

- 2.1 That the Portfolio Holder for Renewal and Recreation agrees to implement the VMS scheme as part of the delivery of the Area Action Plan, as the Portfolio Holder is satisfied that the proposed scheme provides value for money and will contribute positively to Bromley Town Centre's economy.

Corporate Policy

1. Policy Status: Existing policy. Bromley Town Centre Action Plan
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: Estimated cost £200k
 2. Ongoing costs: Recurring cost. Electricity costs
 3. Budget head/performance centre: TfL Capital funding & Highways Divisional Budget.
 4. Total current budget for this head: £247k and £1,235k
 5. Source of funding: TfL Formula funding for 2011/12 and 2012/13, as well as the existing revenue budget for 2011/12 and future years
-

Staff

1. Number of staff (current and additional): 5
 2. If from existing staff resources, number of staff hours: 170
-

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): Up to 4440 motorists who seek a parking space in Bromley on a daily basis.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: Positive comments from Town Centre Members' Working Party

2. COMMENTARY

- 3.1 The adopted Bromley Town Centre AAP and supporting documents were prepared to provide a planning framework to promote sustainable development in the town and improve the quality and range of facilities and services to residents and businesses. The AAP is clear that development proposals likely to come forward within Phase 1 of the plan (2010 -2015) can be accommodated without the requirement for major new transport infrastructure, such as significant junction improvements.
- 3.2 However, during the first five years of the AAP (Phase 1), two car parks are due to be developed – Westmoreland Road (581 space capacity) and South Street (68 spaces at weekends only). In addition, due to structural issues at The Hill car park, an additional 81 spaces cannot be used. Although Site G will provide additional parking stock to existing levels, this is likely to be one of the final sites to be developed (currently scheduled for Phase 3). Therefore, a Parking Migration Strategy has been developed to determine the impact of the loss of spaces and consider possible mitigation measures. A draft of this has been produced and has been reported to the Town Centres Member Working Party for their consideration.
- 3.3 In Phase 1 of the AAP, Site K Westmoreland Road has the most significant transport impact because of the temporary closure of the car park during the construction period and the resultant loss of parking spaces. Analysis of parking data in the development of the Parking Migration Strategy suggests that the likely impact will be felt by more than one car park as drivers seek to find the most attractive alternative for them, whilst dealing with likely capacity issues at The Mall car park, which is the closest in terms of distance to Westmoreland Road.
- 3.4 Providing information to drivers will, therefore, be very important otherwise there is likely to be a negative impact on the economy of the town centre. Whilst written information is likely to obtain a reasonable level of awareness of the issues, drivers will require better information on alternative car parks and where there may be spaces available to avoid wasted journeys to a full car park. A permanent VMS system would be the most effective method of doing this.
- 3.5 A permanent VMS system would clearly have other benefits, in addition to reductions in overall congestion, including improvements in air quality, more reliable journeys for customers and higher satisfaction ratings for the motorists, especially shoppers. The longer term legacy of the VMS system would be enjoyed by future shoppers and town users as development sites are completed. In this way Bromley is responding positively to the challenge set by Croydon, Sutton and Kingston town centres who all currently have VMS systems in operation.
- 3.6 The system is also supported by businesses within the town. Howard Oldstein, General Manager of the Glades Shopping centre has written “As a large retail business in the centre of town, it is important to us that customer's who choose to visit Bromley have an enjoyable experience which in turn will ensure they return. The experience begins once they leave home, therefore their journey to town is as important as their need to visit. From experience and surveys conducted, we know that trying to park cars can be frustrating for some, especially if they have just been caught in traffic hold ups. When asked many customers feel that waiting in queues only to be told that no spaces are available, is a waste of their time and in some cases puts them off from coming back again. One of our sister centre's council's recently changed from fixed statements to VMS systems, and has seen a major difference to traffic flows and consumer spending. Their surveys conducted after the installation provided evidence that customers appreciated the indicators to other parts of the town, as this provided them with opportunities to minimise the delay in getting

parked, get their shopping done and return to their car for a quick getaway. It was also noted in the survey, that placement of the VMS boards is key to the success. Customers also liked the idea that the boards could also highlight messages other than car park information, such as town events/poor weather conditions etc. They felt this gave them a choice, as they could structure their day more efficiently”

- 3.7 The proposed VMS system has been designed to be easily extended and flexible to allow future developments. Officers from the Town Centre Renewal team formed part of the project team that developed the specifications and are satisfied that it is fit for purpose. In relation to Value for Money considerations, Appendix 6 of the Transport Strategy sets out the Implementation Programme of Transport Improvements with Estimated Budget costs, which were prepared by Transport Consultants Peter Brett Associates in 2007. This programme estimated a budget cost of £450k for developing and implementing a VMS system. This budget estimate was produced before the recent innovations in IT based technology, which has improved and matured in recent years. This allied to the development of a robust specification and competitive tendering arrangements have further driven the budget estimate down to £200k, which is considered good value for money.

3. POLICY IMPLICATIONS

- 4.1 There is a clear need for the introduction of the VMS system, as it has been identified in the AAP as a transport improvement that is needed to allow critical development to take place in the Phase1. This requirement has also been tested and supported at an Examination in Public before a Planning Inspector as part of the AAP adoption

4. FINANCIAL IMPLICATIONS

- 5.1 The estimated cost of the VMS system is £200k. The following sources of funding have been identified for the VMS project:

Source	Amount	Comment
LIP Formula funding 2011/12	£87k	Discussions are under way with TfL to allow this sum to be carried forward to 2012/13, otherwise it will have to be committed in 2011/12.
LIP Formula funding 2012/13	£60k	From re-profiling of current budgets.
LIP Formula funding 2012/13	£100k	From unneeded allocation for contribution of 6% to costs of Chislehurst Bridge.
Total	£247k	

- 5.2 It is intended to capitalise the maintenance of the system for either 5 or 10 years as part of the tender. This will help to reduce the running costs of the scheme and mean that the maintenance of the equipment will have no impact on revenue budgets for the duration of the contract.
- 5.3 There is a small additional cost for the electricity the system uses. This will be absorbed by the existing street lighting budget within Transport and Highways’ Division budget and which totals £1,235k.

5. LEGAL IMPLICATIONS

- 6.1 LBB will need to enter a contract with the selected supplier to implement and maintain the system. The Legal Team has helped with the production of the tender documents.

6. PERSONNEL IMPLICATIONS

- 7.1 The system will be under the day to day management of the Council's Parking Services team.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Area Action Plan Transport Strategy Environment PDS Report Bromley Town Centre Variable Message Sign System for Car Parking + Minute

Report No.
DRR11/136

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: 13th December 2011

Decision Type: Non-Urgent Executive Key

Title: MYTIME ACTIVE SERVICE DELIVERY PLAN 2012/13

Contact Officer: John Gledhill, Head of Cultural Business Development
Tel: 020 8461 7527 E-mail: john.gledhill@bromley.gov.uk

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: Borough-wide

1. Reason for report

- 1.1 This report updates the Renewal and Recreation Performance and Development Scrutiny Committee and the Portfolio Holder on the Mytime Active (Mytime) draft Service Delivery Plan for 2012/13. The draft Service Delivery Plan 2012/13 is included as Appendix 1.
-

2. RECOMMENDATIONS

The Renewal and Recreation Performance and Development Scrutiny Committee is asked to:

- 2.1 Consider the commentary within this report and make any recommendations to the Portfolio Holder for Renewal and Recreation.

The Renewal and Recreation Portfolio Holder is asked to:

- 2.2 Consider the commentary within this report.
- 2.3 Approve Mytime's Service Delivery Plan for 2012/13.
- 2.4 Approve Mytime's Investment Fund Programme of Works for 2012/13.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Children and Young People. Excellent Council, Vibrant Thriving Town Centre and Supporting Independence
-

Financial

1. Cost of proposal: Estimated cost £1,025,260
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Leisure Trust Client Budget
 4. Total current budget for this head: £1,007,580
 5. Source of funding: Existing revenue budget 2011/12 less agreed funding savings of £400k
-

Staff

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

Legal

1. Legal Requirement: <please select>
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected):
2.75 million attendances across Mytime facilities and development
1.75 million attendances at leisure centres
Nearly half a million attendances at dual use sports centres
80,00 people engaged in sport and arts development
35,000 childcare places
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 Mytime Active (Mytime) have historically provided the Council with a draft Service Delivery Plan (SDP) including their Investment Fund proposals for the forthcoming financial year. Under the new contractual arrangements within the Deed of Variation agreed between Mytime and the Council, dated 1st November 2011, (details of which were presented to the Renewal and Recreation Performance and Development Scrutiny Committee, and Executive Portfolio Holder on 5th July 2011), Mytime will receive a significantly reduced Main Grant for 2012/13 of £322,500, and from 2013/14 they will receive no Main Grant from the Council.
- 3.2 In light of these new arrangements, Mytime have provided a shortened SDP for 2012/13, and from 2013/14 they will provide an Annual Report detailing their previous years achievements, along with their future plans and aspirations, their Investment Fund proposals and how these support their Business Plan.
- 3.3 The 2012/13 SDP outlines Mytime's priorities for its ninth full year of trading, and this report highlights the key elements within the plan for consideration by the PDS and the Portfolio Holder. The Plan includes Mytime's key corporate priorities for improvement and development, detailing future investment plans and proposals for the development of new services, and details of how the services provided by Mytime meet the Council's priorities.
- 3.4 The 2012/13 SDP acknowledges the challenging trading conditions for the leisure sector and for Mytime. Highlights from the last full year of Mytime's trading, 2010/11, include Mytime commencing the management of the new Memorial Library and Swimming Pool at Biggin Hill, the starting of works on the Priory Link Centre at the Priory School, and the agreement for the £5m improvement works at the Pavilion Leisure Centre, along with Mytimes role in supporting Bromley successful Youth Games Teams.
- 3.5 The 2012/13 SDP outlines Mytimes proposals for utilising resources and developing services, and their investment proposals to support their ambitions to deliver top quality services and facilities. Mytime have provided (Appendix 2) their Investment Fund proposals including developments at the Pavilion Leisure Centre, along with their Invest to Save Carbon reduction scheme. Mytime are also developing a scheme to enhance the Bromley Tennis Centre, subject to obtaining external funding.
- 3.6 Mytime continue with their commitment to improving customer service, being nationally recognised in the WOW awards for Best Team, and Best Leisure Provider. Mytime are also continuing to further update their online booking and automated payment systems, as well as developing a new more interactive website.
- 3.7 Mytime's partnership priorities include a commitment to supporting Building a Better Bromley, with a focus on young people and families through outreach projects such as My Futures and Arts Train. They are also working to support Pro Active Bromley in delivering their new Strategic Framework 2011-16. Mytime are also continuing to develop preventative health services across London and the wider region along with a continued commitment to offering Bromley residents their active lifestyles programme and GP exercise referral scheme. Mytime are also committed to developing more Sports Academies and working with National Governing Bodies, clubs schools and colleges to develop new activities in the run up to 2012. They are also introducing new incentives for people to participate in activities such as the 'Mytime Challenge' which will run across their sports and leisure centres during the Olympic and Paralympics period. Mytime are also focused on developing their innovative work in helping people with disabilities participate in a wider number of opportunities.

- 3.8 The 2012/13 SDP also identifies that as more schools become established as Academies, there may be opportunities to explore how these facilities, in and particular the dual use sports centres, may be managed in the future.
- 3.9 Mytime have set out their performance indicators for the leisure and sports centres, golf courses, development activities, childcare places, and the civic halls.
- 3.10 The Service Delivery Plan also sets out Mytime's five-year Investment Fund proposal (Appendix 2). The new contractual arrangements agreed between the Council and Mytime requires Mytime to submit proposals to the Council each year to develop a rolling programme of schemes to draw down against the Investment Fund. The proposals for the subsequent financial year 2012/13, are required to be approved by the Portfolio Holder.
- 3.11 The 2012/13 Investment Fund proposals are summarised below:
- Pavilion Leisure Centre Development. To enable the completion of the £5.5m upgrade at the facility, £41,400.
 - Rolling programme to upgrade the gym, studio, sports hall, IT, catering, soft play, halls, golf kit & ancillary equipment in the facilities, £181,694.
 - Upgrade plant & machinery in the facilities, £130,000.
 - Upgrade of internal / external finishes, including lockers and toilets, £118,846.
 - Energy Management schemes, to install energy products in line with the environmental programme to reduce CO2, £108,600.

4. FINANCIAL IMPLICATIONS

- 4.1 Schedule 2 of the original Funding Agreement states that the formula for calculating the core funding for 2012/13 is the current year's budget less agreed savings plus inflation for RPIX less 2% efficiency savings, excluding VAT. The RPIX for 2012 will be that for the period 1 January 2011 to 31 December 2012 and this should be published sometime during January 2012. Excluding the effect of inflation, but allowing for the 2% efficiency savings and the deduction of £400k as agreed within Deed of Variation Relating to the 2004 Funding Agreement dated 1st November 2011, the estimated funding that will be provided to Mytime from the Council for 2012/13 is £1,025,260.

Breakdown of grant payable to Bromley Mytime	2012/13	2013/14
	£	£
Main Grant	322,500	0
Contribution towards accommodation costs	140,250	140,250
Investment Fund	562,510	562,510
Total grant payable	<u>1,025,260</u>	<u>702,760</u>

- 4.2 Savings will have to be identified to ensure that the budget and actual costs are balanced for 2012/13.

5. LEGAL IMPLICATIONS

- 5.1 The extension of the Trust's contract will maintain Mytime's obligation to present an annual report to Members including details of the proposed 5 year investment plans.

Non-Applicable Sections:	Policy and Personnel Implications
Background Documents: (Access via Contact Officer)	<p>Agreements between the Council and Mytime at the point of transfer of the Services.</p> <p>Deed of Variation Relating to the 2004 Funding Agreement dated 1st November 2011.</p> <p>Draft Mytime Service Delivery Plan (Appendix 1) and Investment Fund 2012/13 (Appendix 2).</p>

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APPENDIX 1

**MYTIME ACTIVE
SERVICE DELIVERY PLAN
FOR
L.B.BROMLEY
APRIL 12 – MARCH 13**

4th November 2011

Registered Charity No 1102460

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1. Executive Summary

The previous year has continued to be challenging in terms of tough trading conditions. Although some of our centres were affected by the wintry conditions, our staff rose to the challenge of minimising disruption and keeping services open.

Despite these challenges we have continued to make many investments in improved services, as well as empowering our teams to give excellent service.

Staff efforts in putting customers first were celebrated with two national WOW! Awards for Best Team and Best Leisure Provider. Hundreds of testimonials were received from customers and partners, many reflecting the life changing experience of improved health and opportunity enabled by our teams.

Highlights of the year were the celebrations at the official opening of Bromley's Biggin Hill Memorial Library and Swimming Pool by the Earl of Wessex; our role in supporting Bromley's successful London Youth Games teams; the commencement of the new Priory Link Centre (Orpington); and agreement on the transformational £5m leisure improvement project for the Pavilion Leisure Centre; we expect all these projects to come to fruition shortly and bring many more service benefits for local residents over the coming years.

In terms of our positive relationship with Bromley, a milestone development in our agreement saw the conclusion of negotiations to bring significant year on year savings to the Council in return for greater security and more flexible trading within a re-negotiated and extended contract.

Reflecting the new agreement with Bromley, over the coming year we will continue to seek further business efficiencies, increasing our productivity where we can, improving sales whilst maintaining top quality customer services. We will also continue partnership working alongside the Council and other agencies to Build a Better Bromley.

Thanks are due to all of our colleagues at the London Borough of Bromley for their continued support and we look forward to working with them to continue to improve the quality of lives of the communities we serve.

2. Resources & Services

Under the new agreement our core funding will reduce to zero by 31st March 2014, with further reductions in accommodation and investment funds scheduled for each of the extended years until 2024. We will offset these reductions through increased sales revenues and the anticipated extra business generated by some of the new capital improvement schemes coming to fruition. However, knowing the volatility of the economy, it may require the reconfiguration and review of some services, with the agreement of the Council, and further service efficiencies to be adopted. It may also require us to review fees and charges although we will remain committed to concessionary access for those on low incomes.

Our pricing strategy, as in previous years, will balance the need to optimise revenues in line with the business model, giving good value for money whilst retaining affordability for those on low incomes. A number of benchmark surveys are carried out to ensure we remain competitive with similar services elsewhere.

Bromley prices continue to sit in the upper quartile of London based prices and our policy of charging rates which reflect improvements in new and existing facilities and services still stands. We continue to carefully scrutinise local competition and alternative leisure providers so that we win market share and do not drive customers away from our facilities to alternative providers. Prices will continue to be linked to our financial and social objectives and we recognise the need to offer great value for money and to target subsidy to those that need support and encouragement to participate. We have a range of budget and concessionary prices and customers have various options to spread payments if that suits their circumstances. We have made sure all those that are entitled to discounts and reduced prices are aware of these benefits and in so doing we have also made sure those who are not eligible do not access our facilities without paying the right price.

We also reserve the right to vary opening hours in consultation with the Council to reflect changing patterns of use and new types of services.

With the move towards more schools becoming established as Academies there may be opportunities to explore how facilities may be managed in the future. In this scenario consultation would be undertaken with the appropriate stakeholders including the Council, school, customers, staff, and local groups as appropriate.

The following targets are considered to be achievable relating to attendances for the period. There is clear evidence that discretionary spend is under pressure which continues to impact on some areas. Extreme seasonal weather variations also have had an impact on the previous two years' attendance figures. Given the likely ongoing period of economic uncertainty these are considered to remain overall flat although new developments at the Priory and Pavilion are predicted to lead to local increases.

Leisure Centres	08-09 Actual	09-10 Actual	10-11 Actual	11-12 targets	12-13 targets
Leisure Centres	1,845,577	1,691,921	1,792,984	1,675,000	1,750,000
Childcare	40,922	38,147	35,149	39,000	35,000
Adventure Kingdom	33,799	38,044	41,080	35,000	-
Sports Centres	527,609	488,871	538,533	494,000	494,000
Halls	289,600	273,810	263,311	280,000	280,000
Golf	112,105	106,778	92,634	108,000	108,000
All Facilities	2,849,612	2,637,841	2,763,691	2,631,000	2,667,000
Development Group	131,421	99,012	86,469	100,000	80,000
Total Mytime Active	2,981,033	2,736,853	2,850,160	2,731,000	2,747,000

3. Quality & Investments

Providing top quality facilities and services is essential to retain customers and increase satisfaction. An impressive list of schemes funded to date by Bromley in partnership with Mytime Active is available on request but to date in the order of £11m has been committed in leisure facilities. Current developments at the Pavilion and Priory are further evidence of this approach and demonstrate the value of the social enterprise model and the virtuous circle of re-investment in the renewal and modernisation of services to keep pace with customer expectations.

A revised investment and improvement plan is attached at Appendix 1. This incorporates proposals for the Investment Fund for 2012 – 2013 and includes the Pavilion; rolling programmes to upgrade equipment including gym and sports kit; rolling programmes to upgrade plant, machinery and materials, fixtures and fittings; and Invest to Save Carbon reduction schemes in 2012/13. A scheme to enhance the Bromley Tennis Centre will also be progressed subject to external funding. It is our firm intention to continue to build profits to enable an ever growing range of investments, in order to meet customers' growing expectations for quality.

The Investment Plan is now underpinned by a 5 year Asset Management Plan which will be shared and discussed with the Council's Property Group. This sets out the identified requirements for investment by both LBB and Mytime to maintain and improve the condition of the main facilities. Discussions are ongoing and should wherever possible aim to ensure any planned maintenance schedules are timetabled to complement other major improvements planned for facilities.

4. Customer service

Customer satisfaction remains our top priority as this underpins loyalty and retention. We will continue to deliver a first class service to all Bromley residents. We achieved national recognition for our excellence in services at the WOW! Awards (Best Team and Best Leisure Provider) and will continue our focus on this vital aspect of our services. All staff will be inducted into our new Vision and Values exemplifying the behaviour expected across all services.

We will continue to offer customers more choice whether that is in different ways to access and pay for services, and in a wide range of programmed activities. We will continue to drive improvements in IT which support these improvements. Some customers like the more regular and habitual activity offered through our many membership schemes, whilst others prefer a more casual "pay and play" approach. Both are equally important and we will continue to offer a wide range of family orientated, value for money activities.

To drive improvements we will conduct regular customer satisfaction surveys and back these up with Mystery Shopper reports designed to inform improvement plans.

We will continue to roll out more online booking and automated payment systems (including the new Pavilion bowling centre) offering easier access to services. A new web site will feature more interactivity for Bromley's customers with sign up options to newsletters, customer feedback forms, and links to Facebook and other social media to improve communications.

5. Partnership Priorities

We will continue our commitment to supporting Building a Better Bromley and work on a number of partnership projects to extend opportunities to disadvantaged groups and selected areas. A continuing focus will be on vulnerable young people and families through specifically funded outreach projects such as My Future and Arts Train. We are also privileged to manage

Bromley's successful teams in the London Youth Games and Mini-Marathon. We will continue to work across the sub region alongside Bromley with "Pro-Active Bromley" and Pro-Active London South to secure any sustainable support any joint partnership bids e.g Outer London Fund bid to deliver a Cultural and Sport Festival in 2012 and Big Dance 2012. .

We are proud of our developing preventive health services that are increasingly being adopted by other authorities in London and the wider region and will ensure that the good practice built up in Bromley continues to offer local residents the best in active lifestyles. The exercise referral scheme from GP's will continue subject to funding, and older people will continue to be welcomed into centres across Bromley by our Primetime Buddies.

We continue to promote schemes and programmes that target community groups; schools/colleges and local businesses so that we reach as many local residents as possible.

Mytime's commitment to the development of coaching and development opportunities in the run up to 2012 is evidenced by the introduction of Sports Academies across swimming, tennis, golf, football, and badminton, where we will work closely with governing bodies, local school, colleges and clubs to increase participation and support talent and performance athletes. We plan to expand these developments and to work with other sports in the run up to 2012. Also we will promote the Mytime 2012 Challenge incentivising participation in Bromley's sports and leisure centres during the Olympics and Paralympics period. Free taster events will be staged to complement the sports being staged in London and encourage greater participation.

The partnership initiative with Charlton FC will be continued across the Borough through schools, local clubs and facilities providing structured football development opportunities for boys and girls as well as programmes that target socially excluded young people in target areas of the Borough. Our work with Charlton will include multi sport coaching in schools building on the strong links we have in this area. We will also build further links through the new Football Development Officer based at the Priory Link, Orpington.

We will also continue our innovative work in helping people with disabilities participate in a growing number of opportunities. Working closely with representative groups across the voluntary and public sectors we will build capacity, and improve access and programme arrangements where this is feasible and effective. Key schemes include Free Gym Memberships for people with moderate learning disabilities; and the Leisurecare programme, subject to continued funding.

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Investment Fund 2012 / 2017 – MAJOR WORKS

The agreement between Mytime and the Council requires Mytime to submit proposals to the Council to develop a rolling programme of schemes to access the investment funding (inflated by RPIX each year). The tables below provide our proposed schemes for 2012 / 2017.

Investment Fund 2012 / 2013 (subject to discussion & agreement)

2012 / 13	Project	Project Details	Estimated Allocation	Capital Expenditure Analysis	Update/ Progress
	Pavilion Leisure Centre Development	Development of new £5.5 million family entertainment centre	£41,400		
Year 9	Equipment upgrades	Rolling programme to upgrade the gym, studio, sports hall, IT, catering, soft play, halls, golf kit & ancillary equipment in the facilities	£181,694	Replacement equipment across the facilities - Golf course equipment - Gym CV & Resistance equipment - Food and Beverage equipment - Soft play, Sports hall, Studios & Halls equipment	
Year 9	Upgrade plant & machinery, both building services and specialised plant.	Rolling programme of major / specialist plant, equipment & machinery upgrade in the facilities	£130,000	Upgraded plant and machinery across the facilities - Electrical fixtures / fittings - Lifts - AHU and Air conditioning units & Cellar plant - Pipe work, valves and movable floor & controls	
Year 9	Upgrade of internal / external finishes both building and specialised materials	Rolling programme of materials, fixtures and fittings upgrade in the facilities	£118,846	Upgraded finishes across the facilities - soft play - bar / function suites & kitchens - floor surfaces - lockers and toilet / changing cubicles - receptions and kitchen servery's - furniture and fixed fixtures	
Year 9	Energy Management schemes.	To install energy products in line with the environmental programmes to reduce C02	£108,600	Schemes to be considered – - Photovoltaic Power installations - Combined Heat & Power unit - LED lighting fixtures & fittings. - Pool Covers - Boiler / burner modifications	
YEAR 9		Year 9 Funds Available	£580,540		

Investment Fund 2013/ 2014 (subject to discussion & agreement)

2013 / 14	Project	Project Details	Estimated Allocation	Capital Expenditure Analysis	Update/ Progress
Year 10	Upgrade of the facilities at the Spa Leisure centre	To upgrade the fitness suite, studios & changing provision to provide facilities / services to include special needs groups, young people	£200,000	Detailed scheme drawings and costs will be presented.	
Year 10	Energy Management schemes.	To install energy products in line with the environmental programmes to reduce CO2	£90,000	Schemes to be considered – - Boiler / burner improvements - Combined Heat and Power units - Ground source heat pumps - Photovoltaic Power installations	
Year 10	Equipment upgrades	Rolling programme to upgrade the gym, studio, sports hall, IT, catering, soft play, halls, golf kit & ancillary equipment in the facilities	£100,051	Replacement equipment across the facilities - Gym CV & Resistance Kit. - Golf course equipment & Irrigation pipe work etc - IT / phones / Kiosk Hardware equipment - Studios, Soft play & Halls kit - Food and Beverage equipment	
Year 10	Upgrade plant & machinery, both building services and specialised plant.	Rolling programme of major / specialist plant, equipment & machinery upgrade in the facilities	£110,323	Upgraded plant and machinery across the facilities - Boilers, burners - Electrical fixtures / fittings - AHU and Air conditioning units & Cellar plant - pipe work, valves and Movable floor & controls - Irrigation pipe work & IT kit	
Year 10	Upgrade of internal / external finishes both building and specialised materials	Rolling programme of materials, fixtures and fittings upgrade in the facilities	£100,599	Upgraded finishes across the facilities - soft play - bar / function suites & kitchens - floor surfaces - lockers and toilet / changing cubicles - receptions and kitchen servery's - furniture and fixed fixtures	
YEAR 10		Year 10 Funds Available	£600,973		

Investment Fund 2014 / 2015 (subject to discussion & agreement)

2014 / 15	Project	Project Details	Estimated Allocation	Capital Expenditure Analysis	Update/ Progress
Year 11	Upgrade of the dry side facilities at the West Wickham	To redesign, extend and refurbish the fitness suite, studios & changing provision to provide facilities / services to include special needs groups, young people	200,000	Detailed scheme drawings and costs will be presented.	
Year 11	Equipment upgrades	Rolling programme to upgrade the gym, studio, sports hall, IT, catering, soft play, halls, golf kit & ancillary equipment in the facilities	£109,000	Replacement equipment across the facilities - Sports hall, Studios & Halls kit - Gym CV & Resistance Kit. - Golf course equipment & Irrigation pipe work etc - IT / Kiosk Hardware equipment	
Year 11	Upgrade plant & machinery, both building services and specialised plant.	Rolling programme of major / specialist plant, equipment & machinery upgrade in the facilities	£109,125	Upgraded plant and machinery across the facilities - Electrical fixtures / fittings - Lifts - AHU and Air conditioning units & Cellar plant - Pipe work, valves and Movable floor & controls	
Year 11	Upgrade of internal / external finishes both building and specialised materials	Rolling programme of materials, fixtures and fittings upgrade in the facilities	£114,000	Upgraded finishes across the facilities - soft play - bar / function suites & kitchens - floor surfaces - lockers and toilet / changing cubicles - receptions and kitchen servery's - furniture and fixed fixtures	
Year 11	Energy Management schemes.	To install energy products in line with the environmental programmes to reduce CO2	£90,000	Schemes to be considered – - Boiler / burner improvements - Combined Heat and Power units - Photovoltaic Power installations	
YEAR 11		Year 11 Funds Available	622,125		

Investment Fund 2015 / 2016 (subject to discussion & agreement)

2015 / 16	Project	Project Details	Estimated Cost	Capital Expenditure Analysis	Update/ Progress
	Sports pitch	Upgrade of the pitch surface and ancillary equipment/facilities at Langley Sports Centre - SUBJECT to further discussions with School	£100,000	Detailed scheme drawings and costs will be presented.	
Year 12	Equipment upgrades	Rolling programme to upgrade the gym, studio, sports hall, IT, catering, soft play, halls, golf kit & ancillary equipment in the facilities	£179,000	Replacement equipment across the facilities - IT / Kiosk Hardware equipment - Gym CV & Resistance Kit. - Golf course equipment & Irrigation pipe work etc - Sports hall, Studios, Soft play - Food and Beverage equipment	
Year 12	Upgrade plant & machinery, both building services and specialised plant.	Rolling programme of major / specialist plant, equipment & machinery upgrade in the facilities	£200,042	Upgraded plant and machinery across the facilities - Electrical fixtures / fittings - Lifts - AHU and Air conditioning units & Cellar plant - Pipe work, valves and Movable floor & controls	
Year 12	Upgrade of internal / external finishes both building and specialised materials	Rolling programme of materials, fixtures and fittings upgrade in the facilities	£143,000	Upgraded finishes across the facilities - soft play - bar / function suites & kitchens - floor surfaces - lockers and toilet / changing cubicles - receptions and kitchen servery's - furniture and fixed fixtures	
YEAR 12		Year 12 Funds Available	644,042		

Investment Fund 2016 / 2017 (subject to discussion & agreement)

2016 / 2017	Project	Project Details	Estimated Allocation	Capital Expenditure Analysis	Update/ Progress
Year 13	Equipment upgrades	Rolling programme to upgrade the gym, studio, sports hall, IT, catering, soft play, halls, golf kit & ancillary equipment in the facilities	£199,000	Replacement equipment across the facilities - Food and Beverage equipment - Gym CV & Resistance Kit. - Golf course equipment & Irrigation pipe work etc - IT / Kiosk Hardware equipment - Sports hall, Studios, Soft play & Halls kit	
Year 13	Upgrade plant & machinery, both building services and specialised plant.	Rolling programme of major / specialist plant, equipment & machinery upgrade in the facilities	£189,689	Upgraded plant and machinery across the facilities - Electrical fixtures / fittings - Lifts - AHU and Air conditioning units & Cellar plant - Pipe work, valves and Movable floor & controls	
Year 13	Upgrade of internal / external finishes both building and specialised materials	Rolling programme of materials, fixtures and fittings upgrade in the facilities	£178,000	Upgraded finishes across the facilities - soft play - bar / function suites & kitchens - floor surfaces - lockers and toilet / changing cubicles - receptions and kitchen servery's - furniture and fixed fixtures	
	Energy Management schemes.	To install energy products in line with the environmental programmes to reduce C02	100,000	Schemes to be considered – - Photovoltaic Power installations - Pool Covers - LED lighting fixtures & fittings. - Boiler / burner modifications	
YEAR 13		Year 13 Funds Available	666.689		

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Report No.
DRR11/135

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Executive

**For Pre Decision Scrutiny by the Renewal and Recreation
PDS Committee (on 13th December 2011)**

Date: 14th December 2011

Decision Type: Non-Urgent Executive Key

Title: BROMLEY MUSEUM AT THE PRIORY - ORPINGTON

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: Orpington

1. Reason for report

- 1.1 This report updates Members on the outcome of the first stage application to the Heritage Lottery Fund (HLF) for financial support to extend the borough's museum service into part of the vacated library building.
- 1.2 In light of the HLF's decision not to offer a first round pass and therefore financial support this report sets out a number of options for consideration by Members for the Museum.
-

2. **RECOMMENDATIONS**

That the Renewal and Recreation Policy and Development Scrutiny Committee:

- 2.1 Note the contents of the report, in particular the advice of the Heritage Lottery Fund, and in light of this provide the Executive with comments.

That the Executive:

- 2.2 Approve the re-submission of the first stage application to the Heritage Lottery Fund and with a further report brought back to a future meeting of the Executive on the outcome of this application.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost £2.4m capital and £102k revenue
 2. Ongoing costs: Recurring cost. £102k
 3. Budget head/performance centre: Museum Budget and capital programme
 4. Total current budget for this head: ££101,830 and £3m
 5. Source of funding: Existing revenue budget 2011/12 and Capital Programme
-

Staff

1. Number of staff (current and additional): 3 Ftes
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance. The Museum service is discretionary. However the Priory is a Grade II* listed building which the Council has a statutory duty to maintain.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Current 2009/10 visitor numbers are 25,000 per annum. It is expected that if these works proceed visitor numbers will increase to between 75,000 and 100,000 per annum.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: Cllr Lydia Buttinger - "I fully support the resubmission of this application and think it would be a real asset to the area if we could secure the funding".

3. COMMENTARY

3.1 On 8th December 2010 the Executive approved the submission of a first stage application to the HLF with a further report being brought back to a future meeting of the Executive on the outcome of this process.

3.2 Following this decision officers developed, in conjunction with the HLF, a first round application, part of which included an application for a 'Development Grant' which if the application had been successful would have been used to fund the final second round application which is a requirement of HLF funding. The first round application encompassed the following key strands:

- To strategically pull the borough's heritage assets together, with The Priory at its heart acting as a heritage and arts hub for Orpington and a heritage centre of excellence for the borough and its partners by
 - repairing The Priory hall, re-instating the green court to return the grandeur of its entrance and improving physical access to, from and within the hall and the grounds
 - increasing access to the collection and the museum service with new exhibition space, creation of formal and informal learning zones, improved interpretation, increased use of media, training programmes, activities and events, improved marketing, multi-functional spaces, a café and rest facilities, atrium, landscape viewing platform, a customer services area and toilets
 - encourage the integration of heritage into other public and academic interests
 - investigating the opportunity for creating a not-for-profit charitable heritage trust that would focus on developing and managing the borough's collective heritage, strengthening partnerships with other borough-based professional heritage organisations and drawing down external funding for capital and revenue projects
 - working in partnership with other heritage organisations to create a long-term borough-wide heritage strategy
 - providing office space to let long-term in order to provide a reliable revenue stream to help fund the maintenance and development of the improved museum and its services.

3.3 These key elements were developed in conjunction with the HLF as well as reflecting the initial consultative exercise that officers had undertaken. As a result a formal first round application was made to the HLF on 21st June 2011 for a development grant of £217,000 against a total scheme cost of £3 million. On submission of an application of this size, there is a three-month period in which the HLF work with the applicant to qualify and clarify elements of the application prior to the application going to a Board of Trustees in this case it was on 27th September 2011.

3.4 Following the Board's decision on 27th September 2011 the authority was advised in writing (Appendix 1) that our application had not been successful. In general, it would seem that the application has been acknowledged as being a good one that met the HLF's criteria, but it would seem, and this has been borne out by subsequent telephone conversations, that our application was rejected on the grounds of insufficient funds.

- 3.5 The Assistant Director for Leisure and Culture has sought further clarification and it would seem that the Priory application was competing at a national level for funding, at a time when the value of applications significantly outweighed the available funding at that time. At a regional level the HLF have indicated that they view this application as a priority and would wish to see it re-submitted though with a reduced grant request. This would enable a decision to be taken at a regional rather than a national level. The HLF have further advised that if the Council were minded to re-submit the application it should be done by the first week of March, in order for it to be considered by a regional board on 13th June 2012. If Members approve this approach, the project programme which reflects the re-submission is set out below.

Executive 14 th December 2011	Decision to proceed with re-application for HLF funding bid
January 2012 to March 2012	Compilation of first stage funding application to HLF including request for a development grant to contribute towards costs of taking the application from the first stage to the second stage
March 2012	HLF first stage application submitted
June 2012	HLF informs LBB if it has secured a development grant and is invited to apply to the second stage of the application process. Report presented to Executive on outcome of HLF first stage bid, asking for a decision to progress to the second stage.
July 2012 to December 2012	Detailed information prepared regarding finance, activities, outputs, timetables, risk assessments, works required, planning application, tendering of works
December 2012	HLF second stage application submitted
March 2013	HLF informs LBB if it has been successful in its second stage application
June 2013 to December 2013	Tendering of works process takes place
January 2014 to March 2014	Works contracts awarded
April 2014 to March 2014	Works commence
March 2015	Works completed, new museum service opens

4. POLICY IMPLICATIONS

- 4.1 The proposed relocation of Orpington Library arose out of the 2006 review of the borough's library service. It was first endorsed at the Local Economy Portfolio Holder meeting on the 12th April 2007 when it was agreed that the relocation of Orpington Library should be included within the Master Plan for Orpington - supporting the Council's broader objectives around vibrant and thriving town centres.

- 4.2 The Council's Building a Better Bromley 2010 – 2012 commitment states that it will finalise proposals for the Bromley Museum and old library site.

5. FINANCIAL IMPLICATIONS

- 5.1 The project concept and public consultation work undertaken to date has been funded from within existing budgets and has involved staff time; no other costs have been incurred. Should the Executive support the proposal to re-apply for funding from the Heritage Lottery Fund, then no costs will be incurred other than officer time to comply with the HLF's first stage criteria and the suggestion that the bid be value engineered downwards. Should the first stage application be successful and the Council is invited to progress to the second stage there will, at this point, be no contractual obligation to proceed any further.
- 5.2 The cost involved in preparing the second stage application is £185,000. As the HLF permits applicants to ask for a planning and development grant in its first stage application officers recommend that this should be pursued in order to contribute up to £166,500 towards this figure of £185,000. However should the Council not wish to progress to the second stage of the application process any funds provided by the HLF up to this point, such as the planning and development grant, would have to be reimbursed. It should be noted that the results of the first stage application will be reported back to Members for a decision as to whether to continue to the second stage application and therefore commit to the full scheme or not.
- 5.3 The total estimated cost of the revised scheme is likely to be in the region of £2.4m inclusive of fees. The HLF would potentially fund up to 90% of these costs, £2.16m. The borough therefore would be expected to fund the balance of £240k.
- 5.4 From the revenue side, it is expected that the scheme will generate an additional £70k from the café and rental income. This will be used to offset the extra premises costs of extending the museum service into the old library building.

6. PERSONNEL IMPLICATIONS

- 6.1 There are no direct implications arising from this report. The revised application would be made with the full involvement of existing staff at the Museum.

Non-Applicable Sections:	Legal Implications
Background Documents: (Access via Contact Officer)	Local Economy Portfolio Holder – 25 th January 2007 Local Economy Portfolio Holder – 12 th April 2007 Orpington Master Plan Document Executive 4 th November 2009 Executive 9 th December 2009 Renewal and Recreation Portfolio Holder – 29 th June 2010 Executive 21 st July 2010 Executive 7 th December 2010

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APPENDIX 1

7 Holbein Place
London SW1W 8NR

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020 7591 6001

Textphone
020 7591 6255
Website
www.hlf.org.uk



28 September 2011

Our Ref: HG-10-03098

Colin Brand
Assistant Director, Renewal and Recreation Department
Culture Division, London Borough of Bromley
B43, Civic Centre
Stockwell Close
Bromley
BR1 3UH

Dear Colin

The Priory Revisited, Orpington

We have now completed our assessment of your application and it was presented for a decision by our Board of Trustees on 27 September 2011.

We have decided not to offer a first-round pass and development grant to your project. I know this will come as disappointing news to everyone who has been involved in developing it so far, and I have set out our reasons below.

Demand for our funds means that we cannot support every good application that meets our criteria. Our Board had to take decisions on more projects than the available budget could cope with, and your project was rejected due to insufficient funds.

The Board considered that the project had potential to have a significant impact on the local community and that there was wide strategic support. However, there were some concerns regarding long term sustainability and projected visitor numbers. The Board also considered that a greater emphasis could be made on the importance of the collections and exploring partnerships with other organisations with connections to Lubbock.

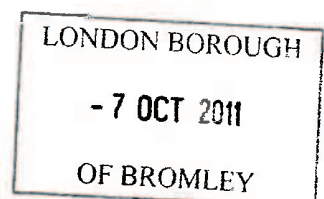
If you wish to re-apply we would be happy to discuss your proposals with you. In any re-application, we will need to see that the project will offer improved value for money, either through a reduced grant request for the same or similar project, or increased benefits for a similar grant request. We expect to continue to receive more good applications than we can support, and any re-application will be subject to the same competitive assessment process as new applications, in both assessment rounds.

I hope that this explanation is helpful. If you would like us to return any of the hard copy information sent in with your application, please let me know. We do not keep paper records for longer than one year from the date of this letter.

Yours sincerely

Lesley McCarthy

Lesley McCarthy
Senior Grants Officer
Direct Line: 0207 591 6130
Email: LesleyM@hlf.org.uk



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Report No.
DRR11/137

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: **Renewal and Recreation PDS Committee**

Date: **13th December 2011**

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

Title: **TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE**

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

Chief Officer: Marc Hume, Director Renewal & Recreation

Ward: All Wards

1. REASON FOR THE REPORT

- 1.1 To update Members on progress on delivering the Town Centres Development Programme.
 - 1.2 To update Members on the detail of the Outer London Fund Round 2 bid submissions.
-

2. RECOMMENDATION

- 2.1 The Renewal and Recreation PDS Committee is asked to consider this report.

Corporate Policy

1. Policy Status: Existing policy. Bromley Town centre Area Centre Action Plan
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: Non-recurring cost. None
 3. Budget head/performance centre: Town Centre Management
 4. Total current budget for this head: £N/a
 5. Source of funding: Outer London Fund Round 1 Allocation and Town Centre Management Budget 2011/12
-

Staff

1. Number of staff (current and additional): 7
 2. If from existing staff resources, number of staff hours:
-

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): Borough-wide
-

Ward Councillor Views

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

3. COMMENTARY

Development Programme

- 3.1 Attached as **Appendix 1** is an update on the progress that has been made in delivering each of the individual projects that make up the Development Programme. Members are asked to note the following key milestones that have been achieved since the last update report to the R&R PDS.
- The High Court Hearing concerning the Linden Homes/Network Rail legal challenge took place before Lord Justice Binner on 31st October 2011. A decision is due within the next 10 days.
 - The decant of the WH Smith unit in the station lobby marks the first stage commencement works on the Bromley South Station refurbishment.
 - The formal six week public consultation on the Bromley North Village public realm outline designs commenced on 20th October 2011.
 - Landlord Consent letters have been issued in respect to the Cathedral Scheme at Westmoreland Road and the sale of the long lease on the Walnut Shopping Centre.
 - Work is progressing on the development of a high level masterplan for Opportunity Site G, west of the High Street, which will be subject to public consultation prior to adoption as supplementary planning guidance.

Outer London Fund Round 2

- 3.2 On 13th June the Mayor of London launched the Outer London Fund, with the purpose of supporting projects that focused on revitalising high streets in those parts of London not benefiting directly from the major infrastructure improvements such as Cross Rail and the 2012 Games. At the centre of the initiative was funding of up to £50 million over three years, supported by offers of advice that can be targeted at improving the character, quality and economic vitality of high streets. Funding applications will be allocated in two rounds, the first allocation of £10 million running until 31st March 2012 and the second allocation of £40 million split equally between the financial year 2012/13 & 2013/14.
- 3.3 The Mayor's office have maintained the same criteria and approach for Round 2 as was set out for Round 1. The funding for Round 2 is predominately for capital works and projects need to support local priorities. The current guidance states that Round 2 applications should focus on enabling development either by site preparation or acquisition and assembly. This could also include public realm improvements and the impact of the fund could be magnified if projects can achieve co-ordination with investment from other public or private sector partners. Feedback from the OLF team has indicated that they expect this round to be over subscribed and very competitive and only the most robust and quality bids are likely to be supported.
- 3.4 Round 2 applications had to be submitted to the London Development Agency by midday on 14th November 2011. A summary of the Round 2 applications that were submitted by the Council are attached as **Appendix 2**. These applications were prioritised and agreed by the Chairman of the R&R PDS Committee in consultation with the Portfolio Holder for Renewal and Recreation and the Leader of the Council.

Bromley North Village Public Realm Consultation

- 3.5 A 6 week period of public consultation is now underway on the outline designs for improvements to the public realm in Bromley North Village. As part of the consultation, a series of exhibition events have taken place to allow businesses, residents and other stakeholders the opportunity to view the designs and make any comments or suggestions. The events were held on Monday 31st October and Friday 11th November, from 11am to 7pm at the Bromley United Reformed Church on Widmore Road, and were manned by Council officers and the designers. Full details on the scheme design can be found at www.bromley.gov.uk/bromleynorthvillage
- 3.6 Over 150 people came along over the two days, including representatives from Bromley North Village Traders Association, Disability Voice Bromley, Advocacy for All/Bromley Sparks, Babbacombe Road Residents Association, Bromley Civic Society, London Fire Brigade and many more, including many local residents. Visitors were asked to provide comments and feedback either on the day or via our website, and were given the chance to score the scheme out of 10. To date we have received 25 responses (22 on the day and 3 online) with an average score of 8 out of 10. Broadly, feedback has been very positive with a number of recurring themes.
- The inclusion of improved planting and more trees was very well received, as well as further public seating areas;
 - Improvements to the pedestrian crossings at Market Square were welcomed;
 - The overall improvements to the environment, and the creation of a more 'pedestrian friendly' design was strongly supported;
 - The inclusion of some feature yellow materials divided opinion somewhat, with many supporting the use of a more modern palette of materials. Others felt it could detract from the heritage of the area, with concerns over how it will stand the test of time.
 - The modern lighting columns indicated were not well received, with a feeling that lighting with a more 'heritage feel' would help to connect the public realm with the traditional character of some of the architecture in the area.
- 3.7 This feedback is vital to allow the scheme designers to review all comments and make changes where appropriate. It is proposed to lay a sample of the design and material in the footway in Market Square (opposite the Lakeland store) in the week commencing 21st November, in order to demonstrate and test the design and material choices. This will give a further opportunity to obtain feedback, plus allows Officers to consider important issues such as how the proposed materials will be cleaned and maintained, and how they will withstand the elements. Implementation of the mock up is envisaged at the end of November. The formal consultation is open until 23rd December 2011 and further updates will be provided at future meetings.

4. POLICY IMPLICATIONS

- 4.1 Work delivering the Town Centres Draft Development Programme is entirely consistent with Policy Objectives set out in Building A Better Bromley 2011 and Renewal & Recreation Portfolio Plan 2011/12. The work of the Renewal Group links to the Building a Better Bromley priorities by working towards the provision of Vibrant and Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

- 5.1 Round 2 applications will be able to bid for up to £40m of available funding covering the financial years 2012/13 and 2013/14. This will be predominately capital funding, and it will be allocated on a competitive basis with individual applications considered on their own merits. Individual place bids will be capped at £2m.

- 5.2 Officers have submitted a bid for LB Bromley totalling £2.5m which consists of £2.3m capital bid and £0.2m revenue.
- 5.3 There are certain conditions that would have to be met to ensure the application is successful such as making sure the place and actions match the criteria set out and should include the following topics: -
- geographic suitability
 - deliverability
 - vibrancy and growth
 - Place-shaping
 - Collaboration and Support
- 5.4 The projects will need to demonstrate economic uplift which would include any regeneration, economic development or town centre strategies, business rate retention & distribution data, and most importantly be able to be delivered by 30th March 2014.
- 5.5 Officers have assessed the the potential ongoing revenue costs of each project prior to submission. Any revenue funding, including staff time that the Council has identified as match funding in year 2012/13 and 13/14 will come from existing budgets. However, the following projects are highlighted as having potential ongoing revenue implications if alternative external sources are not found the project will cease after the termination of funding at the end of 2013/14.
- Interactive Wayfinding maps have an ongoing revenue commitment of £11,800 pa after 13/14. Funding post 13/14 has not been identified and it is proposed that the funding for this project will be transferred to private sector partners.
 - Beckenham Wi-fi has an ongoing revenue commitment of £2,000 pa after 13/14. Funding post 2013/14 has not been identified and again it is proposed that the funding for this project will be transferred to private sector partners.
- 5.6 Members should note that in order to secure TfL Area Based funding for the Beckenham Public Realm development, the Council may be required to approve a minimum of £700k matched funding from their own resources towards the project. A report will therefore have to be submitted to the Executive to agree such a commitment before a bid is made to TfL for this funding.
- 5.7 Transport for London have indicated in their 2011/12 Local Implementation Plan settlement that the Bromley North Village 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. There is no Council funding allocated for the detailed design stage of this project.
- 5.8 The Executive on 2nd February 2011 as part of the Capital Programme Review approved a capital scheme for Bromley North Village public realm improvements (£1.5m Council contribution after assumed Transport for London funding of £3.3m).

Non-Applicable Sections:	Legal and Personnel
Background Documents: (Access via Contact Officer)	The Outer London Fund 2011 Round 2

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Town Centres Individual Site Updates – 16th November 2011

Site	Lead Officer	Background	Position Statement
<u>Bromley</u>			
Site A: Bromley North	Network Rail The Council Linden Homes Lead: KM	The Inspector upheld the policy wording that the site can accommodate around 250 residential units. Linden Network Rail have challenged the Council position, arguing that building 250 units would not be viable given the level of on site improvements required.	Position – 16th November 2011 A hearing at the High Court took place on 31 st October 2011 and a decision is anticipated by 25 th November 2011. If the AAP policy is supported by the Courts, the Council will continue to work with Linden Homes/Network Rail to examine options for reducing the cost of the overall development without increasing the housing numbers to allow a viable development to come forward within a reasonable timescale. If the Court agree to instruct on a change to the Policy wording to remove the reference to ‘around 250’ , the Council as the freeholder of the Charter Market carpark site will continue to have a strategic landholding that would be needed to be included to bring about a comprehensive development as envisaged by Linden Homes.
Site B: Tweedy Rd	The Council Lead: KM /HH	The AAP states that the site could accommodate a scheme for around 70 residential units. One option being examined is a short term car	Position – 16th November 2011 Work is ongoing testing the technical viability of using the site as a temporary parking option (approx 100 commuter spaces) is underway. It is proposed to use the recently validated Bromley Town

		park use, to meet a drop in overall capacity whilst the Hill MSCP is refurbished and Westmoreland MSCP is redeveloped.	Centre Traffic Model to test the traffic impact of this scenario on the SRN. The results of this test will be crucial in informing the next meeting with Transport for London to move this project forward
Site C: Town Halls	The Council Lead: HH	Site allocated for mixed use development comprising Hotel and/or offices.	Position – 16th November 2011 The 6 month exclusivity agreement expired on 8 th November 2011 and a further report on options is being considered by the Executive on 14 th December 2011.
Site E: The Pavilion	The Council Capital Shopping centres Bromley Mytime Lead: CB	The AAP has allocated this site as a potential redevelopment site for around 22,000 sqm of additional retail floorspace if the redevelopment of Site G, West of the High Street does not come forward. This would be subject to the leisure Centre being relocated on to the Civic Centre Site. In the short term a comprehensive refurbishment of the Leisure centre offer has been agreed.	Position – 16th November 2011 Contractors are on site and work has commenced. Practical completion is set for March 2012. A continuous service is planned throughout the redevelopment works.
Site F: Civic Centre	The Council Lead: JT	Following a review of the options, it has been agreed that in the short term, up to 2015, the Council will concentrate on meeting its accommodation needs through the more efficient use of the campus site, undertaking limited investment in maintenance.	Position – 16th November 2011 Work is progressing well on the refurbishment of the North Block and the scheme is on timetable.
Site G: West of High street	Various Lead: KM	Major site in the AAP, allocated for mixed use development incorporating residential, retail and community and health facilities.	Position – 16th November 2011 Work is progressing on the development and testing of the development proposition that will form the basis of the

		AAP Inspector recommended that a Masterplan should be prepared for the site and adopted by the Council as supplementary planning guidance.	<p>masterplanning and phasing document.</p> <p>In support of this work the project team are proposing to undertake soft market testing of the emerging scheme to confirm that it will be supported in the Market. A report will be considered by the Executive on 14th December that will seek authority to issue a Prior Notification Notice (PIN), which will be published in the Official Journal of the European Union.</p> <p>Work is also being progressed to evaluating the options for refurbishment/redevelopment of the Churchill Theatre and Library complex.</p>
Site J: Bromley South	<p>Network Rail</p> <p>Lead: KM</p>	Network Rail are looking to improve the station and in particular access through an improvement programme. Improvements likely to cover drop off facilities, disabled access, internal layout, repairs and refurbishment of the building. Preliminary scope of works and delivery programme agreed with Network Rail for the refurbishment of Bromley South to include step free access.	<p>Position –16th November 2011</p> <p>The decant of the WH Smith unit in the station lobby marks the first stage commencement works on the Bromley South Station refurbishment. The site compound has been established and the temporary ticket office will be on site by 4th December 2011.</p>
Site K: Westmoreland car park	<p>The Council</p> <p>Lead: HH</p>	Mixed use development site comprising cinema, A3/4/5 uses, residential, hotel and re-provision of public car parking. Cathedral Group selected as the Council's development partner in December 2008 after a competitive process.	<p>Position – 16th November 2011</p> <p>The Council has issued a Landlord consent in respect of the content of the development proposal. This will now form the basis of a full planning application that will be submitted before the end of the year.</p>

<p>Site L: Former DHSS</p>	<p>Land Securities /Trillium Bromley Christian Centre.</p> <p>Lead: KM</p>	<p>The AAP Policy seeks a comprehensive redevelopment of the Crown Buildings and the adjacent Bromley Christian Centre Site. The Policy seeks a mixed use scheme including hotel, residential and replacement of office floorspace.</p>	<p>Position – 16th November 2011</p> <p>Trillium Real, the owners of the Crown Buildings have indicated that they intend submitting an outline planning application for a Hotel/Residential scheme in the New Year. This will not include replacement office floorspace, which is currently seen as being a policy requirement.</p>
<p>Site M: Queens Gardens</p>	<p>The Council</p> <p>Lead BMQ</p>	<p>The AAP allocates possible additional cafes and restaurants around the edge of the gardens, provided there is no loss of any green space.</p>	<p>Position – 16th November 2011</p> <p>Capital Shopping Centres (CSC) are in discussions with the Council regarding a proposal for the site. An exhibition was held in the Glades by CSC in October, and we anticipate submission of a proposal in the New Year..</p>
<p>Bromley North Village</p>	<p>Lead: KM</p>	<p>In support of transformational public realm improvements an Area Based bid to the Transport for London, as part of the Mayor’s ‘Great Spaces’ initiative, has been successful in providing access to £300k for detailed design work. A further allocation of £3m has been made available by TfL subject to the Council meeting a number of design gateways.</p> <p>A provisional bid of £1.5m has been made to the Council’s Capital Programme 2012/13 in support of this project, which is still subject to confirmation.</p>	<p>Position – 16th November 2011</p> <p>An update on the consultation is contained within the body of the main TCD Update report.</p>
<p><u>Orpington</u></p>			
<p>Orpington Town Centre</p>	<p>Lead : KM</p>	<p>There are 2 key opportunity sites in the Walnuts shopping complex – Job Centre and</p>	<p>Position – 16th November 2011</p>

		Police Training facility which are currently available for redevelopment. Working is progressing to agree a consensus with land owners/interested parties over future development options, which would ultimately inform a planning brief for the whole of the Walnuts site. The Council as the Local Planning Authority is best placed to co-ordinate and lead on this work.	Landlord's consent has been issued by the Council in respect to the sale of the long leasehold of the Walnut Shopping Centre. Initial meetings have taken place with Miller Properties and Ellandi on their future redevelopment plans for the centre..
<u>Penge</u>			
Penge Renewal Strategy	Lead: KM	Manifesto commitment for 2011. Initial scoping work is being undertaken to identify the provisional aims and objectives for a Masterplan for Penge.	Position – 16th November 2011 Work is ongoing on delivering projects funded from Outer London Fund. Stakeholder workshop arranged for 21 st November to discuss the drafting of a Renewal Strategy for Penge Town Centre
Beckenham			
Public Realm Improvements	Lead: KM/CC	The Draft Local Implementation Plan (LIP), submitted to TfL in December 2010, indicates that, following the implementation of the Bromley North Village project, the Council envisages that Beckenham town centre would potentially be the subject of a future Major Schemes bid. This is supported by the inclusion in the LIP of an indicative sum of £150k of TfL funding for scheme development in 2013/14.	Position – 16th November 2011 Application submitted to Outer London Fund Round 2 for public realm improvements and funds for design work in support of an Area Based Bid to Transport for London.

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OUTER LONDON FUND ROUND 2 SUBMISSION

APPENDIX 2

OLF ROUND 2 BROMLEY TOWN CENTRE PROJECTS SUMMARY

Location and Activity Type	Project title	Pen Picture and Content	Procurement and Delivery Risk	Match funding	OLF funding required & timescales
High Street – pedestrianised area and Bromley South	BROM1: Extension of public realm design treatment and improvements to frontages in Bromley North Village	<ul style="list-style-type: none"> Expansion of the public realm design treatment that has started in Bromley North Village and Bromley South to cover the middle section of the town to ensure continuity of movement. This will include a series of short term improvements that create better and more legible linkages between the High Street and the green spaces of Church House Gardens. Projects will include additional planting, uplighting to highlight trees and key buildings, pavement lighters to provide wayfinding to key locations (e.g. theatre, parks), lighting step risers and interactive wayfinding initiative (including electronic maps with directory of shops), introduction of infrastructure to support new or relocated markets. 	<p>Procurement & consultation</p> <ol style="list-style-type: none"> Public realm projects would be procured through variation to term contracts for additional deliverables. Shop front improvement scheme managed by in house team. Procurement of works to be undertaken by applicant businesses. Vinyl treatments for empty properties would be extension to existing contract under OLF Round 1. Consultation would be part of the process for development and implementation of the public realm scheme to ensure widest possible support for detailed design of the scheme. 	<p>Match funding from LBB budgets or staff time for project management: £59k. Business match funding: £50k</p> <p>NB LBB is contributing up to £2m cash to linked Bromley North Village improvement scheme</p>	<p>Public realm CAPITAL: £1.369m 2012/13 £310k 2013/14</p> <p>REVENUE: £10k 2012/13 £10k 2013/14</p> <p>2/3 of public realm projects will be delivered during 2012/13 with remainder in 2013/14</p>
		<ul style="list-style-type: none"> Shop front improvement grant, full 			

		<p>scheme. To encourage inward investment (by independent businesses) and improvement of the visual impact of the town centre – particularly in the historic core the business support programme will include a shop front improvement grant scheme. This project will follow up on initial project in Round 1.</p> <ul style="list-style-type: none"> • Application of vinyl graphics to improve appearance of empty shop fronts and encourage investment. 	<p>Risk Register BROM1 Risk – Level – Mitigation</p> <ol style="list-style-type: none"> 1) Problems with procuring works within budget and timescale – Low – <i>Most works procured through Council's term contractors. Initial design by existing urban design contractor has been undertaken as part of OLF Round 1 project – so early start should be possible. Schemes designed to be stand alone and scalable.</i> 2) Full public consultation reveals significant objections to the public realm schemes – Low – <i>Many of the concepts applied in the proposed scheme have already been tested within the context of the existing Great Spaces project for Bromley North Village and have received generally good support from residents and businesses.</i> 3) Shop front grant scheme has lower take up than expected and not all allocated money can be expended – Low – <i>The development of planning guidelines, processes and publicity as part of OLF Round 1 will enable the project to get off to an early start – with businesses in target areas being engaged in proactive way through the Town Centre Manager.</i> 		<p>Shop front grants CAPITAL: £75,000 2012/13 £75,000 2013/14</p> <hr/> <p>Empty shops vinyls REVENUE: £2500 2012/13 £2500 2013/14</p> <p>BROM1 Project total £1.829 m CAPITAL £25k REVENUE</p>
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			<p>4) Some businesses taking up the grant do not follow design guidelines which results in lower quality refurbishment taking place – low – <i>The application and follow up process developed will be robust enough to ensure that only compliant schemes are provided with the grant – and LBB will retain the right to refuse payment in the case of non-compliance.</i></p>		
Whole town Events Marketing	BROM2: ‘Are you Bromley?’ 2012/13 and 2013/14 events and marketing campaign	<p>Developing and expanding upon the 2011/12 ‘Are you Bromley?’ The campaign will follow the overarching change agenda for Bromley Town Centre and will be a chance for the Council and our partners to showcase, celebrate and engage with the public and businesses over the exciting plans and create a strong sense that good things are planned for the future. Includes marketing campaign, community arts programme and an event programme which will include the following large scale events:</p> <p>Queen’s Diamond Jubilee event ‘London as a Global Centre of Fashion’– May 2012. To mark 60 years of the Queen’s reign the London Borough of Bromley will be hosting a unique and momentous town centre celebration in the presence of a V.V.I.P. (Very, Very Important Person). The event will be an historic occasion that is expected to</p>	<p>Procurement and Consultation Many events would be managed and delivered by in house team of Town Centre Managers / Events Managers, but overarching marketing campaign to be procured by 3 quotes. Some events to be outsourced to 3rd parties (3 written quotes may be required).</p> <p>Risk register BROM2 Risk – Level – <i>Mitigation</i></p> <p>1) Are you Bromley campaign does not engage enough public support or involvement from business community – Low – <i>Initial response to elements of ‘Are you Bromley’ specifically in relation to the Cathedral development and Bromley North Village have shown a willingness to engage by residents and businesses. Brief for development of branding campaign under</i></p>	Expected match from LBB and partners (cash and in kind): £82k	REVENUE £105k 2012/13 £15k 2013/14

		<p>attract local, national and international media attention. Approximate footfall in the area, under normal circumstances, is 90,000 on one day and it is anticipated that this figure will treble as a result of the V.V.I.P.'s attendance. Total cost £213,000 with £100,000 requested from OLF.</p> <p>'Once in a Lifetime' festival of sports & culture – July 2012. A festival of cultural attractions and activities that will help to inform town centre capital improvements, contribute towards boosting the local economy and provide local businesses, residents and visitors with opportunities to understand the value of engaging with cultural activities in order to improve and sustain their environment, health and wellbeing. Total cost £76,200 with £15,000 requested from OLF. Further details of both these projects are contained in Appendix BR6.</p>	<p><i>OLF1 will ensure that the brand will be eye catching and edgy, whilst acknowledging local sensitivities.</i></p> <p>2) Partner organisations withdraw their support for major events during the design stage or delivery stage - Low - <i>The events will be designed in such a way that it could be scaled down without impacting on the high quality required or public expectation.</i></p> <p>3) V.V.I.P. is unable to attend the Queens Jubilee event – Medium - <i>A representative of the V.V.I.P. will be sent in their place</i></p> <p>4) Security around the V.V.I.P. party is breached during the Queens Jubilee event- Low - <i>The Metropolitan Police and high level security organisations are part of the event partnership and will be monitoring this before and during the event to ensure any incidents are handled in accordance with their procedures.</i></p> <p>5) For the Once in a Lifetime festival the Young Producer Apprentice does not come to Bromley but goes to one of the other boroughs instead – Medium - <i>Partner organisations will invest more of their skilled staff to ensure that a quality event takes place</i></p> <p>6) The chosen elements of the London Outdoor Arts Festival touring programme are unavailable to be included in the Once In a Lifetime event – Medium - <i>High quality</i></p>		<p>BROM2 Project total £120k REVENUE only</p>
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			<i>attractions and performances will be sought from elsewhere.</i>		
Bromley North Village Business support	BROM3: Boosting independent businesses	<p>A campaign of practical support to boost existing independent businesses in the town to help them take advantage of the high profile marketing for the town, and also to attract new investors. The campaign will include:</p> <ul style="list-style-type: none"> Free / subsidised training offered, in partnership with local business forums, to businesses, based on expressed need – e.g. marketing, shop window presentation, merchandising, crime prevention. Project would consist of free workshops subsidised follow up mentoring programme for up to 30 businesses. Working with local business groups to jointly market specific areas of the town – e.g. Bromley North Village. 	<p>Procurement and Consultation The Council's TCM / Business support team to liaise with businesses and business groups and coordinate. Extension of 2011/12 OLF1 arrangements with business support provider.</p> <p>Risk register BROM3 Risk – Level – Mitigation 1) Take up of support is lower than expected – Medium – <i>Scoping of support will ensure it is based on solid evidence of need and responses to survey of businesses (recently carried out under Outer London Fund 1) and will be delivered in close partnership with the local business association.</i> 2) Impact of support lower than expected – Low – <i>Expectations for impact of support based on experience of similar programmes which show real benefits to participating businesses in terms of business growth and development – design of scheme will ensure it is as relevant to business needs as possible.</i></p>	LBB in kind match: £1,000	<p>REVENUE £5k 2012/13 £5k 2013/14</p> <p>BROM3 Project Total: £10k REVENUE only</p>
Bromley Town Centre Project evaluation				LBB in kind match: £1,500	<p>REVENUE £4k 2012/13 £10k 2013/14</p>

TOTAL OLF FUNDING SOUGHT FOR PROJECT		Total for Bromley OLF2 Project CAPITAL: £1.829m (91%) REVENUE: £169k (9%)

OLF ROUND 2 BECKENHAM TOWN CENTRE PROJECT SUMMARY

Location and Activity Type	Project title	Pen Picture and Content	Procurement and Delivery Risks	Match funding	OLF funding required
Whole town	High Street improvements	<p>The schemes to be brought forward as part of the Outer London Round 2 bid are designed to provide tangible benefits to the town within the next 2 years, whilst helping to prepare and develop the longer term programme of renewal.</p> <p>The bid includes:</p> <p>Undertaking a range of exemplar environmental improvements focused around improving the attractiveness and safety of the High Street. These would provide immediate improvement and uplift to the town centre and would particularly seek to support the thriving night time economy of the town. However these interventions will also be used as demonstration projects to inform the development of a an Area Based bid to Transport for London as part of the Local Implementation Plan submission 2012/13. This bid will focus on tackling many of the traffic and transportation issues identified as part of the Member Working Party Improvement report. This will also provide for a full public realm treatment for the whole of the High Street area, which would be outside the scope of the OLF fund. The projects would include:</p> <ul style="list-style-type: none"> • Upgrade of public realm at the Kelsey Square junction with High Street to include improvements to lighting, street furniture, planting and paving – with options for street market spaces. (£140,350) 	<p>Procurement and consultation</p> <p>Much of the capital works can be procured via the Council's Engineering term contractor.</p> <p>It is proposed to procure the urban design team to undertake the concept design work via the GLA Urban Design Framework contract. The Renewal team have successfully procured design contract via this route in the recent past. Low risk.</p> <p>Public consultation will be included in process.</p> <p>Risk register</p> <p>Risks – Likelihood - <i>Mitigation</i>:</p> <p>5) Problems with procuring works within budget and timescale – Low – <i>Most works procured through Council's term contractors, in house urban design team to start scoping, consultation and</i></p>	Staff time match (approx £28k)	

		<ul style="list-style-type: none"> • Improvements to Kelsey Park Road Gardens – improve appearance and legibility, including new lighting, improvements to boundaries and signage, and new planting (£39,300) • Improve 3 accesses to Odeon Car Park including installation of additional lighting (£15,250) • Improved wayfinding throughout the town– introduction of information boards incorporating town maps – and highlighting local green spaces. Includes introduction of a Welcome to Beckenham sign at one of the main vehicular ‘entrances’ to town (£20,000) • Replacement new litter bins throughout the town (£12.9k) • Improving community safety in the town centre through, enhancement of CCTV system, improved lighting and gating of problem alleyways.(£55,000). <p>Learning from exemplar projects, to undertake a Concept Design process to understand issues, possible design approaches and undertake initial public consultation on design concepts to feed into the TfL area based scheme. The concept design would include consideration of car parking capacity in the town and possible uses for Stables Green for car parking and town green.</p>	<p><i>procurement once OLF funding confirmed to avoid delays in starting scheme. Schemes designed to be stand alone and scalable.</i></p> <p>6) Full public consultation reveals significant objections to the public realm schemes – Medium – <i>Initial local consultation has revealed good support for the proposals, but should serious objections arise there is sufficient flexibility within the suggested schemes to allow for adaptation.</i></p> <p>7) Prospects for area based scheme become less optimistic in the medium term – Low – <i>The exemplar projects are designed to stand alone so would provide a boost to the town and local economy without addition of large scale public realm project. The concept design would enable key considerations to be developed and available for any future opportunities for funding.</i></p>		<p>Capital £278k 2012/13</p> <p>Capital £50k 2012/13</p> <p>Sub total £328k CAPITAL £5k REVENUE</p>
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Whole town	<p>Boosting our independent businesses</p>	<p>A campaign of practical support to boost existing independent businesses in the town to help them take advantage of the high profile marketing for the town, and also to attract new investors. The campaign will include:</p> <ul style="list-style-type: none"> • Free / subsidised training offered, in partnership with Beckenham Business Association, to businesses, based on expressed need – e.g. marketing, shop window presentation, merchandising, crime prevention, assistance with web marketing / QR codes. Project could consist of free workshops and subsidised follow up mentoring programme for up to 30 businesses to help business owners apply lessons. Also including assistance to the BBA to develop joint marketing initiatives. • Free Wi-Fi - install wi-fi access point to cover High Street 	<p>Procurement and consultation</p> <p>TCM / Business support team can procure business support through existing relationships with support agencies.</p> <p>For Wi Fi project 3 written quotations required. There are revenue implications for the Wi Fi Project of £3600 per annum to service. (This could be covered by advertising)</p> <p>Consultation with local businesses through a survey and discussions with business representatives will assist with the scoping of support package.</p> <p>Risk register</p> <ol style="list-style-type: none"> 1) Take up of support is lower than expected – Medium – <i>Scoping of support will ensure it is based on solid evidence of need and responses to survey of businesses (recently carried out under Outer London Fund 1) and will be delivered in close partnership with the local business association.</i> 2) Impact of support lower 	<p>LBB staff time (approx £3.7k)</p>	<p>£20k capital 2012/13</p> <p>Revenue £8.6k 2012/13 £8.6k 2013/14</p> <p>Sub total: £17,200 REVENUE</p> <p>£20k CAPITAL</p>
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			<p>than expected – Low – <i>Expectations for impact of support based on experience of similar programmes which show real benefits to participating businesses in terms of business growth and development – design of scheme will ensure it is as relevant to business needs as possible.</i></p> <p>3) Wi Fi system take up is lower than expected – low – <i>We will ensure that the launch of the project is provided with sufficient street level publicity – in close partnership with local businesses and other partners.</i></p> <p>4) Revenue cost of maintaining system cannot be sustained by LBB beyond the life of the Outer London Funding – medium – <i>The project will include developing revenue streams (e.g. through use of landing page to greet users) to ensure project is self sustaining from April 2014.</i></p>		
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Project evaluation, including business, resident & shopper surveys	£15,000 REVENUE & £1,500 LBB staff time
TOTAL OLF FUNDING FOR PROJECT	£385,020 CAPITAL £347,820 (90.3%) REVENUE £37,200 (9.7%)

OLF ROUND 2 PENGE TOWN CENTRE PROJECT

Location and Activity Type	Project title	Pen Picture and Content	Procurement and Delivery Risk	Match funding	OLF funding required and timescales
Whole town	PEN1: Upgrading frontages and boosting town distinctiveness	To encourage inward investment (by independent businesses) and improve the visual impact of the town centre through the establishment of a fund to enhance frontages on the high street through an improvement grant scheme. This was trailed in the Round 1 Outer London Fund for Penge and evidence from this initial project will be used to inform the implementation of the grant scheme.	Procurement & consultation It is proposed that the High Street façade improvement grant scheme will be administered by the Staff within the Council's Renewal team, which includes Conservation and Urban Design resources. The scheme will market on the ground by Penge Town Centre Manager and grant applications will be considered by a panel that will include the Head of Renewal,	£37k business match £12k in match from LBB (cash / in-kind)	CAPITAL £55,000 2012/13 £55,000 2013/14 CAPITAL £20,000

		<p>Alongside physical upgrade of frontages the project will also seek to develop a distinctive branding for the town centre – and provide a sense of definition and arrival by the installation of two large quality designed ‘Welcome to Penge’ at strategic entrances to Penge to welcome visitors and shoppers – with a design to celebrate the town’s best characteristics.</p> <p>Additionally there would be an extension of the treatment of empty shops fronts through use of high quality vinyl graphics.</p>	<p>departmental finance manager and conservation/urban design officer.</p> <p>Grant scheme scope and operation design will be based on good practice guides drawing from the experience of a previous improvement scheme administered by the Crystal Palace Partnership.</p> <p>Procurement through 3 quotations. Will require some public consultation on design.</p> <p>TCM / Business support team to coordinate using same provider as 2011/12.</p> <p>Risk register PEN1</p> <p>1) Shop front grant scheme has lower take up than expected and not all allocated money can be expended – Low – The development of the ‘What if Penge’ project as part of OLF Round 1 should generate significant publicity and will enable the project to get off to an early start – with businesses in target areas being engaged in proactive way through the Town Centre Manager. The interventions envisaged as part of the scheme would be of a scale to be within the affordability of many of the local businesses / landlords.</p> <p>2) Some businesses taking up the grant do not</p>		<p>2012/13 only</p> <p>£3,000 2012/13 £3,000 2013/14 REVENUE</p> <p>PEN1 Project totals: £130k CAPITAL £6k REVENUE</p>
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			<p>follow good practice which results in lower quality refurbishment taking place – medium – The application and follow up process developed will be robust enough to ensure that only schemes which contribute to an overall improvement in the street scene will be supported – and LBB will retain the right to refuse payment in the case of non-compliance.</p> <p>3) Problems with procuring wayfinding works within budget and timescale – Low – <i>Most works procured through Council's term contractors.</i></p> <p>2) Full public consultation reveals significant objections to the public realm schemes – Low – <i>The concept of town signs to improve distinctiveness of the town has been tested in consultation and found to have support from businesses and residents.</i></p>		
<p>Whole town Business support</p> <p>Page 136</p>	<p>PEN2: Boosting our independent businesses</p>	<ul style="list-style-type: none"> In partnership with Penge Traders Association offer free or subsidised training to business based on expressed need – e.g. marketing, shop window presentation, merchandising, crime prevention. Working with local businesses to jointly market specific areas of the town – e.g. Bromley North Village. 	<p>Procurement & consultation</p> <p>TCM / Business support team can procure through existing relationships with support agencies and arrangements from 2011/12 project extended.</p> <p>Risk register PEN3 Risk – Level – Mitigation</p> <p>1) Take up of support is lower than expected – Medium – <i>Scoping of support will ensure it is based on solid evidence of need and responses to survey of businesses (recently carried out</i></p>	<p>LBB staff time match: £1k</p>	<p>£5,000 2012/13 £5,000 2013/14 REVENUE</p> <p>PEN2 project total: £10k REVENUE</p>

			<p><i>under Outer London Fund 1) and will be delivered in close partnership with the local business association.</i></p> <p><i>2) Impact of support lower than expected – Low – Expectations for impact of support based on experience of similar programmes which show real benefits to participating businesses in terms of business growth and development – design of scheme will ensure it is as relevant to business needs as possible.</i></p>		
Penge Outer London Fund project evaluation				LBB in kind match: £1k	REVENUE £3k 2012/13 £7k 2013/14
TOTAL OLF FUNDING SOUGHT FOR PROJECT					Total for Penge OLF2 Project CAPITAL: £130,000 (83%) REVENUE: £26,000 (17%)

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Report No.
DRR11/133

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: **Renewal and Recreation PDS Committee**

Date: **13th December 2011**

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

Title: **LIBRARIES UPDATE**

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: All

1. Reason for report

1.1 Further to the meeting of the Renewal and Recreation Policy Development and Scrutiny Committee on 5th July 2011, Members agreed that:

- the Executive be recommended to agree that there be no reduction in the hours of operation of the Borough's library service without further consultation with staff, their representatives, ward Councillors and library users and the opportunities to generate income also be investigated and a further report be submitted back to Members on the outcome;
- it be noted that the options regarding closure of any library will be the subject of further consultation with staff, their representatives, ward Councillors and library users and the completion of an Equality Impact Assessment prior to a further report on this option being submitted to Members;
- the Executive be recommended that the option as set out in the report to implement charges for the People's Network is not supported and should not proceed; and
- the responses received from staff and their representatives to date regarding entering into a "shared services" arrangement with the London Borough of Bexley be noted and the Executive be recommended to agree that the option of transferring a shared service into a trust as set out in the report be investigated further recognising the urgency involved in order to achieve savings on business rates.

1.2 This report updates Members on the 'Trust Option' for Libraries. In particular, the report identifies that as a consequence of the Government determining the baseline for rateable values earlier than predicted, that it would not be possible to establish a joint Libraries Trust with Bromley and Bexley within the necessary timescales.

2. RECOMMENDATION

- 2.1 That the Renewal and Recreation Policy Development and Scrutiny Committee note the content of this report.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Vibrant Thriving Town Centres.
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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: £5.3m
 5. Source of funding: Existing controllable revenue budget for 2011/12
-

Staff

1. Number of staff (current and additional): 138.5 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 not applicable.
-

Customer Impact

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

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

3. COMMENTARY

3.1 Following on from the Executive's decision not to amend opening hours or the operation of the borough's library service, detailed questionnaires have been developed in conjunction with the Portfolio Holder for Renewal and Recreation. The intention is to gauge the opinions of 'library users' as a whole. Given that, usage, opening hours and the range of services available differs widely between libraries. Library specific questionnaires have been developed to capture these differences. The questionnaires will also cover the issue of charging for a range of services that are currently provided by the library service as well as the introduction of new services such as electronic books. The broad research objectives are as follows:

- To assess current usage of libraries (frequency and services used)
- To gauge how valued the library is and how it fits into their lives
- To assess reactions to closing specific libraries, including:
 - which other library/libraries people would be likely to use
 - the appetite for improving a library (as with Biggin Hill and Orpington) while closing a smaller library
 - use of the mobile library to 'fill in' for a closed library
- To gauge reactions to the idea of moving to a nearby location and reducing the number of books available, rather than closure
- To assess reactions to reduced days/hours of opening
- To gauge the likelihood of users to volunteer their time in preference to reduction in hours or closure
- For Biggin Hill and Orpington libraries, where it is not envisaged that the reduced hour or closure are in prospect, to gauge satisfaction with existing opening hours.

3.2 Copies of the draft questionnaires will be circulated to Ward Members to ascertain their views and comments. Following receipt of these comments, the questionnaires were finalised. It is proposed that the market research exercise will be conducted in the middle of January 2012, the outcome of which will be reported to the Renewal and Recreation PDS meeting in March 2012.

3.3 Having now completed the majority of work necessary to construct the libraries' shared services structure, officers have now sought to investigate further the concept of developing a joint Libraries trust with Bexley. Whilst examples of libraries operating as a trust exist across the country, officers have been unable to identify any stand alone library trusts in the UK. Typically, where library services exist in a trust they do so as part of a range of leisure and cultural services. Part of the problem is that a library service traditionally comprises a range of non-commercial services that do not generate sufficient revenue to sustain the service without core funding. It is considered that apart from the potential to generate savings from non-domestic rates (NNDR), a stand alone libraries trust offers little other financial incentive.

3.4 As previously stated the main saving from the creation of a libraries trust is the 80% mandatory relief from Business Rates. The Government's proposals on Business Rates Retention (BRR) are intended to allow local authorities to benefit from growth in business rates in their area. By implication therefore, any mandatory relief granted could have the

opposite effect and decrease the business rates and therefore income to the local authority. Individual authority business rates baselines will be established and authorities will be allowed to retain a proportion of additional business rates in future years, subject to the constraints of the scheme.

3.5 It had originally been assumed that the calculation of the baseline would be based on the 2012/13 rateable values, but the latest detailed consultation paper suggests that there are two options:

- Based on a Government return (NNDR) a spot calculation of Business Rates at 31 December 2011.
- Based on a Government return (NNDR) the average Business Rates collected over a number of years. The consultation document suggests that outturn data for 2010/11 and 2011/12 would provide an accurate reflection of what authorities had actually collected.

3.6 If either of these options were adopted it would mean that the creation of a libraries trust from 1st April 2012 and the associated mandatory relief would not generate any savings in the medium term as when the Business Rate Retention is introduced in 2013/14 Bromley's income from Business Rates could be less than the baseline.

3.7 The Government consultation process ended on 24th October 2011, however the outcome will not be known until the beginning of 2012 at the earliest. There would therefore be insufficient time to establish a libraries trust across two boroughs prior to 1st April 2012, if the position with regard to Business Rate Retention was positive for both Bromley and Bexley and assuming that both boroughs were in agreement with such an approach.

4. POLICY IMPLICATIONS

4.1 The review of the library service is entirely consistent with the Council's objectives around Vibrant and Thriving Town Centres as well as being in line with the Council's broader financial strategy.

5. FINANCIAL IMPLICATIONS

5.1 The consultation period on proposals relating to the Local Government Resource Review: Proposals for Business Rates Retention concluded on 24th October 2011. Responses to the consultation document will inform the final scheme design and final decisions on the rates retention model are awaited. The government intends to introduce business rates retention from April 2013.

5.2 There are two options for establishing a local authority's baseline within the consultation document:

- (i) a spot assessment based on estimated business rates income for 2012/13 derived from the NNDR1 return and using rateable values at 31st December 2011;
- (ii) an average of an authority's rates income over a number of years using actual outturn data derived from NNDR3 returns for 2010/11 and 2011/12.

The creation of a libraries trust from 1st April 2012 and the resulting application of mandatory rates relief would have the effect of reducing Bromley's retained income levels after the

baseline has been set. Although the consultation includes alternative proposals to help manage the effect of negative volatility in business rates income, it is not yet known which approach will be introduced and there is no guarantee of protection from any of the options.

- 5.3 Should the option of a joint libraries trust be considered further, officers would also need to explore whether there are any VAT implications arising from the terms of the agreement.
- 5.4 Members should note that the savings (£336k) from the non-domestic rates relating to the establishment of a library trust may no longer be achievable.

6. PERSONNEL IMPLICATIONS

- 6.1 The options identified will clearly have a significant impact on staff currently employed within the borough's library service.

7. LEGAL IMPLICATIONS

- 7.1 There were a number of pieces of legislation that affected the authority's decision-making on the delivery of a library service, in particular:
 - 7.2 The Public Libraries and Museums Act 1964 requires the authority to provide a "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.
 - 7.3 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.
 - 7.4 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 with and involvement of representatives of local persons across all authority areas.
 - 7.5 In terms of the option identified by the Working Group whereby the authority would enter into an agreement with another authority for the joint management of library services, there are provisions contained within the Goods and Services Act 1976 and the Local Government Act 1972 that would enable this happen.

Non-Applicable Sections:	None.
Background Documents: (Access via Contact Officer)	

Report No.
RES 11152

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 13th December 2011

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

Title: WORK PROGRAMME 2011-12

Contact Officer: Keith Pringle, Democratic Services Officer
Tel: 020 8313 4508 E-mail: keith.pringle@bromley.gov.uk

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 This report updates the Committee's work programme.

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: Excellent Council.
-

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £344,054
 5. Source of funding: Existing 2011/12 budget
-

Staff

1. Number of staff (current and additional): There are 9 posts (8.22 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Preparation of the Work Programme report can normally be expected to take up to a couple of hours.
-

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): Borough-wide
-

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 8 of the Scrutiny Toolkit and in consultation with the Renewal and Recreation Portfolio Holder and Chief/Senior Officers.
- 3.3 The Committee's remaining 2011/12 Work Programme, as it currently stands and updated from its previous meeting, is at **Appendix A**. Items expected for discussion at the forthcoming meetings of the Bromley Economic Partnership are also included for information.
- 3.4 Please note that with the agreement of the Chairman an additional meeting of the R&R PDS Committee will be held on Thursday 26th January 2012. Arrangements have been made to enable all PDS Committees to consider the draft 2012/13 budget proposals between the Executive's meetings on 11th January and 1st February 2012.

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

RENEWAL AND RECREATION DEPARTMENT FORWARD WORK PROGRAMME 2011/12

Report Title	Report Author	PH Decision? (Y/N)	Referred		Officers Draft Agenda	Reports to Director	Reports to Democratic Services	Agenda Publication	Chairman's Callover
			From	To					
Renewal and Recreation Policy Development and Scrutiny Committee									
13th December 2011									
Matter Arising from Previous Meetings	KP	No			10 November (2.30pm – N65)	24 November (10am)	25 November (12 noon)	1 st December	6 th December (4pm)
Portfolio Holder Decisions	KP	No							
RR PDS Work Programme	KP	No							
Budget Monitoring Report 2011/12	CM	Yes							
Capital Programme Monitoring – Q2 2011/12	CM	Yes							
Renewal & Recreation Business Plan 2011/12 Monitoring Report - Quarter 2	HJ/CB	Yes							
Bromley Adult Education College Review	CA	Yes							
Bromley Town Centre Variable Message System	KM	Yes							
Mytime Active Service Delivery Plan 2012/13	JG	Yes							
Bromley Museum at the Priory - Orpington	CB	Exec Decision							
Libraries Update	CB	No							
Town Centre Development Programme Update	KM	No							
Library Stock Supply Contract Review 2011	JC	Exec Decision							
Bromley Economic Partnership									
10th January 2012									
Update on Main Partnership Themes:		-			-	22 December (10am)	28 December (12 noon)	29 December	-
Town Centre Development	KM	-							
Town Centre Management	MP	-							
Business Support	MP								

Skills and Employment	MW	-							
Local Development Framework and Policy Issues	MM	-							
Partner Updates (verbal)	All	-							
Communications Issues (verbal)	JW	-							
Special Renewal and Recreation Policy Development and Scrutiny Committee 26th January 2012 to consider the draft 2012/13 budget proposals									
Renewal and Recreation Policy Development and Scrutiny Committee 27th March 2012									
Matter Arising from Previous Meetings	HL	No			14 February (9.30am – N65)	8 March (10am)	9 March (12 noon)	15 March	20 March (4pm)
Portfolio Holder Decisions	HL	No							
RR PDS Work Programme	HL	No							
Scrutiny of the Agenda for Bromley Economic Partnership	No report	No							
Budget Monitoring Report 2011/12	CM	Yes							
Capital Programme Monitoring – Q3 2011/12 and 2011 Capital Review	CM	Yes							
Adult Education Fees and Charges 2012/13	CA	Yes							
Renewal and Recreation Portfolio Holder Initiatives Fund 2012/13	MP	Yes							
Fees and Charges for Culture 2012/13	CB	Yes							
Christmas Lights Policy 2012	MP	Yes							
Bromley Adult Education College Annual Report 2011/12	MW	No							
Chairman's Report	Cllr SP	No							
Town Centre Development Update	KM	No							
Update on proposed Business Improvement District for Orpington	MP	No							
Town Centre Markets and Activities	MP	Yes							
Bromley Economic Partnership 24th April 2012									

Update on Main Partnership Themes:		-			-	5 April (10am)	11 April (12 noon)	12 April	-
Town Centre Development	KM	-							
Town Centre Management	MP	-							
Business Support	MP								
Skills and Employment	MW	-							
Local Development Framework and Policy Issues	MM	-							
Partner Updates (verbal)	All	-							
Communications Issues (verbal)	JW	-							
Update on Main Partnership Themes:		-							

Agenda Item 13

By virtue of paragraph(s) 3, 6 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 14

By virtue of paragraph(s) 3, 6 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 15a

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

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Agenda Item 16

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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