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DATE: 13 March 2012

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

Councillor Sarah Phillips (Chairman)
Councillor Pauline Tunncliffe (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 27 MARCH 2012**
AT 7.00 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 this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services team by 5 pm on Wednesday 21 March 2012.

**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 26 JANUARY 2012** (Pages 5-12)
- 5 **MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES** (Pages 13-16)

HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT

- 6 **RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS**
(Pages 17- 8)
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 **ADULT EDUCATION FEES AND CHARGES 2012/2013** (Pages 19-22)
 - b **RENEWAL & RECREATION BUSINESS PLAN 2011/12 MONITORING REPORT - QUARTER 3** (Pages 23-44)
 - c **BUDGET MONITORING 2011/12** (Pages 45-54)
 - d **TOWN CENTRE MANAGEMENT INITIATIVES FUND 2012/13** (Pages 55-64)
 - e **AUTHORISATION FOR FUNDS FOR DIRECT ACTION UNDER S178 OF THE TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED), IN RESPECT OF LAND KNOWN AS HAMPTON HALL, 1A HOLBROOK LANE, CHISLEHURST, KENT BR7 6PE** (Pages 65-70)
 - f **REVIEW OF CHARGES FOR PRE-PLANNING APPLICATION ADVICE**
(Pages 71-86)
 - g **BROMLEY NORTH VILLAGE - PUBLIC REALM IMPROVEMENTS OUTLINE DESIGN** (Pages 87-104)

POLICY DEVELOPMENT AND OTHER ITEMS

- 8 **CHAIRMAN'S REPORT** (Pages 105- 08)
- 9 **BROMLEY ADULT EDUCATION COLLEGE RESTRUCTURE** (Pages 109-112)
- 10 **BECKENHAM PUBLIC REALM IMPROVEMENT PROGRAMME** (Pages 113-124)
- 11 **SCRUTINY OF THE DRAFT AGENDA FOR BROMLEY ECONOMIC PARTNERSHIP**
(Pages 125-126)
- 12 **RENEWAL AND RECREATION PDS WORK PROGRAMME** (Pages 127-132)

PART 2 (CLOSED) AGENDA

13 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 is members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

14 DIAMOND JUBILEE CELEBRATIONS 2012
(Pages 133-144)

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

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RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.30 pm on 26 January 2012

Present:

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

Also Present:

Councillor Peter Morgan

122 APOLOGIES FOR ABSENCE AND NOTIFICATION OF ALTERNATE MEMBERS

An apology for absence was received from Councillor John Ince.

123 DECLARATIONS OF INTEREST

Councillor Ian Payne declared a personal interest as an Executive Board Member of the Association of Town Centre Managers and as a member of the British BIDS Board.

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

125 QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER

No questions were received.

126 QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE

No questions were received.

127 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 13 DECEMBER 2011

Minute 109, 3rd paragraph

With regard to feedback on the Royal Visit, Members were informed that an exempt report would be considered by the Executive on 1 February 2012. A subsequent report would be submitted to this Committee in March 2012.

Minute 109, 4th paragraph

Concerning governance at Crystal Palace Park, it was noted that the first meeting of the Crystal Palace Park Management Board would take place on 13 February 2012.

Minute 114 - Town Centres Development Programme Update

Following the outcome of the Outer London Fund (OLF) Round 2 bid submissions, the Chairman requested that the Working Party for Beckenham and West Wickham convene as soon as possible. Councillor Tickner responded that an interim report would be submitted to Committee following the first meeting of the Working Party on 9 February 2012.

The Portfolio Holder was anxious to obtain funding to carry out a traffic study in and around Beckenham. A traffic count around Beckenham Town Centre had been undertaken in May 2011 but the findings had not been reported back; Councillor Tickner would bring this matter to the attention of the Environment Portfolio Holder.

As Penge lost out on the OLF round 2 bid, Councillor Getgood suggested that Members consider initiatives to obtain further funding. The Portfolio Holder commented that this was an issue he intended to consider further.

Councillor Tickner enquired whether the Working Party should include West Wickham Town Centre. The Chairman responded that it was sensible for Beckenham Town Centre to be considered as a priority at the first meeting with West Wickham being considered at subsequent meetings.

RESOLVED that:-

- (1) the Beckenham and West Wickham Town Centre Working Party focus on Beckenham as a priority followed by consideration of West Wickham Town Centre at subsequent meetings; and**
- (2) the Minutes of the meeting held on 13 December 2011 be confirmed and signed as a true record.**

128 MATTERS ARISING

The position was reported on matters arising from previous meetings.

Minute 97e - Proposed Business Improvement District for Orpington

The consultation would not be completed in time for the meeting in March. A progress report would be submitted in March and would include a record of payment made to the consultant employed by the Authority. This would be followed by a further report to Committee in July.

Minute 97f - Bromley North Village Public Realm Improvement Design for Consultation

A report would be scheduled for March.

Minute 114 - Town Centres Development Programme Update

Following the outcome of the challenge by Linden Homes/Network Rail to the Council position with regard to site A, Members requested an update on the implications for the site going forward. A legal representative would be requested to attend the Committee meeting in March.

RESOLVED that the report be noted.

129 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS

RESOLVED that decisions taken by the Portfolio Holder at the previous meeting held on 13 December 2011 be noted.

130 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

130.a CAPITAL PROGRAMME MONITORING Q3 2011/12 & ANNUAL CAPITAL REVIEW 2012 TO 2016

Report RES12024

On 1st February 2012, the Executive would consider the current position on capital expenditure and receipts following the 3rd quarter of 2011/12 and a revised Capital Programme for the five year period 2011/12 to 2015/16. The report before Members highlighted changes to be made in respect of the Capital Programme for the Renewal and Recreation Portfolio.

The Director of Renewal and Recreation informed Members that there was no proposal to dispose of or demolish the Central Library/Churchill Theatre site. An assessment to establish the cost of refurbishing the buildings was currently being undertaken.

RESOLVED that the Portfolio Holder be recommended to endorse the changes to be considered by the Executive on 1 February 2012.

131 DRAFT 2012/13 BUDGET

Report DRR12/004

Members considered a draft 2012/13 Budget for the Renewal and Recreation Portfolio incorporating cost pressures and initial draft budget saving options as reported to the Executive on 11 January 2011.

The Executive requested individual PDS Committees to consider the initial proposals outlined in the report, including the additional savings options and asked for Member comments to be reported to the February meeting of the Executive.

Expenditure pressures on services within the Renewal and Recreation Portfolio were identified in relation to the Adult Education Centre, income from planning applications and income from building control. Savings options across the Portfolio were also detailed for the consideration of Members.

A summary of the budget variations for 2012/13 was circulated at the meeting.

The Director of Renewal and Recreation outlined the report and drew Members' attention to the number of variables which could impact on the final outcome namely: the scale of schools transferring to Academies; income from interest on balances included in the 2011/12 Council tax report and local government finance.

It was noted that there were no growth pressures on the Renewal and Recreation Portfolio this year however, in 2012/13 savings of £310k would need to be identified to balance the budget following the reduction in the Skills Funding Agency Grant.

Members' attention was drawn to the summary table in paragraph 4.2 of the report which outlined savings options relating to the Renewal and Recreation Portfolio. The Head of Finance reported that the quoted £276k for 2012/13 was in addition to savings already achieved of just over £1m making an overall saving of £1.3m for 2012/13 followed by an additional £943k in 2013/14.

Members considered Appendices 1a-1c and noted the savings identified by the closure and transfer to CYP of the Bromley Field Studies Centre. The Head of Finance reported that from April 2012, it was anticipated that the Centre would be used by CYP for the Pupil Referral Unit.

With regard to the management of the Mottingham and Cotmandene Learning Shops, Councillor Reddin asked how long potential Government grant funding would last. In response the Director of Renewal and Recreation informed Members that Government grant funding was dependent on the success of employment/training schemes and was therefore difficult to predict.

In response to a question from Councillor Tunnicliffe, it was reported that the Careers Development Group was a national training employment organisation.

The deletion of two career graded planning posts was confirmed. It was anticipated that it would not be necessary to delete these posts until 2013/14. Staff would be consulted and the deletion of posts would be carried out in the least damaging way possible ie. by the deletion of vacant posts or voluntary redundancies. It was confirmed that posts filled by agency staff would be the

first to be deleted. Councillor Tickner added that as less planning work was being undertaken, posts should be adjusted accordingly.

Councillor Tickner was pleased to see that the department was fully participating in establishing savings to achieve a reduction in the budget from £19m to £14m.

In relation to the Summary of Budget Variations 2012/13 paper, the transfer of £29k budget from Environment to Renewal and Recreation related to costs for a driver and vehicle hire for the delivery of books on behalf of the library service. The Head of Finance explained that this service now formed part of the shared library back office service with Bexley and therefore savings were included in the real changes section of the paper.

Councillor Benington enquired about the current position of the Tree Centre and was informed that there was adequate budget to keep the centre open until the end of May. Should officers manage to secure sufficient income from the rental of rooms at the Centre, it may be able to be kept open for the full year.

It was confirmed to Councillor Adams that the savings accrued by the amalgamation of Penge and Anerley Libraries would not be established until April 2014 because a suitable building had not yet been identified. However, if premises were secured earlier then the savings would be realised sooner.

Members noted that since January 2012 Bromley Mytime had operated under the name Mytime Active.

RESOLVED that:-

- (a) the initial Draft 2012/13 Budget be used as a basis for setting the 2012/13 Budget;**
- (b) the initial draft saving options proposed by the Executive be noted;**
- (c) the update on the financial forecast for 2013/14 to 2015/16 be noted; and**
- (d) Member comments on the Draft 2012/13 Budget be reported to the February meeting of the Executive.**

**132 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS
COMMITTEE WORK PROGRAMME 2011-12**

Report RES12011

Members considered the Committee's work Programme and agreed the following additions/amendments to the Programme:-

Beckenham and West Wickham Working Party - interim report including an update on BIDs to be submitted in March 2012.

Town Centre 'Charter Market' - report to be submitted following completion of the Bromley North Village Public Realm development work.

Bromley North Village Public Realm Improvement - an updating report on current position with regard to Linden Homes to be submitted in March. Members requested the attendance of a legal representative.

The Portfolio Holder emphasised the importance of the consultation on libraries and commented that non-users should also be included in the consultation process. It was agreed that Members be given until the end of January to respond with their comments on the specific questionnaires. A report detailing the outcome of the research would be submitted in March.

RESOLVED that the Work Programme be agreed subject to the changes outlined above.

Any Other Business

In alignment with the start times of other PDS meetings and to contribute towards budget savings, the Chairman suggested that future meetings of the Committee begin at the earlier time of 7.00 pm.

A short debate took place and Councillor Payne moved in favour of the proposal which was seconded by Councillor Lynch.

Councillor Michael moved that the start time remain at 7.30 pm; this was seconded by Councillor Tickner.

Following a vote in support of the proposal (7-2), Members **RESOLVED that the start time for future meetings of the Renewal and Recreation PDS Committee be brought forward to 7.00 pm.**

Councillor Tickner voted against the proposal on the grounds that he worked out-of-borough and would find it difficult to attend at an earlier time; he believed this would disenfranchise him from fully representing his Ward and the people of Bromley.

133 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 was 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.

**134 EXEMPT MINUTES OF THE RENEWAL AND RECREATION
PDS COMMITTEE HELD ON 13 DECEMBER 2011**

**RESOLVED that the exempt Minutes of the meeting held on
13 December 2011 be confirmed and signed as a true record.**

The Meeting ended at 8.25 pm

Chairman

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Agenda Item 5

Report No.
RES12040

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 27 March 2012

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

Title: MATTERS ARISING

Contact Officer: Lisa Thornley, Democratic Services Officer
Tel: 020 8461 7566 E-mail: lisa.thornley@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.
-

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: Monitoring the Committee's matters arising can take up to a couple of hours per meeting.
-

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
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The report is intended primarily for Members of this Committee.
-

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 July 2011) | That a further report be brought detailing the outcome of the tendering process and details of the proposals received. | Report scheduled for October 2012 | Assistant Director Renewal and Recreation | October 2012 |
| 97e. Proposed Business Improvement District for Orpington (from the meeting held 11 October 2011) | A further update on the Orpington BID to be presented to the Committee. | Awaiting completion of consultation. Update scheduled for March | Head of Town Centre Management and Business Support | Update - March 2012 July 2012 |
| 97f. Bromley North Village Public Realm Improvement Design for Consultation (from the meeting held on 11 October 2011) | Results of the public consultation be reported to the Renewal and Recreation PDS Committee, prior to submission to Transport for London. | Report scheduled for March 2012 | Head of Town Centre Renewal | March 2012 Additional updates to be presented to future meetings when available. |
| 114. Town Centres Development Programme Update (from the meeting held on 13 December 2011) | The Beckenham and West Wickham Town Centres Working Party be reconvened to review the OLF Round 2 proposals for Beckenham Town Centre and to recommend new proposals for the Town Centre to form the basis of an area based bid to TfL in 2012. | First Beckenham and West Wickham Town Centre Working Party meeting held on 9 February 2012. | Assistant Director Renewal and Recreation | WP Progress Report - March 2012 Additional progress reports to be present to future meetings when available |
| 114. Town Centres Development Programme Update (from the meeting held 13 December 2011) | That the outcome of the challenge by Linden Homes/Network Rail to the Council position with regard to site A be provided to the Committee. | Updates to be provided on implications for the site going forward. Legal Representative to be in attendance | Assistant Director Renewal and Recreation | March 2012 |
| 115. Libraries Update (from the meeting held on 13 December 2011) | The outcome of the market research exercise conducted in January 2012 be reported to the Committee. | Report to be submitted to first meeting of new Municipal Year | Assistant Director Renewal and Recreation | July 2012 |

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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:

CAPITAL PROGRAMME MONITORING Q3 2011/12 & ANNUAL CAPITAL REVIEW 2012 TO 2016

Reference Report:

RR 260112 - CPM, 26/01/2012 Renewal and Recreation Policy Development and Scrutiny Committee

Decision:

That the Portfolio Holder endorse the changes to be considered by the Executive on 1st February.

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 capital investment provide value for money and match Council plans and priorities.

The proposed decision was scrutinised by the Renewal and Recreation PDS Committee on 26 January 2012 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: 31 Jan 2012
Implementation Date (subject to call-in): 7 Feb 2012
Decision Reference: RR12001

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Report No.
DRR12/031

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 27 March 2012**

Date: 27 March 2012

Decision Type: Non-Urgent Executive Non-Key

Title: **ADULT EDUCATION FEES AND CHARGES 2012/2013**

Contact Officer: Carol Arnfield , Acting Principal Bromley Adult Education College
Tel: 020 8460 0020 Tel No E-mail: carol.arnfield@bromley.gov.uk

Chief Officer: Marc Hume

Ward: All wards

1. Reason for report

This report is to seek approval for an increase in the fees charged to adult enrolling on courses at Bromley Adult Education College in 2012/2013. This increase will allow the College to maintain income at a time when Government funding for adult learning is being reduced and to continue to meet the income generation expectations of the Skills Funding Agency.

2. **RECOMMENDATION(S)**

It is recommended that for the academic year starting in September 2012 the course fees at Bromley Adult Education College are increased by the following amounts:

- i) **For adult non accredited courses delivered under the Adult Safeguarded Learning funding stream, an average increase of 4.5%. This equates to an increase of approximately 17 pence per hour from £3.67 to £3.84 on standard long courses (over 23 weeks) and an increase of approximately 20 pence per hour from £4.41 to £4.61 on standard short courses.**
- ii) **For adult accredited courses delivered under the Adult Skills Budget funding stream, an average increase of 3%. That equates to an increase of approximately 9 pence per hour on a standard GCSE/level 2 course.**

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost Additional income of £50,235
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Adult Education College
 4. Total current budget for this head: £7.2k 2012/13 Net Budget
 5. Source of funding: Existing revenue budget 2011/12 (funded by external & student fee income)
-

Staff

1. Number of staff (current and additional): 350
 2. If from existing staff resources, number of staff hours: N/A
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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 per academic year
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 Bromley Adult Education College provides a wide range of courses for adult local residents. Some courses are accredited and lead to recognised qualifications within a range of vocational subjects. In the last twelve months the College has developed a strong partnership with Job Centre Plus, providing targeted training opportunities for unemployed adults to help support them back into employment. The College also offers an extensive programme of non-accredited courses aimed at meeting the cultural, social and personal needs of local residents.
- 3.2 The courses are funded through a number of mechanisms, but in all cases the general expectation by the funding agency is that students, or their employers, pay an increasing amount of the costs for their courses and training where they can afford to do so.
- 3.3 For the 2012/2013 academic year adult learners, or their employers, enrolled on courses leading to approved qualifications funded under the Adult Skills Budget will be expected to pay 50% of the course costs plus awarding body accreditation charges. However, adults in receipt of Job Seekers Allowance or ESA (Work Related) will have their course fees and accreditation charges fully subsidised. Adults enrolled on basic Skills for Life courses, leading to recognised qualifications in literacy and/or numeracy below level 2, also qualify for full tuition fee remission.
- 3.4 There is currently no explicit level of fee payment expected for courses provided under the Adult Safeguarded Learning fund, but learners able to afford fees are expected to pay a substantial proportion of their course costs. Free courses and reduced fees are available for some community courses and specific disadvantaged groups. In 2010/2011, 932 adult learners paid no fees for their Adult Safeguarded Learning courses with BAEC.
- 3.5 College managers have been advised by the LBB Senior Accountant that the budget for adult education has been inflated by 4.5%, so fees and charges need to be inflated to reflect this increase.
- 3.6 The proposal is that for non accredited courses delivered under the Adult Safeguarded Learning funding stream an average increase of 4.5% is applied. This equates to an increase of approximately 17 pence per hour, from £3.67 to £3.84 on standard long courses of 23 weeks or more, and an increase of 20 pence per hour from £4.41 to £4.61 on standard short courses.
- 3.7 For accredited courses delivered under the Adult Skills Budget (ASB) funding stream, an average increase of 3% is proposed. That equates to an increase of approximately 9 pence per hour from £3.00 to £3.09 on a standard GCSE/level 2 qualification course. The delivery of courses leading to recognised qualifications remains a key priority for the College and as such senior managers consider it necessary to minimise the fee increase and avoid the risk of increasing the barriers to participation unnecessarily.
- 3.8 The lower than 4.5% increase in the ASB funded courses will be offset by a higher increase, an average of 4.5%, applied to that provision which sits outside of public funding. For the College this includes training for employers, English as a Foreign Language (EFL), and some high level ICT courses.
- 3.9 The impact of these changes is illustrated by the following examples. A 60 hour pre-level 2 Foundation course, supported by SFA Adult Learning Responsive funding will cost students £180 in 2012/2013 compared to £175 in 2011/2012. However a 56 hour non-accredited course, typically in arts and crafts or health and fitness activity classes, which is not directly subsidised by the SFA, but supported through the Adult Safeguarded Learning programme will cost students £216 in 2012/2013 compared to £205 in 2011/2012. A completely self-funded course, such as an English as a Foreign Language course of 56 hours will cost learners £448 in 2012/2013, compared to £392 in 2011/2012.

4. POLICY IMPLICATIONS

Bromley Adult Education College's fee policy broadly fits within the charging policy for other council Services.

5. FINANCIAL IMPLICATIONS

- 5.1 College income from the Skills Funding Agency will reduce in 2012/13. The Adult Skills Budget indicative funding allocation shows a 12% reduction, or £110,000, when compared to the allocation for the 2011/12 academic year. However, as the rates that can be claimed from the SFA for many of the eligible qualifications have been revised downwards, Colleges are required to increase their output despite falling levels of funding.
- 5.2 The Adult Safeguarded Learning fund will remain at the same levels as for 2011/12.
- 5.3 The table below illustrates the projected fee income that could be realised if the proposed increases are applied onto of the projected income for 2011/12.

| | Actual fee income 2010/11 | Projected fee income 2011/12 | Projected fee income 2012/13* |
|----------------------------|--------------------------------------|---|--|
| Adult Skills Budget | £164,069 | £220,915 | £227,542 |
| Adult safeguarded learning | £911,505 | £849,046 | £887,253 |
| Non-Funded provision | £53,333 | £72,020 | £77,421 |
| Total | £1,128,907 | £1,141,981 | £1,192,216 |

6. LEGAL IMPLICATIONS

The Bromley Adult Education College fee policy meets the guidelines set down by the Skills Funding Agency.

| | |
|---|-----------------------|
| Non-Applicable Sections: | Personal Implications |
| Background Documents: (Access via Contact Officer) | |

Report No.
DRR12/016

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: 27th March 2012

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

Title: **RENEWAL & RECREATION BUSINESS PLAN 2011/12
MONITORING REPORT - QUARTER 3**

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 3 (**Appendix 1**).

2. **RECOMMENDATION(S)**

2.1 The Renewal & Recreation PDS Committee are asked to:

- Note the progress made towards the delivery of actions agreed in the Renewal & Recreation Business Plan 2011/12 for Quarter 3 as described in the monitoring report (**Appendix 1**)
- Note and comment on the new actions for addition to the Renewal & Recreation Business Plan 2011/12
- Provide feedback on the usefulness of the plan and comment on the creation of the Renewal & Recreation Business Plan for 2012/13.

2.2 The Renewal & Recreation Portfolio Holder is asked to:

- Approve new actions for addition to the Renewal & Recreation Business Plan 2011/12
- Consider any comments made by the Renewal & Recreation PDS Committee and subject to their feedback, approve the creation of the Renewal & Recreation Business Plan for 2012/13.

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: £10.2m (R & R) and £992k (Resources)
 5. Source of funding: Existing 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 3 (**Appendix 1**). Actions in the Renewal and Recreation Business Plan 2011/12 identified as needing progression in Quarter 3 are reported against and progress updates are provided by lead officers
- 3.2 At their meeting October 2011 meeting, the Renewal & Recreation Policy Development and Scrutiny Committee agreed the continued implementation of a traffic light system for the monitoring of the Renewal & Recreation Business Plan for 2011/12 to provide a clear indication of the level of achievement in relation to milestones and targets set therein. This has been applied to those set for attainment in Quarter 3.
- 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 finalised and added a further three targets which they have set for the 2011/12 academic year.
- 3.4 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. Members are asked to approve these additions to the Renewal & Recreation Business Plan 2011/12.

Renewal & Recreation Business Plan 2012/13

- 3.5 In a change to the format adopted in previous years, the Renewal & Recreation Business Plan for 2011/12 was designed to provide a clear and concise way of reporting the department's wide and diverse range of business, in addition to demonstrating how the department would deliver their Building a Better Bromley promises. The department's progress has been monitored quarterly with reports being provided to the Renewal & Recreation Policy Development and Scrutiny Committee. The final monitoring report, which shall include a summary of the department's work over 2011/12, will be provided at the first meeting of the Committee in 2012/13.
- 3.6 The plan has been effective in helping the department to deliver what we said we would deliver. So far, 94% of the identified milestones have been achieved either on target or close to being on target, as specified in the Renewal & Recreation Business Plan 2011/12. The plan is also designed to allow additions and alterations on approval from the Portfolio Holder to reflect to varied and changing priorities in the department's work.
- 3.7 Members are asked to provide feedback on the usefulness of the plan for noting by the Portfolio Holder and to confirm whether or not a Renewal & Recreation Business Plan for 2012/13 should be compiled using the same format and monitoring schedule.

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 |
| 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 • Renewal & Recreation Business Plan 2011/12 Monitoring Report for Quarter 2 • Building a Better Bromley 2011/12 |



Renewal & Recreation

BUSINESS PLAN 2011/12

MONITORING REPORT

Quarter 3: 06/10/2011 – 05/01/2012

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 3. 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.

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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 3: | 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 | Draft marketing materials for approval by the Executive Committee in October 2011 | Marketing materials were approved for Site G by the Executive Committee in October and the name for the development was agreed to be 'Churchill Place'. Soft market testing has now commenced which will work to establish development interests in the site. Following this exercise, officers will seek authorisation from Bromley Council's Executive Committee to procure a development partner. | G |
| Work with Development Partner (Cathedral Group) to agree detailed scheme design and secure planning permission for Westmoreland Road car park site. | Heather Hosking | Support development partner to submit their planning application by October 2011 | The Development Partner, Cathedral Group submitted their planning application in December 2011. They held a briefing meeting for Members on 16 th January 2012. The application is due to be considered by the development control Committee in March 2012. | G |
| Finalise and consult on detail scheme designs for the Bromley North Village public realm improvements and secure all necessary statutory approvals and drawn down of £3m on capital funding from Transport for London. Implementation to commence late summer 2012 | Kevin Munnelly | Submit detailed designs to R&R PDS Committee in October 2011 for approval to consult | Detailed designs for the public realm improvements on Bromley North Village were submitted to the October meeting of the R&R PDS and approval was granted to consult. The consultation process was completed in this quarter and the results are currently being reviewed. Initial responses from stakeholders have been positive, with the public realm improvements being scored 7/10 overall. The full results of the consultation process will be reported to the R&R PDS Committee at their meeting on 27 th March 2012. | G |

| Aim 1b: Continue to support and develop the vitality of Orpington | | | | |
|--|----------------|--|--|----------------------------|
| Action | Lead Officer | What we said we would do in Quarter 3: | Progress Update | RAG Status (if applicable) |
| Work with businesses in Orpington to encourage and support the proposed establishment of a Business Improvement District aimed at bringing potential improvements to the town centre | Martin Pinnell | Initiate consultation on possible BIDs for Orpington to generate a sustainable town centre management model for the town | A proposal for supporting the establishment of a Business Improvement District (BID) for Orpington Town Centre was endorsed by Councillors at the October meeting of the R&R PDS Committee. This enabled appropriate resources to be drawn down which will be used for BID development alongside the £10k provided for this purpose from the Outer London Fund. Following a procurement process, The Means were appointed as delivery partner to assist Council officers and the local businesses to develop the BID. An update on the BID was provided to members of Orpington Business Forum and there was near unanimity amongst the 60 members present about pursuing the project in partnership with the Council. | G |

| Aim 1c: Promote and support the vitality of all town centres | | | | |
|---|----------------|---|--|----------------------------|
| Action | Lead Officer | What we said we would do in Quarter 3: | Progress Update | RAG Status (if applicable) |
| Delivery of an events and promotion campaign in partnership with local businesses | Martin Pinnell | Continue to deliver events and promotional activities | A very successful series of Christmas events were arranged in the four larger towns and this programme was enhanced by additional funding from the Outer London Fund. This meant additional events could be run in Bromley – along with incentives such as free evening parking in two Council run car parks on ‘Festive Thursdays’ in the run up to Christmas. There was also a high profile promotional campaign using a News Shopper wrap advert, bus adverts, fliers and posters. Early indications are that footfall was up on that recorded for December 2010 (27% in the case of Orpington) and that many retailers experienced increased sales during the period, in comparison with 2010. | G |

| | | | | |
|--|----------------|---|--|---|
| Continue to maintain and further improve the appearance, tidiness and overall quality of all the town centres in Bromley | Martin Pinnell | Christmas lights displays facilitated in all the managed town centres for 2011 (subject to funding). | Thanks to funding from Outer London Fund, which enhanced contributions from the Council and local traders, Christmas lights were purchased for use in 2011 and future years in Bromley, Orpington and Penge. The costs of lights in Beckenham were shared between the Council and local traders. | G |
| Continue to maintain and further improve the appearance, tidiness and overall quality of the town centres in Bromley | Martin Pinnell | Third quarterly environmental quality monitoring visits to the four main town centres | Town Centre Managers have visited towns and raised any specific environmental issues with relevant colleagues 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 | Two Orpington Business Forum meetings took place, and there were also meetings for the Beckenham Business Association and Penge Traders Association, all of which were supported by the Town Centre Management team. | G |
| Review the management of town centre markets and other activities to maximise positive impacts and reduce costs. | Martin Pinnell | Complete review in liaison with Environmental Services to include markets, attractions and rides across all key high streets and report to R&R and ESD PDS Committees in October 2011 | The review has been delayed due to the need to take account of the physical changes to be made to the Market Square as part of the Bromley North Village improvement scheme. This review is now expected in 2012/13. | A |

| | | | | |
|--|-----------------------------------|---|---|---|
| Create a Penge Master Plan and consider options for a new library service in the area. | Kevin Munnelly | Draft a Project Initiation Plan to be scrutinised at the R&R PDS Committee in October 2011. | A Penge Town Centre Draft Renewal Strategy was presented to the R&R PDS Committee in October 2011 and the Portfolio Holder subsequently approved the development of the strategy for consultation purposes. | G |
| | | Undertake stakeholder workshops and implement the initial improvement programme | A stakeholder workshop was held in Quarter 3 and the initial improvement programme commenced. Improvements to Empire Square were undertaken, which included the provision new street furniture. | G |
| Deliver the Outer London Fund projects to enhance and improve Bromley, Orpington and Penge town centres. | Martin Pinnell/ Kevin Munnelly | Finalise all project plans and procure services where necessary | Project plans have been finalised and the procurement of most services has been completed with some minor exceptions (which will be undertaken in January). This includes development of projects such as business support for independent businesses in town centres, a shop front renewal scheme, a vacant shops initiative (using decorative vinyl to enhance visual impact) and an inward investment project for Bromley North Village. | G |
| | | Commence the community arts project 'Are you Bromley' campaign | Procurement of delivery partners took place in December and agreement has been reached on the type of events to be delivered during Quarter 4. | G |
| | | Deliver Christmas events and activities | Christmas events and activities successfully delivered in three OLF supported towns, as described above. | G |

| 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 3: | Progress Update | RAG Status (if applicable) |
| Maintain regular communications with businesses through e-bulletin and website to raise awareness of local business support and networking, and to showcase town centre opportunities | Martin Pinnell | Ensure publication and distribution of bi-monthly e-bulletin to over 2600 business mailboxes in November 2011 | The November edition of the e-bulletin was distributed to 2,383 inboxes. Sign up to the e-bulletin has been included on the web based edition so that those who read it on bromley.gov.uk and wish to subscribe can do so with ease. The Council's corporate facebook and twitter profiles are also utilised to publicise the bulletin. | A |
| Work with business support agencies and private sector partners through the Economic Partnership to encourage and develop business support provision in the borough | Martin Pinnell | Facilitate a meeting of the Economic Partnership in October 2011 | The Economic Partnership met in October and discussed the development programme, town centre management and employment and skills issues for the borough. The Partnership also discussed the possibility of a specialist event to encourage investment in the commercial property sector and heard a presentation on the Government's push to increase the number of apprenticeships. | G |

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 | 45.8% of major applications were determined within 13 weeks of receipt during Quarter 3. A high number of planning applications that require Section 106 agreements are being processed currently. Many of these agreements take a number of months to be settled. The Mayor's Community Infrastructure Levy will take effect from 1 st April 2012. It is anticipated that developers wishing to avoid this tax may push for their Section 106 agreements to be finalised in the next quarter which will push this performance against this indicator. Legal services are prepared for the possibility in a rise in their workload in the Quarter 4. | R |
| | | 65% minor applications to be determined within 8 weeks of receipt | 63.1% of minor applications were determined within 8 weeks of receipt, demonstrating a gradual improvement in performance across the last three quarters in light of the improvements implemented. | A |
| | | 80% of other applications to be determined within 8 weeks of receipt | 76.1% of other applications were determined within 8 weeks of receipt. A review of the validation process for minor and other applications is taking place which will lead to a more efficient validation process. Applications will not progress until they are fully valid and therefore the 8 week clock will not start on these performance indicators until a valid application is received. | 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 3: | 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 | Prepare the next key stage of Core Strategy (Options/Draft Core Strategy) and report to the Executive Committee in December 2011 | <p>Reports were considered by the Local Development Framework Advisory Panel and the Development Control Committee in Quarter 3 as part of the next stage of the Core Strategy.</p> <p>The Leader chairs the Local Development Framework Advisory Panel (LDFAP) and it was agreed that the reports were to be considered by the LDFAP and DCC and not the Executive at this stage.</p> | 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 3: | Progress Update | RAG Status (if applicable) |
| Enhance the built environment in Bromley, Beckenham and Penge. | Kevin Munnelly | Develop a timetable and scope of works for preparatory work in support of an Area Based Bid to Transport for London 2012/13. This will look to deliver a major Public Realm Improvement scheme for Beckenham Town Centre | Preparatory work to support the submission of an Area Based Bid to Transport for London is now underway and it is expected that the bid will be submitted in September 2012. This work has been supported by the establishment of a member working party for Beckenham which is due to meet in Quarter 4. | 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 3: | Progress Update | RAG Status (if applicable) |
| Following the R&R PDS Members Working Party, explore and develop options for future management of the Library service in light of agreed budget reductions | Colin Brand | investigate and consult on further options linked to efficiency savings within the library service and report to the R&R PDS Committee | A report was taken to the R&R PDS Committee on 13 th December 2011 setting out a number of options with regard to efficiency savings for libraries. As a consequence a detailed consultation process will now be undertaken, including both users and non users of the libraries. The outcome of this consultation process will be reported back at a future meeting of the committee. | 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 3: | Progress Update | RAG Status (if applicable) |
| Further develop proposals for the development of new gymnastics centre and library at the Bromley Valley Gymnastics/Cotmandene sites. | Colin Brand | Investigate options for and develop proposals for a major sports and community legacy hub in St Paul's Cray that includes a library provision. | Options for a development in St Paul's Cray continue to be explored with a number of concepts currently being considered. | G |
| Ensure the Borough maximises the benefits and legacies provided by the London 2012 Games, including opportunities for residents and businesses to participate. | John Gledhill | Agree route for Torch Relay with LOCOG - November 2011 | The Torch Relay Route has now been agreed. It is expected that the route will be published in early summer 2012. Further work to the arrangements for the delivery of the Torch Relay is being developed by Officers and London 2012. | G |

| | | | | |
|---|--------------|--|---|---|
| To develop the parks, leisure and sports offer at Crystal Palace park in line with the Crystal Palace Masterplan. | Louisa Allen | Produce a Project Plan and report to R&R PDS in October 2011 | A report on the proposed governance of Crystal Palace Park was approved by the R&R and Environment PDS Committees and the Executive Committee in October 2012. This report recommended the establishment of the Crystal Palace Park Management Board made up of a number of stakeholder groups overseen by an Executive Project Board who are responsible for making recommendations on the future of the park to the Executive Committee. | G |
| | | Establish a Project Board and working parties. | <p>Work was undertaken in Quarter 3 to recruit members to the Crystal Palace Park Management Board and terms of reference and an action plan were drawn up in preparation to support the work of the Board.</p> <p>The Executive Project Board will meet for the first time on 13th February 2012 and will include significant input from the Greater London Authority.</p> <p>A new Community Stakeholder Group has been recruited with assistance from Community Links, Bromley to ensure a fair and transparent process. The group are due to meet for the first time on 23rd February.</p> <p>The Borough Council's Stakeholder Group met on 19th January, the Heritage & Environment Stakeholder Group met on 3rd February and the Site Management Group will meet for the third time in March.</p> <p>Work at Crystal Palace will also be supported by Thyme Out Too, bringing the employment and skills agenda into the heart of Crystal Palace.</p> | 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 3: | Progress Update | RAG Status (if applicable) |
| Increase participation of adults in lifelong learning | Carol Arnfield | 7,000 enrolments by end of Term 1 | By the end of the autumn term 2011 the college had achieved 7095 enrolments on its adult education provision. This compares favourably with the recorded enrolment of 7018 achieved by the end of the autumn term 2010 | G |
| Identify individual learning needs which are supported by flexible learning opportunities | Carol Arnfield | Offer 5 short intensive vocational training programmes in Term 1 to meet the needs of unemployed adults referred by Jobcentre Plus | Six short intensive vocational programmes to meet the needs of Jobcentre Plus clients were offered in Term 1. Subjects offered were ESOL (English for Speakers of Other Languages) for work, Retail, Business Skills, Computing and Internet skills. Four of the courses ran, with total of 30 learners participating. Seven of the ESOL learners progressed onto ESOL mainstream provision within the College. A further five of the Jobcentre Plus referrals in Term 1 joined other mainstream courses rather than the Jobcentre Plus specific provision. | G |
| Provide a safe, secure and healthy environment for learners and staff | Charlotte Beddoe | Report to key bodies at least once per academic term | Review of health and safety (H&S) of teaching & learning environments was completed at meeting of H&S Committee on 23 rd November 2012. This was subsequently Reported to Governors and papers tabled at the meeting of the full Governing Body on 24 th November 2012. | G |

| Aim 4b: Provide high quality employment support services | | | | |
|--|--------------|--|--|----------------------------|
| Action | Lead Officer | What we said we would do in Quarter 3: | Progress Update | RAG Status (if applicable) |
| Maximise the potential of the Cotmandene Resources Centre and Mottingham Community Learning Shop to provide information, advice and guidance on adult learning and employment support. | Louisa Allen | Achieve Matrix accreditation (nationally recognised Quality Standard for providing Information, Advice and Guidance) | The Cotmandene Resource Centre and Mottingham Learning and Community Shop successfully achieved Matrix accreditation in October 2011, demonstrating that they meet the expectations of the quality standard in Information, Advice and Guidance. Following on from the success of the volunteer run job club, a second club has been established. 17 people have achieved jobs since July. | 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 3: | Progress Update | RAG Status (if applicable) |
| Remodelling of Stockwell Building | Chris Johnson | Complete re-modelling works | Works to re-model areas in advance of Public Health occupancy completed in November 2011. Provision of external IT connectivity has delayed the actual move which is anticipated for early February 2012. | G |

| Aim 5c: Carry out energy saving projects to reduce the Council's carbon output. | | | | |
|--|--------------|--|---|----------------------------|
| Action | Lead Officer | What we said we would do in Quarter 3: | Progress Update | RAG Status (if applicable) |
| Reduce the Council's energy consumption to reduce spend in a market with energy costs increasing. Reduce the carbon output to reduce the amount of carbon tax paid | Gerry Kelly | Undertake feasibility study and business case for installation of PV panels at Central Depot | A tendering exercise for four PV installations including Central Depot was initiated. Following a proposed consultation document from the Department for Energy and Climate Change (DECC) in December 2011, which dramatically reduced the Feed-In-tariffs for PV's, it was decided to proceed with the tender for North Block only, as a multiple installation is no longer financially advantageous to the Council. Therefore no further action for Central Depot is anticipated. | 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 3: | Progress Update | RAG Status (if applicable) |
| Put in place the Strategic Asset Management Strategy adopted by Members in May 2011 | Heather Hosking | Prepare a disposal plan and market properties starting with four sites | Disposal proposals for four key sites have been developed. If approved by Members, marketing will start on the first site in the Autumn 2012. | A |

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 3: | 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 agreed efficiency savings are currently on line to be achieved within agreed timescales. | 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 | The Departmental Management Team has implemented a continuous review programme aimed at identifying new methods of service delivery. | G |

| Aim 6b: Effective external and internal communications | | | | |
|---|--------------|--|--|----------------------------|
| Action | Lead Officer | What we said we would do in Quarter 3: | Progress Update | RAG Status (if applicable) |
| Quarterly departmental staff meetings | Marc Hume | Hold a departmental staff meeting as part of the Departmental Communication Strategy | A departmental staff meeting was chaired by the Director on 6 th December 2012. Issues prevalent to the department were discussed and included the anticipated budget savings over the coming years and changes to accommodation expected in the next six months. These quarterly meetings have been supported by strengthened internal communications. | G |

| | | | | |
|---|-------------|--|--|---|
| Provide excellent customer service first time in line with LBB's 'getting it right' procedure | Colin Brand | Regularly monitor complaints, compliments and suggestions received across the department | Customer complaints, compliments and suggestions are regularly monitored at Departmental Management Team meetings. | 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 3: | Progress Update | RAG Status (if applicable) |
| Leadership Programme to be delivered | Charlotte Beddoe | To integrate the department, all second and third tier officers complete a cross departmental leadership programme by December 2011 | The Leadership Programme was completed in December 2011. A total of 34 officers from R&R participated in at least one of the training days. (Adult Education – 7; Culture – 7; Planning – 11; Property – 9). Two of the participants were second tier officers. Three of the participating officers left their post during the programme. Four officers who completed the programme presented four team proposals, developed as part of the course work, to DMT on 5 th January. These were based on actions they considered had the potential to result in benefits for R&R. Two of these proposals were aimed at improving communication/integration within R&R. | G |

BUSINESS PLAN UPDATES: NEW WORK UNDERTAKEN IN QUARTER 3 (2011/12)

In the Renewal & Recreation Business Plan 2011/12 Monitoring Report for Quarter 2, Bromley Adult Education College set new targets for the 2011/12 academic year. In this quarter that have finalised and added a further three targets.

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.

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 need. | | | |
|---|---|---|-----------------------|-----------------|
| Action | Milestone(s) | Target(s) | Resources | Lead Officer |
| Engage with hard to reach learners within the local communities and marginalised groups | Engage marginalised adults in learning opportunities set within local community venues | Increase the percentage of community enrolments within target wards by 33% by the end of the 2011/12 academic year (compared to 2010/11 data) | Skills Funding Agency | Jenny Alexander |
| Work with partner agencies to support family learning | Work in partnership with the Bromley Children Project, Bromley schools, libraries and community resources centres | 80% of enrolments within all family learning, including FLNN, to be at venues within target wards during the 2011/12 academic year | Skills Funding Agency | Jenny Alexander |
| Work with partner agencies to actively promote the learning opportunities available | Develop partnerships with a range of community based agencies who can engage and signpost local people to appropriate learning opportunities delivered by the College | Work with eight new partners within the community during the 2011/12 academic year | Skills Funding Agency | Jenny Alexander |

Report No.
DRR12032

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

For Pre-decision scrutiny by the Renewal & Recreation PDS Committee

Date: 27 March 2012

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 January 2012. This shows a projected underspend of £162k for controllable and non-controllable budgets.

The report also updates Members on the successful outcome of the Outer London Round 2 bid application for funding.

2. **RECOMMENDATION(S)**

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

That the Portfolio Holder approves the programme of activities which are proposed as part of the -Outer London Fund Round 2 (including match funding) for Bromley Town Centre totalling £2.180m.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost £2.180
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: Renewal & Recreation Portfolio Budgets and OLF 2 funding
 4. Total current budget for this head: £19.5m and £2.180m
 5. Source of funding: Existing revenue budgets 2011/12 and Outer London Funding Round 2 resources
-

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.
- 3.3 Further to the Round 2 application to the Mayor’s Outer London Fund which was submitted by the Council in November 2011 on behalf of 3 towns – Bromley, Beckenham and Penge, the results were announced in mid January 2012. Unfortunately bids were not successful for Beckenham and Penge town centres, but Bromley Town Centre was successful in attracting an investment from the Outer London Fund of just under £2m, comprising £1.829m Capital and £169k Revenue. The funding is subject to finalisation of a grant agreement with the GLA and all projects and expenditure will need to be implemented between April 2012 and March 2014.
- 3.4 The acceptance of the bid by the GLA was dependent upon a level of match funding which was equivalent to one third of the total project value. The Council’s strategy was to treat both the Bromley North Village public realm project and the extension to that scheme proposed under the Outer London Fund Round 2 application as one major project. Therefore a total of £4.981m of match funding was offered as part of the bid, which includes £3.3m from Transport for London, plus £1.5m funding from the Council’s capital programme (approved by the Executive on 2 February 2011). In addition around £13.6k was offered up as match from the Council’s revenue budget for Town Centre Management, around £95.2k cash and in kind contributions from partner organisations and businesses, plus staff time for management of projects £72.5k. Appendix 2 sets out in full what was included in the Bromley Town bid by way of activities and project costs.

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 £101k. 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 £315k below budget and is being offset by £315k 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 £357k is projected. This is being partly offset by savings from management action including holding the equivalent of 8fte posts vacant (Cr £235k). Further savings of £155k from part year vacancies and management action within the Renewal section of Planning has more than offset this deficit.
- 5.4 Legal costs relating to planning appeals that have been lost during the year total £25k. This amount is being offset by underspends across the department rather than drawing down from the central contingency sum which has £150k specifically set aside for these costs.
- 5.5 Due to delays in the Government's response to the consultation on its draft National Planning Policy Framework, the authority has not been able to fully implement its changes to meet the framework. As a result, a carry forward request will be submitted to the Executive as part of the closing of accounts process to seek approval to carry forward the £50k into 2012/13 to continue the statutory project.
- 5.6 Other variations include Cr £43k within the Field Studies Centre as previously reported.
- 5.7 A more detailed explanation of the variances is attached in Appendix 1.
- 5.8 As mentioned in 3.3 and 3.4 above Bromley has been awarded £1.998m from the Outer London Fund for 2012 to 2014. Appendix 2 has the details of the projects and funding over the two year period as well as the capital and revenue funding split. The table below summarises the funding.

| Project Funding Details | 2012/13 | 2013/14 | Total |
|--|------------------|----------------|------------------|
| | £ | £ | £ |
| OLF 2 Capital Funding | 1,443,866 | 385,483 | 1,829,349 |
| OLF 2 Revenue Funding | 126,500 | 42,500 | 169,000 |
| Total OLF 2 Funding | 1,570,366 | 427,983 | 1,998,349 |
| Match funding capital contributions | | | |
| Cash/In kind contributions from partner organisations & businesses | 18,750 | 18,750 | 37,500 |
| Match funding revenue contributions | | | |
| TCM budget contribution | 7,300 | 6,300 | 13,600 |
| Cash/In kind contributions from partner organisations & businesses | 57,700 | 0 | 57,700 |
| LBB officer time (in kind contribution) | 35,989 | 36,489 | 72,478 |
| Total match funding | 100,989 | 42,789 | 143,778 |
| Total Project Funding | 1,690,105 | 489,522 | 2,179,627 |

5.9 In addition to the OLF 2 Capital funding of £1.829m, the Bromley North Village Improvements Capital Scheme has £1.5m from capital receipts, £37.5 from private sector contributions and £3.3m from TfL (of which £1.5m is still a provisional sum for 2013/14 until confirmation is received in September 2012). The total budget available for the scheme is therefore £6.667m.

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

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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 Adult Education Centres | (401) | (401) | (401) | 0 | | 0 | 0 |
| (291) | | (401) | (401) | (401) | 0 | | 0 | 0 |
| (142) | Planning Building Control | (31) | 7 | 7 | 0 | 1 | 0 | 0 |
| (237) | Land Charges | (275) | (163) | (163) | 0 | 2 | 0 | 0 |
| 1,208 | Planning | 979 | 953 | 1,100 | 147 | 3 | 135 | 0 |
| 1,401 | Renewal | 1,371 | 1,471 | 1,266 | (205) | 4 | (119) | 0 |
| 2,230 | | 2,044 | 2,268 | 2,210 | (58) | | 16 | 0 |
| 2,892 | Recreation Culture | 2,644 | 2,644 | 2,601 | (43) | 5 | (142) | 0 |
| 5,251 | Libraries and Museums | 5,326 | 5,327 | 5,327 | 0 | | (30) | 0 |
| 373 | Town Centre Management & Business Support | 339 | 392 | 392 | 0 | | (28) | 0 |
| 8,516 | | 8,309 | 8,363 | 8,320 | (43) | | (200) | 0 |
| 10,455 | TOTAL CONTROLLABLE FOR RENEWAL AND RECREATION | 9,952 | 10,230 | 10,129 | (101) | | (184) | 0 |
| 5,310 | TOTAL NON CONTROLLABLE | 6,777 | 6,958 | 6,897 | (61) | 6 | (1) | 0 |
| 2,531 | TOTAL EXCLUDED RECHARGES | 2,358 | 2,358 | 2,358 | 0 | | 0 | 0 |
| 18,296 | PORTFOLIO TOTAL | 19,087 | 19,546 | 19,384 | (162) | | (185) | 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)

PIR (Statutory Electrical Testing) - Libraries

(50)

Drawdown from central contingency relating to withdrawal of statutory fee for personal searches

112

Drawdown from central contingency relating to changes in Building Regulation legislation

38

Latest Approved Budget for 2011/12

19,546

Renewal & Recreation - Variations as at 31 January 2012**1. Building Control £0k**

A shortfall of income of £315k is projected due to the recession and is being offset by savings of £315k from management action to reduce costs, including holding 3.5fte vacant. The budget has been adjusted to reflect agreement of the Executive to drawdown £38k of a contingency which was set aside to adjust budgets to reflect a breakeven chargeable account as required by the Building Regulations 2010 legislation.

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 £112k. The budget has been adjusted to reflect agreement of 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 £147k

Income from non-major planning applications seem to be decreasing compared to 2010/11, £496k has been received in the ten months to 31st January 2012 compared to £530k received for the same period in 2010/11. The income is therefore expected to be at least £305k lower than the budget.

Income received from major applications in the ten months to 31st January 2012 is £238k compared to £232k received in the same period in 2010/11. Officers have given details of potential income totalling £54k for the remainder of the financial year, but being prudent only £30k has been included in this monitoring to allow for slippage into 2012/13, which would give total income of £270k 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.

Legal costs relating to planning appeals that have been lost total £25k in 2011/12 and have been funded by the departmental underspend instead of drawing down from the central contingency sum which was specifically set aside for these costs.

Management action taken includes holding 8 fte posts vacant totalling Cr £241k.

| Summary of Planning variations | Variation £'000 |
|--|----------------------------|
| Effect of holding 8 FTE's vacant within Planning | -241 |
| Shortfall of income from planning fees | 357 |
| Miscellaneous income | -14 |
| Net overspend on supplies and services | 20 |
| Appeals and Legal Costs | 25 |
| Total variation | 147 |

4. Renewal Cr £205k

The £205k underspend on Renewal relates to staffing due to part year effect of early retirement of £57k, portfolio holder initiatives of £86k, Local Development Framework (LDF) £50k and other expenditure budgets of £12k.

Due to delay's in the Government's response to the consultation on its draft National Planning Policy Framework, the authority has not been able to fully implement its changes to meet the framework. As a result a carry forward request will be submitted as part of the closing of accounts process to seek approval to carry the £50k LDF into 2012/13 to continue the project.

5. Culture Cr £43k

There is a minor £7k overspend on running expenses.

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 was agreed at Executive on the 1 February 2012 to set up an earmarked reserve of £100k which can be used as a contribution towards the costs of the special celebrations in 2012/13.

15. Non-controllable budgets Cr £61k

For information here, the variations relate to a net surplus within property repairs and maintenance and rental income budgets across the department. Property department are accountable for these variations.

| APPENDIX 2 OLF ROUND TWO BROMLEY TOWN CENTRE BUDGET | | | | | | | | | | | | | | |
|---|------------------|----------------|-----------------------|---------------------|---------------------|-----------------------|-----------------------------|---------------------|---------------------|-----------------------|-----------------------------|--------------------------------|---------------------------|-------------------|
| Project code & Title | OLF costs | Match funding | Total Cost of project | OLF Capital 2012/13 | OLF Revenue 2012/13 | Match funding 2012/13 | Total Project costs 2012/13 | OLF Capital 2013/14 | OLF Revenue 2013/14 | Match funding 2013/14 | Total Project costs 2013/14 | OLF FUND ROUND 2 TOTAL CAPITAL | OLF ROUND 2 TOTAL REVENUE | OLF ROUND 2 TOTAL |
| Project BROM1: Extension of public realm design treatment and improvements to frontages | | | | | | | | | | | | | | |
| Implementation of physical improvements to public realm | | | | | | | | | | | | | | |
| Market square: Renewal of paving, planters, drainage, installation of kiosks | 931,447 | 0 | 931,447 | 620,964 | 0 | 0 | 620,964 | 310,483 | 0 | 0 | 310,483 | 931,447 | 0 | 931,447 |
| Bromley Boulevard: Renewal of paving and kerbs, installation of planters & Bromley beacons (Legible London) | 501,479 | 0 | 501,479 | 501,479 | 0 | 0 | 501,479 | 0 | 0 | 0 | 0 | 501,479 | 0 | 501,479 |
| | 158,923 | 0 | 158,923 | 158,923 | 0 | 0 | 158,923 | 0 | 0 | 0 | 0 | 158,923 | 0 | 158,923 |
| Interactive wayfinding maps | | | | | | | | | | | | | | |
| Purchase and installation of interactive town maps (2no) | 87,500 | 0 | 87,500 | 87,500 | 0 | 0 | 87,500 | 0 | 0 | 0 | 0 | 87,500 | 0 | 87,500 |
| Running costs for interactive town maps | 20,000 | 3,600 | 23,600 | 0 | 10,000 | 1,800 | 11,800 | 0 | 10,000 | 1,800 | 11,800 | 0 | 20,000 | 20,000 |
| Shop frontage improvement grant scheme | | | | | | | | | | | | | | |
| Funding capital improvements in shop fronts (25% match from participating businesses / landlords) | 150,000 | 37,500 | 187,500 | 75,000 | 0 | 18,750 | 93,750 | 75,000 | 0 | 18,750 | 93,750 | 150,000 | 0 | 150,000 |
| Marketing of scheme | 0 | 5,000 | 5,000 | 0 | 0 | 3,000 | 3,000 | 0 | 0 | 2,000 | 2,000 | 0 | 0 | 0 |
| Treatment of vacant shop fronts | | | | | | | | | | | | | | |
| Production and application of vinyl graphics for empty shops | 5,000 | 0 | 5,000 | 0 | 2,500 | 0 | 2,500 | 0 | 2,500 | 0 | 2,500 | 0 | 5,000 | 5,000 |
| Project management costs (LBB staff time) | 0 | 50,656 | 50,656 | 0 | 0 | 25,328 | 25,328 | 0 | 0 | 25,328 | 25,328 | 0 | 0 | 0 |
| Project sub totals | 1,854,349 | 96,756 | 1,951,105 | 1,443,866 | 12,500 | 48,878 | 1,505,244 | 385,483 | 12,500 | 47,878 | 445,861 | 1,829,349 | 25,000 | 1,854,349 |
| Project BROM2: 'Are you Bromley?' 2012/13 and 2013/14 marketing and event campaign | | | | | | | | | | | | | | |
| Major events | | | | | | | | | | | | | | |
| Queens Diamond Jubilee event (May 2012) * | 80,000 | 34,700 | 114,700 | 0 | 80,000 | 34,700 | 114,700 | 0 | 0 | 0 | 0 | 0 | 80,000 | 80,000 |
| Once in a Lifetime' Festival of sports and culture (July 2012) ** | 15,000 | 23,000 | 38,000 | 0 | 15,000 | 23,000 | 38,000 | 0 | 0 | 0 | 0 | 0 | 15,000 | 15,000 |
| | | | 0 | | | | | | | | | | | |
| Smaller arts based events and ongoing marketing campaign | 25,000 | 5,000 | 30,000 | 0 | 10,000 | 2,500 | 12,500 | 0 | 15,000 | 2,500 | 17,500 | 0 | 25,000 | 25,000 |
| Project management costs excluding QDJ and Once in a Lifetime (LBB staff time) | 0 | 19,322 | 19,322 | 0 | 0 | 9,661 | 9,661 | 0 | 0 | 9,661 | 9,661 | 0 | 0 | 0 |
| Project sub totals | 120,000 | 82,022 | 202,022 | 0 | 105,000 | 69,861 | 174,861 | 0 | 15,000 | 12,161 | 27,161 | 0 | 120,000 | 120,000 |
| Project BROM3: 'Boosting independent businesses | | | | | | | | | | | | | | |
| Business support | | | | | | | | | | | | | | |
| 4 Free workshops for up to 50 businesses (inc accommodation) | 2,600 | 0 | 2,600 | 0 | 1,300 | 0 | 1,300 | 0 | 1,300 | 0 | 1,300 | 0 | 2,600 | 2,600 |
| Subsidised mentoring for up to 20 businesses | 4,200 | 0 | 4,200 | 0 | 2,100 | 0 | 2,100 | 0 | 2,100 | 0 | 2,100 | 0 | 4,200 | 4,200 |
| Support to Bromley business groups for joint marketing initiatives | 3,200 | 0 | 3,200 | 0 | 1,600 | 0 | 1,600 | 0 | 1,600 | 0 | 1,600 | 0 | 3,200 | 3,200 |
| Project management costs (LBB staff time) | 0 | 1,000 | 1,000 | 0 | 0 | 500 | 500 | 0 | 0 | 500 | 500 | 0 | 0 | 0 |
| Project sub totals | 10,000 | 1,000 | 11,000 | 0 | 5,000 | 500 | 5,500 | 0 | 5,000 | 500 | 5,500 | 0 | 10,000 | 10,000 |
| Project evaluation | | | | | | | | | | | | | | |
| Project evaluation, including business, resident & shopper surveys | 14,000 | 0 | 14,000 | 0 | 4,000 | 0 | 4,000 | 0 | 10,000 | 0 | 10,000 | 0 | 14,000 | 14,000 |
| Project management costs (LBB staff time) | 0 | 1,500 | 1,500 | 0 | 0 | 500 | 500 | 0 | 0 | 1,000 | 1,000 | 0 | 0 | 0 |
| Project sub totals | 14,000 | 1,500 | 15,500 | 0 | 4,000 | 500 | 4,500 | 0 | 10,000 | 1,000 | 11,000 | 0 | 14,000 | 14,000 |
| BROMLEY PROJECT TOTALS | 1,998,349 | 181,278 | 2,179,627 | 1,443,866 | 126,500 | 119,739 | 1,690,105 | 385,483 | 42,500 | 61,539 | 489,522 | 1,829,349 | 169,000 | 1,998,349 |

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Report No.
DRR12/028

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: 27 March 2012

Decision Type: Non-Urgent Executive Non-Key

Title: TOWN CENTRE MANAGEMENT INITIATIVES FUND 2012/13

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

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: Borough-wide

1. Reason for report

- 1.1 The Town Centre Management section is responsible for working with businesses and other partners to help maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres. This report outlines some of the Town Centre Management events and activities planned for 2012/13 and seeks approval to release sufficient resources to ensure these activities can be undertaken successfully.
- 1.2 The report also includes proposals to fund Christmas Lights during the 2012/13 financial year – which includes seeking additional contributions from the private sector. Due to the assistance obtained from the Outer London Fund during 2011/13, which enabled the Council to purchase the lights for 3 out of 4 of the main towns the total cost of Christmas lights for the borough has been reduced by more than half on the 2009 and 2010 levels.
-

2. RECOMMENDATION(S)

The Renewal and Recreation PDS Committee members are asked to:

- 2.1 Note and comment upon the proposals outlined below.

The Renewal and Recreation Portfolio Holder is asked to:

- 2.2 Agree the schedule of Town Centre Management events, activities and projects for 2012/13 outlined in paragraphs 3.2 – 3.4 (and provided in more detail in Appendix 1), which will have a total net cost of £34,750 funded from the Town Centre Initiative Fund.
- 2.3 Agree that £33,955 be set aside from the Town Centre Initiatives Fund 2012/13 for use on Town Centre Christmas Lights schemes as set out in paragraphs 3.5 – 3.12.
- 2.4 Agree that £5,500 be set aside from the Town Centre Initiatives fund as match funding to assist in delivery of the Outer London Fund Round 2 programme in Bromley town centre, as outlined in paragraph 3.13.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost £74,205
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Town Centre Management Initiatives Fund
 4. Total current budget for this head: £74,218
 5. Source of funding: Existing revenue budget for 2012/13
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

3.1 The Town Centre Management service in Renewal & Recreation exists to maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres. This involves working closely with town centre businesses, both directly and through business and traders groups, and with other key town centre occupiers and service providers. The resources for the service are derived not only from Council budgets but also from income from business donations and sponsorship. The proposed work programme for the Town Centre Managers during 2012/13 will involve a wide range of duties ranging from facilitation of high profile public events through to day to day assistance to town centre occupiers. The following paragraphs outline the main activities proposed for 2012/13.

EVENTS

3.2 Managing events for the general public aimed at increasing footfall and raising the profile of our town centres have always been a key part of the work of the Town Centre Management service. During 2011/12 a number of successful events took place which were funded from the Town Centre Management Initiative Fund, boosted by a carry forward agreed by Executive, and also grant funding of around £72k from the Outer London Fund, specifically for Christmas events and marketing. In addition to significantly enhanced Christmas events, other highlights of the year included the Bromley Festival of Sport, the Street Theatre Festival and the Summer Fete in Orpington, all of which drew in additional visitors, encouraged trade and enhanced the 'feel good factor' about our town centres. In addition, during 2011/12 the carried forward budget has been used to assist with preparations for a major celebration of the Queen's Diamond Jubilee which is scheduled for 15 May 2012 in Bromley town centre.

3.3 In 2012/13 Town Centre Managers are planning a series of events, both large and small, across all the main town centres. A draft list of planned events is attached as Appendix 1. The largest two of these, the Queens Diamond Jubilee celebration and a Festival of Sports and Arts, will take place in Bromley Town Centre and have significant funding requirements which have been covered through various sources, including the Mayor of London's Outer London Fund (Round 2). No additional funding from the Town Centre Management Initiative Fund is expected to be required for these two events. Of the other events planned for the year ahead, the highlights include the following (all details subject to alterations):

- 'Dancing Feat' event in Orpington on 14 July – part of the national Big Dance festival. The one day event will include a live dance competition and demonstrations, with stalls and refreshments. Estimated net cost to the Council: £6k.
- Summer Family Fun Weekend on Beckenham Green in July timed to link in with the London Olympics – to include continental market, rides and live entertainment. Estimated net cost to the Council: £1k.
- Poppy Appeal Display (Nov 2012). Once again Bromley Town Centre will be decorated with giant poppies in honour of the season of Remembrance – and in support of the Royal British Legion Poppy Appeal. Estimate net cost to the Council: £1k.
- Christmas celebrations in towns across the borough, with high profile spectacular events - incorporating entertainments, community carol singing, fashion shows, children's rides and firework displays - taking place in Bromley, Orpington, Beckenham and Penge. Estimated total net cost of the 4 main town events: £20.75k.

3.4 Whilst many of the smaller events are expected to be entirely self financing and Town Centre Managers are working to reduce the cost of other events through a mixture of sponsorship, donations and other income, there is potentially a total net cost to the Council of £34,750 across all towns.

CHRISTMAS LIGHTS 2012

3.5 Another key operational area for Town Centre Management is the organisation of Christmas lights for town centres. In 2011/12 a total of £44.5k was agreed by Members to cover supply, installation and removal of lights in Bromley, Orpington, Beckenham and Penge and to cover donations to assist with lights in a number of smaller town centres. This was agreed on the basis that Town Centre Managers undertake a campaign of outreach to businesses especially in the four main centres to encourage a higher level of contribution from businesses to the lights – aiming for half of the costs to be covered by business or community donations. In the spring and summer of 2011 businesses were written to on a number of occasions, and managers at some of the larger occupiers were visited in person to canvass support. The Town Centre Managers also worked with local traders groups who often provided the conduit for the donations to the lights schemes in each town.

3.6 As a result of this exercise the following sums were received for these towns:

- Bromley - £8,000
- Orpington - £2,500
- Beckenham - £1,600
- Penge - £170

3.7 In total £12,270 was generated from businesses to add to the Council's own contribution. The resulting budget would not have provided particularly extensive or high quality displays. However, officers were successful in bidding for a grant of £115k from the Mayor of London's Outer London Fund, which meant that for 3 of these towns – Bromley, Orpington and Penge – sufficient additional funding was available to make up any shortfall.

3.8 The generous funding from Round 1 of the Outer London Fund also meant that the Council could purchase the lights used in Bromley, Orpington and Penge and these are available to be re-used over at least 2 years – and almost certainly longer. Following a full tendering procedure officers were authorised to enter into a contract with a Christmas lights supplier who will store the lighting displays and re-install / de-install these for Christmas 2012 and Christmas 2013. The cost of the contract to undertake this work for the 2 years is £22,955 per annum, and therefore this sum needs to be set aside from the Town Centre Management Initiative Fund for 2012/13.

3.9 Beckenham was not in receipt of Outer London Fund grant money for Christmas lights. The Council does not therefore own any lights for the town – and any lights scheme for this town would need to be hired in. It is expected that the cost of this will be no more than £6k, as was the case in 2011. The Council may also, as in previous years, provide a donation to lights committees in 10 smaller town centres – to a suggested total budget of £5k (£500 per town).

3.10 In addition to the Christmas Lights themselves, natural Christmas trees provide a welcome focal point for the displays in the town centres. However, due to limited funds available to the Council it will be for the Town Centre Managers to seek contributions or sponsorship from businesses to cover the full costs of these.

- 3.11 A total Christmas lights budget of £33,955 from the 2012/13 Town Centre Management Initiative Fund is recommended to cover the requirements outlined above. Although this figure is slightly more than was spent by the Council in 2011 (£25.2k, thanks to the Outer London Fund grant), the estimated figure for 2011/12 represents a reduction on the costs of the schemes which the Council funded for the 2009 and 2010 Christmas seasons.
- 3.12 As in 2011 Town Centre Managers will be vigorously campaigning to bring in external funding to help offset the costs of the lights for all towns. Although it is recommended that the Council sets aside budget to pay the whole costs of the lights installation for 2011/12, any additional contributions raised from the private sector will be utilised to augment the displays or enhance the town centre events programme.

OUTER LONDON FUND ROUND 2 PROJECTS

- 3.13 Following the successful bid for Bromley town centre under Round 2 of the Outer London Fund, just under £2m will be available to spend in the town – most of which will be focussed on upgrading the public realm design in the central and southern areas of the town, to harmonise with the scheme already in development for Bromley North Village. Amongst other elements, the successful bid also included provision for setting up a shop front improvement grant scheme for Bromley North Village, with funding of up to £150k over two years, and an extension to the ‘Are You Bromley?’ campaign (for £25k over 2 years) which highlights and promotes the exciting changes planned for the town centre under the Area Action Plan. These two projects require match funding from the Council of no more than £5.5k during the 2012/13 financial year. It is proposed that the Council’s contribution to these projects is funded from the Town Centre Management Initiative Fund.

4. POLICY IMPLICATIONS

- 4.1 The events and activities outlined above are aimed specifically at enhancing the vitality of town centres across the borough and as such contribute to the Building a Better Bromley key priority of Vibrant, Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

- 5.1 For 2012/13 the Town Centre Management Initiative Fund budget is £74,220.
- 5.2 The following table summarises the proposed spending on this fund: -

| Town Centre Management Fund | £ |
|--|----------------------|
| 2012/13 Budget | 74,220 |
| Proposed events and activities | |
| Town Centre Events | 34,750 |
| Christmas Lights | 33,955 |
| OLF Shop Front grant scheme marketing match funding contribution | 3,000 |
| OLF Are You Bromley promotion match funding contribution | 2,500 |
| Total | <u>74,205</u> |

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

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APPENDIX 1: TOWN CENTRE EVENTS PROGRAMME APRIL 2012 - MARCH 2013

(SUBJECT TO CHANGE AND ALL COSTS ESTIMATED)

| Town | Month | Actual date | Day | Event Title | Description Activities | Venue(s) | Estimated total event cost (£) | Estimate partner contributions (£) | Estimated cost to Council (£) |
|-----------|-------------|-------------|-------------------|--------------------------------------|--|---|--|------------------------------------|-------------------------------|
| BECKENHAM | June / July | TBC | | Summer Family Fun weekend | To include a market, entertainment and fun fair | Beckenham Green | 3,000 | 2,000 | 1,000 |
| BECKENHAM | November | TBC | | Christmas switch on | Christmas fun fair, market and entertainment | Beckenham | 6,000 | 2,100 | 4,900 |
| BROMLEY | May | 15th | Tuesday | London as a Global Centre of Fashion | A celebration of the Queen's Diamond Jubilee takes place in Queen's Garden and depicts London as a Global Centre of Fashion. Small Domes housing a variety of designer fashion items, accessories throughout the 60 years of the Queen's reign will adorn the park. School children have designed a "crown" to be laid in bedding plants. Trees will be decorated with heritage fashion images showing each year of her reign. Entertainment and a street party will be just some of the highlights of the day. As our VVIP will be attending entrance into the park in the morning will be by invitation only, but the park will be opened to the public in the afternoon. Live TV coverage will be relaid to the Pedestrian High Street to entertain the anticipated crowds. | Bromley Queens Gardens/High St | All costs covered by external funding or other Council funds | na | na |
| BROMLEY | July | 29th | Sunday | Bromley Town Centre Festival | The event will be spread across the whole of the town centre and surrounding parks. It will be a celebration of heritage, art and sport, involving local clubs, organisations, groups offering demonstrations / have a go/ promotional/marketing and recruitment of new members - an instrument to engage and encourage participation in sport and physical activity. It will also showcase the Arts through both professional entertainers and local groups | Bromley Queens Gardens/High St/Church House Gardens | All costs covered by external funding or other Council funds | na | na |
| BROMLEY | July | 5th - 8th | Thursday - Sunday | Continental Market | Market stalls will be installed in the pedestrian high street depicting a wide variety of wares, both crafts and food, from across europe. | Bromley High Street | self-financing | na | na |
| BROMLEY | November | 29th | Thursday | Xmas Event | A Christmas extravaganza incorporating lights switch on, fireworks, traditional nativity, professional entertainers and live animals, however - all subject to funding | Bromley High Street | 11,100 | 1,000 | 10,100 |

| | | | | | | | | | |
|-----------|--------------------|----------|------------|--|---|------------------------|----------------|-------|--------------|
| BROMLEY | June and September | TBC | Sunday | Flower Market | A new concept to bring some colour to the Town Centre. Budget is to help promote the market and bring in footfall. | Bromley Market Square | 1,000 | tbc | 1,000 |
| BROMLEY | July | 27th | Thurs day | Olympics | Churches Together are bringing a large TV screen into Queen's Garden to screen live the opening ceremony of Olympics | Bromley Queens Gardens | self-financing | na | na |
| BROMLEY | October | W/B 29th | Mon 29th - | Poppy Display | Repeating the last two years wonderful display of giant poppies in the pedestrian high street and market square subject to gaining additional external funding | Bromley Town Centre | 4,000 | 3,000 | 1,000 |
| ORPINGTON | May | 26th | Sat | Orpington Queens Diamond Jubilee Celebration | Orpingtons celebration of the Queens Diamond Jubilee The Royal British legion have secured the provision of a Drum Head Service we will include all uniformed groups and cadets and will be providing 500 free picnics to these groups sponsored locally .The event will include /stalls arena entertainments and refreshments.We will provide a comemorative programme through local advertising/ sponsorship.Crafts will include making a royal Crown. Sponsored materials provided by local businessees. There will be the release of 60 red / white and blue balloons. | Priory Gardens | 1,500 | 500 | 1,000 |
| ORPINGTON | July | 7th | Sat | Art Beat | The high street will host 20 mini marquees showcasing local artists, exhibiting a wide range of genres. The event will also include a musical element and there will be local retailer /restaurant promotions. The purpose of the event is to increase footfall to the town centre. Stalls will be offered to local schools for young enterprise activites and in line with the Mary Portas 'love your market' initiative we will extend the stalls into the Walnuts area, working in partnership with the Shopping Centre. The event will help create the sense that there is a cultural aspect to Orpington and will attract a different demographic profile. | Orpington High Street | 5,000 | 3,000 | 2,000 |
| ORPINGTON | July | 14th | Sat | Dancin Feat | Orpingtons contribution to the Mayor of Londons Big Dance event. To give local groups the opportunity to perform to a large audience with professional judges, to promote the local dance schools to increase participation in dance for health and leisure. Ancillary stalls will promote local businesses. This will be an opportunity to promote the Bromley Museum as they will be participating by displaying dance related artefacts. | OrpingtonPriory Garden | 8,000 | 2,000 | 6,000 |

| | | | | | | | | | |
|--------------|-------------|------|----------|---|--|--------------------------|----------------|--------|---------------|
| ORPINGTON | November | 19th | Wed | Christmas switch on | The Christmas event encourages footfall into the high street . The fashion show organised in Partnership with the Walnuts shopping centre is a proven way of increasing sales of celebration clothing. The Fireworks /stage fun fair will be sponsored by the Walnuts shopping centre. Art activities run with the help of the Library give the opportunity to encourage library membership. | Walnuts | 6,000 | 2,250 | 3,750 |
| PENGE | June / July | TBC | | African Market and Entertainment Summer special | To mark the Olympics, including street market and entertainment | Penge | 3,000 | 1,000 | 2,000 |
| PENGE | November | TBC | | Christmas switch on | Christmas fun fair, market and entertainment | Penge | 3,000 | 1,000 | 2,000 |
| WEST WICKHAM | May | 26th | Saturday | Street Party | Street Party to celebrate the Queen's Diamond Jubilee including music, entertainment and afternoon tea party | West Wickham High Street | self-financing | na | na |
| WEST WICKHAM | June | 2nd | Saturday | Food & Wine Festival | Queen's Diamond Jubilee Celebrations on Chislehurst Common showcasing fine food and wine from the local area | Chislehurst | self-financing | na | na |
| | | | | | | | | | |
| | | | | | Totals | | 51,600 | 17,850 | 34,750 |

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Report No.
DRR 12/029

London Borough of Bromley

PART 1 - PUBLIC

- Info on legal proceedings

Decision Maker: Renewal and Recreation Portfolio Holder

Date: For pre-decision scrutiny by the Renewal and Recreation PDS Committee on 27 March 2012

Decision Type: Non-Urgent Executive Non-Key

Title: **AUTHORISATION FOR FUNDS FOR DIRECT ACTION UNDER S178 OF THE TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED), IN RESPECT OF LAND KNOWN AS HAMPTON HALL, 1A HOLBROOK LANE, CHISLEHURST, KENT BR7 6PE**

Contact Officer: Tim Horsman, Assistant Development Control Manager
Tel: 020 8313 4946 E-mail: tim.horsman@bromley.gov.uk

Gloria Waya, Senior Lawyer (solicitor), Planning Litigation and Licensing
Tel: 020 8313 4879 E-mail: gloria.waya@bromley.gov.uk

Chief Officer: David Mark Bowen - Director of Resources

Bob McQuillan - Chief Planner

Ward: Chislehurst Ward

1. Reason for report

The owner of the land has failed to take the action required to comply with an Enforcement Notice seeking removal of unauthorised roof windows. No information has been forthcoming to suggest that there is any intention to comply with the enforcement notice and harm is ongoing to the amenities of neighbouring properties. Authorisation was given at Plans Sub-Committee No.3 on 16 February 2012 for direct action and authority is now sought for funds.

2. **RECOMMENDATION(S)**

2.1 Funds be authorised to proceed with direct action to comply with the extant enforcement notice for the following works:

1) Remove all those windows that have been inserted into the roof space of the dwelling that are shown edged red on the attached plan B (with the exception of the window in the western roof slope that has already been removed); and

2) Reconstruct the roof and tile the resulting gaps left by the removal of the windows with tiles of a similar type and colour to those used on the remainder of the roof.

Corporate Policy

1. Policy Status: N/A.
 2. BBB Priority: Quality Environment.
-

Financial

1. Cost of proposal: Estimated cost £25K
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: N/A
 4. Total current budget for this head: £N/A
 5. Source of funding: Officers will endeavour to recover the costs from the owner/occupier of the including attaching an automatic charge against the property if necessary.
-

Staff

1. Number of staff (current and additional): 2 Planning; 1 Enforcement; 1 Legal; 1 Admin
 2. If from existing staff resources, number of staff hours: 60
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The recommendation will allow the Council to take the necessary steps in order to rectify the breach of planning control, and remove the harm caused to local residents.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The planning and enforcement history of the site can be summarised as follows:
- 3.2 Ref. No. DC/03/04270/FULL – Four bedroom detached house at land r/o 1-7 Holbrook Lane – Application subsequently withdrawn.
- 3.3 Ref. No. DC/04/03074/FULL - Detached four bedroom house with detached double garage and access driveway – refused.
- 3.4 Ref. No. DC/05/00492/FULL – Detached three bedroom bungalow with access driveway – refused
- 3.5 Ref. No. DC/05/00497/FULL – Detached two storey four bedroom house with detached double garage and access driveway – refused and subsequently allowed on appeal on 26th October 2005, followed by a correction notice issued on 11th November 2005.
- 3.6 The appeal (05/00497/FULL) was allowed, subject to conditions. In particular condition 7 states “Notwithstanding the provision of the Town and Country Planning (General Permitted Development) Order 1995 (or any Order amending, revoking or re-enacting this Order) no building, structure or alteration permitted by Classes A, B, C or E of Part 1 of Schedule 2 of the 1995 Order, shall be erected or made within the curtilage of building hereby approved without the prior approval of the Local Planning Authority.
- 3.7 On 26th January 2007 an enforcement notice was issued against the registered proprietor of the property for failing to comply with condition 7 of the permission by inserting 10 windows (roof lights) in the roof space of the property without the required approval. The registered proprietor subsequently appealed against the notice. On 2nd November 2007 the appeal was dismissed and the notice was upheld subject to a variation, which allowed four of the 10 windows.

The Planning Inspector found that although obscure glazing combined with permanently fixed closed windows for the remaining 6 windows would prevent overlooking, it would in his opinion lead to an unsatisfactory standard of accommodation where such windows would be the only source of daylight. The Planning Inspector felt that these measures would not address the harm identified. Moreover the Inspector found it necessary to remove the 6 windows as no “...lesser step would overcome the damage caused”. The Breach of Condition Notice requires the removal of the remaining 6 windows, which, with the exception of one skylight that has been removed, has not been complied with to date.

In 2009 the owner appealed against the Council’s refusal to regularise [the unauthorised windows]. The Inspector dismissed the appeal. He reached the same conclusion as the earlier Inspector, i.e. that the retention of the windows is not acceptable. He specifically discusses the potential for the windows to be fixed shut as a solution to the concerns, but concludes that this would also not be considered appropriate for bedroom windows “due to the need to maintain adequate ventilation and means of escape from upper floor level.”

- 3.8 On 7th May 2009, the Council successfully prosecuted the registered proprietor for failing to comply with the requirements of the notice. The registered proprietor was fined £5,000 plus a £15.00 Victim Surcharge and ordered to pay the Council’s costs in the sum of £2,785.00. The owner subsequently appealed to the Crown Court against the conviction and costs. The appeal was dismissed and he was ordered to pay additional costs.
- 3.9 In order to regularise the breach the Owner has submitted the following applications:
- Ref. No. 08/01443/FULL6 – 3 roof lights in north elevation - withdrawn

Ref. No. 08/01452/FULL6- 3 roof lights in north elevation - withdrawn

Ref. No. 08/03874/FULL6 – 3 roof lights in north elevation - refused

Ref. No. 09/00155/VAR - Removal of condition 7 (restriction of Permitted Development Rights) of permission granted at appeal under ref. 05/00492 - refused and dismissed at appeal

Ref. No. 10/00290/FULL6 - 2 windows in first floor western elevation RETROSPECTIVE APPLICATION – Declined to determine

Ref. No. 10/00421/FULL6 - 2 roof lights in the western elevation RETROSPECTIVE APPLICATION - Declined to determine

Ref. No. 10/00471/FULL6 – 2 roof lights in the southern elevation RETROSPECTIVE APPLICATION – Declined to determine.

Ref. No. 11/02959/FULL6 – 2 roof lights in southern elevation RETROSPECTIVE APPLICATION – considered on this agenda

- 3.10 Members authorised direct action at Plans Sub Committee in July 2010 in respect of the remaining 6 windows, however due to delays caused by issues concerning access to the site, an Ombudsman complaint (which found no fault on the part of the Council), and complications and difficulties in finding suitable contractors (now resolved), this action has not yet been implemented.
- 3.11 A site visit on 30 January 2012 revealed that one of the rooflights in the western roofslope has been removed and tiles reinstated. Due to this fact and the submission and refusal of a new planning application for two of the six rooflights, which were previously refused on appeal, it is considered appropriate to reconsider the previously authorised direct action for the remaining 5 windows.

4. CONSIDERATIONS

- 4.1 Although the Council previously declined to determine several applications in 2010 for the windows, this was on the basis of a relevant decision within the past two years as allowed by Section 70A of the Town and Country Planning Act 1990 (as amended) (“the Act”). Although there will be a right of appeal against the recently refused application for two of the windows, there is no reason to further delay taking enforcement action in this case, particularly in light of the fact that there have been numerous applications made in respect of the same windows, all of which have been refused by the Council and dismissed on appeal.
- 4.2 The material planning considerations including relevant policies and the circumstances of the site are not known to have changed since the previous decisions, which were clear and unambiguous, and there is no sound reason to delay action any further to rectify the ongoing breach. The owner of the property has been given significant time i.e. over 4 years, and opportunity to comply with the decisions but has declined to take any significant action to remedy the breach.

Direct Action

- 4.3 Section 178 (1) of the Act states that:

“Where any steps required by an enforcement notice to be taken are not taken within the period of compliance with the notice, the local planning authority may –

(a) enter the land and take those steps, and;

(b) recover from the person who is then the owner of the land any expenses reasonably incurred by them in doing so

- 4.4 In the event that the Council is unable to recover from the owner the reasonable expenses incurred for taking the steps required by the Notice, the Council can attach a charge to the land, thus ensuring full cost recovery and base rate interest on sale (Section 178 (5)).
- 4.5 Expenses recoverable under S178 of the Act constitutes an automatic charge and is therefore binding on successive owners of the land. The charge takes effect as from the date of the completion by the Council of the steps required to be taken by the notice.
- 4.6 The Council has previously received three quotes to carry out the necessary works. These ranged in price from approximately £6k to £25k. The more expensive quote has been provided by a specialist enforcement contractor who has a planning background and considerable experience in carrying out such works. Taking into account the particular circumstances of this case, it is considered that this experience and knowledge may be essential in order to ensure the effective resolution of the breach and it is recommended that the most expensive quote (as amended for 5 instead of 6 roof windows which would be equal or less than the previous quote) be accepted.

5 CONCLUSIONS

- 5.1 There is a long planning and enforcement history in relation to this matter. Funding agreement is requested for the direct action authorised at Plans Sub Committee on 16 February 2012.

6. POLICY IMPLICATIONS

- 6.1 The action recommended to rectify this breach is in order to meet the aims of Policy BE1 of the Unitary Development Plan, which requires that “development should respect the amenity of occupiers of neighbouring buildings and those of future occupants and ensure their environments are not harmed by noise and disturbance or by inadequate daylight, sunlight or privacy or by overshadowing.

7. FINANCIAL IMPLICATIONS

- 7.1 The estimated cost of the proposed works under S178 of the TCPA 1990 will be £25k.
- 7.2 Officers will endeavour to recover from the owner of the land all expenses reasonably incurred by the Council for carrying out the works, including registering a charge against the land if necessary.

8. LEGAL IMPLICATIONS

Fully addressed in the body of the report.

| | |
|---|---|
| Non-Applicable Sections: | Personnel implications |
| Background Documents: (Access via Contact Officer) | Enforcement and Legal files containing exempt information as defined by Schedule 12a of the Local Government (Access to Information) Act 1985 are not available for public inspection |

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Report No.
RES12048

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation Portfolio Holder

Date: For pre-decision scrutiny by the Renewal and Recreation PDS Committee on 27 March 2012

Decision Type: Non-Urgent Executive Non-Key

Title: REVIEW OF CHARGES FOR PRE-PLANNING APPLICATION ADVICE

Contact Officer: Lisa Thornley, Democratic Services Officer
Tel: 020 8461 7566 E-mail: lisa.thornley@bromley.gov.uk

Chief Officer: Director of Resources

Ward: All

1. Reason for report

To consider updating reports on charges for pre-application advice and to review suggested amendments/additions to the schedule of fees.

2. **RECOMMENDATION(S)**

The Portfolio Holder is recommended to agree the suggested amendments/additions to the schedule of fees.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Quality Environment.
-

Financial

1. Cost of proposal: Estimated cost Cr £70k income projected for 2011/12
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Pre-application fee income budget
 4. Total current budget for this head: £60k
 5. Source of funding: Existing 2011/12 budget
-

Staff

1. Number of staff (current and additional): 102 ftes
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory requirement. Local authorities can make charges for pre-application meetings by virtue of powers in the Local Government Act 2003 and Planning and Compulsory Purchase Act 2004.
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Those who make planning applications for development in the Borough.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 On 14 February 2012, Members of the Development Control Committee considered the attached report outlining the total amount of fees received for pre-planning advice between April 2011-January 2012 (Appendix 1).
- 3.2 Members also reviewed a draft amended schedule of fees which incorporated increases to all fees charged, together with the addition of several new fee-charging advice categories (Appendix 1B).
- 3.3 Members agreed to the increase in fees and subject to the inclusion of suggested amendments/additions made by Members, recommended that the Portfolio Holder be asked to consider and endorse the reports. An updated schedule of fees (incorporating the amendments made by DCC Members) is attached at Appendix 2 together with a note of the Minute taken at the meeting on 14 February 2012 (Appendix 3).

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

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PART 1 - PUBLIC

Decision Maker: Development Control Committee

Date: 14 February 2012

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

Title: REVIEW OF CHARGES FOR PRE-PLANNING APPLICATION
ADVICE

Contact Officer: Chris Evans, Manager, Major Developments Team and Tony Stewart,
Manager, Non Majors Team
Tel: 020 8313 4554 E-mail: chris.evans@bromley.gov.uk

Chief Officer: Bob McQuillan, Chief Planner

Ward: N/A

1. Reason for report

Members considered reports on charges for pre-planning application advice at the meeting in March, when it was decided that a review of the charging system be carried out after 6 months.

2. **RECOMMENDATION(S)**

2.1 Members note the report.

2.2 Members agree the suggested amendments/additions to the schedule of fees and a recommendation be made to the Portfolio Holder accordingly.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Quality Environment.
-

Financial

1. Cost of proposal: Estimated cost Cr £70k income projected for 2011/12
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Pre-application fee income budget
 4. Total current budget for this head: £60k
 5. Source of funding: Existing revenue budget 2011/12
-

Staff

1. Number of staff (current and additional): 102 ftes
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory requirement. Local authorities can make charges for pre-application meetings by virtue of powers in the Local Government Act 2003 and Planning and Compulsory Purchase Act 2004.
 2. Call-in: Call-in is not applicable.
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Those who make planning applications for development in the Borough
-

Ward Councillor Views

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

3. COMMENTARY

3.1 On 8 March the Committee received 2 reports (items 7 and 8) as follows –

- Introduction of charges for pre-planning application advice for on Non-Major Developments
- Review of charges made for pre-planning application advice for Major Developments.

Charges for such advice have been made in respect of Major Developments since January 2008, and the Committee decided to increase charges generally in line with other London Boroughs. It also agreed that advice for Non-Major Developments should be charged for from April 2011, and that a review of the service be undertaken after a period of 6 months.

3.2 Fees received in the 10 months April, 2011- January, 2012, are as follows-

- (i) £25,055 for Non-Major Developments (see Appendix 1A for details)
- (ii) £35,033 for Major Developments

178 enquiries have been received in respect of the new Non-Major Developments service, about 70% of these concerned householder developments (£42 charge).

The total income received to date totals £60k and it is expected that income will be at least £70k by the year end, if the existing take-up of the service continues and compares with an estimated income budget of £60k.

3.3 The fees charged by other London Boroughs have been assessed, and though they vary, are generally in line with Bromley's charges for pre-application advice. However Bromley's £4k fee is about 30 to 50% higher than that for comparable developments in the other Boroughs.

3.4 Charging for advice on Non-Major Developments has replaced the current duty officer service, which was withdrawn in April, since which time the Planning and Engineering Reception has been merged with the main Civic Centre enquiry desk. This charge to the customer service provided by the Planning Division has not been universally welcomed, and the following is a summary of relevant comments made at an Agents Forum at the beginning of November, when the Chief Planner and managers from the Development Control section met local agents who submit planning applications –

- lack of availability of officers outside of the paid-for advice service means that it is difficult to get progress reports on applications including information about consultation responses and comments received from neighbours.
- the inability to negotiate during processing of applications causes problems and delays for the agents' clients, and leads to unnecessary refusals, hence adding to the costs of the Planning Service, it must be assumed.
- advice given for the £42 fee for householder developments is of a very general nature, mainly concerning relevant policies, and officers do not give any verbal or other advice to amplify this basic written advice.

3.5 In response to these comments it is suggested that a service be offered to provide a site visit and/or meeting regarding householder developments, for the same fee as that made for shopfronts, advertisements etc. i.e. £180.

3.6 Attached to this report as Appendix 1B, is a draft amended schedule of fees. It is suggested that the same charge be made for advice regarding telecommunications development,

whether it is for prior approval of details or requires planning permission. The following developments were not included in the schedule, and it is suggested that they be added –

- minerals and waste development
- developments on site of > 1ha not falling within above categories
- prior notification of agricultural development
- amendments to permitted major schemes
- details required by conditions

4. FINANCIAL IMPLICATIONS

- 4.1 Should the current volume of take-up of the pre-planning application advice service continue to the end of the year, income of £70k is achievable for the year 2011/12. This compares to an income budget of £60k. The extra £10k income generated has been used to partly offset the shortfall of income from planning applications.
- 4.2 It should be borne in mind that demand for the service cannot be predicted to continue necessarily, particularly as the impact of the recession in the near future is not known.

| | |
|---|--|
| Non-Applicable Sections: | Policy, Legal and Personnel Implications |
| Background Documents: (Access via Contact Officer) | Reports to Development Control Committee on 08/03/11 |

APPENDIX 1A

| Type of Enquiry | Fee incl VAT £ | Fee Excl VAT £ | Period April 2011 to Jan 2012 | | | |
|---|-------------------|-------------------|-------------------------------|-------------------------|--------------------------------|----------------------------|
| | | | No. Enquiries Non-Majors | No. Enquiries Majors | Income from Non-Majors £ | Income from Majors £ |
| Householder proposals | £42 | £35 | 125 | 0 | £4,375 | £0 |
| 1 to 4 new dwellings | £480 | £400 | 15 | 1 | £6,000 | £400 |
| 5 to 9 new dwellings | £900 | £750 | 7 | 1 | £5,250 | £750 |
| 10 to 25 new dwellings | £1,750 | £1,458 | 0 | 1 | £0 | £1,458 |
| 26+ new dwellings | £4,000 | £3,333 | 0 | 5 | £0 | £16,667 |
| 26+ new dwellings follow up meetings | £2,000 | £1,667 | 0 | 2 | £0 | £3,333 |
| 1 to 4 converted dwellings | £480 | £400 | 9 | 0 | £3,600 | £0 |
| 5 to 9 converted dwellings | £900 | £750 | 1 | 0 | £750 | £0 |
| 10 to 25 converted dwellings | £1,750 | £1,458 | 0 | 1 | £0 | £1,458 |
| 26+ converted dwellings | £4,000 | £3,333 | 0 | 0 | £0 | £0 |
| 1 to 499sq m of floor space created | £480 | £400 | 5 | 0 | £2,000 | £0 |
| 500 to 999sq m of floor space created | £900 | £750 | 1 | 0 | £750 | £0 |
| 1,000 to 1,999sq m of floor space created | £1,750 | £1,458 | | 4 | £0 | £5,833 |
| 1,000 to 1,999sq m of floor space created follow up meeting | £875 | £729 | 0 | 2 | £0 | £1,458 |
| 2,000+ sq m of floor space created | £4,000 | £3,333 | 0 | 0 | £0 | £0 |
| 2,000+ sq m of floor space created follow up meeting | £2,000 | £1,667 | 0 | 1 | £0 | £1,667 |
| Shopfronts, advertisements & other non-householder proposals | £42 | £35 | 8 | 0 | 280 | £0 |
| Shopfronts, advertisements & other non-householder proposals | £180 | £150 | 3 | 1 | 450 | £150 |
| Telecommunications development (other than prior approval applications) | £480 | £400 | 0 | 0 | 0 | £0 |
| Changes to use: 1 to 499 sq m of floor space | £480 | £400 | 4 | 1 | 1600 | £400 |
| Changes to use: 500 to 999 sq m of floor space | £900 | £750 | 0 | 0 | 0 | £0 |
| Changes to use: 1,000 to 2,000 sq m of floor space | £1,750 | £1,458 | 0 | 1 | 0 | £1,458 |
| Changes to use: over 2,000 sq m of floor space | £4,000 | £3,333 | 0 | 0 | 0 | £0 |
| | | | | | £25,055 | £35,033 |

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Pre-planning application advice service fees (Incl vat)

| | |
|---|--|
| Searching the Public Register (per question) e.g whether permitted development rights have been removed | £44 |
| Householder proposals | £44 to £188 (depending on need for a site visit and/or meeting) |
| 1 to 4 new dwellings | £500 |
| 5 to 9 new dwellings | £940 |
| 10 to 25 new dwellings | £1,830 |
| 26+ new dwellings | £4,180 |
| 1 to 4 converted dwellings | £500 |
| 5 to 9 converted dwellings | £940 |
| 10 to 25 converted dwellings | £1,830 |
| 26+ converted dwellings | £4,180 |
| 1 to 499m ² of floor space created | £500 |
| 500 to 999m ² of floor space created | £940 |
| 1000 to 1999m ² of floor space created | £1,830 |
| 2000+ m ² of floor space created | £4,180 |
| Shopfronts, advertisements and <i>other non-householder proposals</i> | £44 to £188 (depending upon the need for a site visit and/or meeting) |
| Telecommunications development (other than prior approval applications) | £500 |
| Changes of use: 1 to 499m ² of floor space | £500 |
| Changes of use: 500 to 999m ² of floor space | £940 |
| Changes of use: 1000 to 2000m ² of floor space | £1,830 |
| Changes of use: over 2000m ² of floor space | £4,180 |
| <i>Minerals and waste developments</i> | £1,830 |
| <i>Development on site of >1ha not falling within above categories</i> | £1,830 |
| <i>Prior notification of agricultural development</i> | £188 to £500 (depending on need for agricultural appraisal, site visit and/or meeting) |

| | |
|--|---|
| <i>Amendments to permitted major schemes</i> | £500 |
| <i>Details required by conditions</i> | £90 |
| Any other category not listed above | Please contact us on 020 8313 4956 or at planning@bromley.gov.uk |

All charges include VAT and any follow up meetings or written advice will be charged at half the *relevant above* fee.

All floor space figures are gross measurements.

Exemptions:- Alterations/extensions to a dwelling house for the benefit of a person with a disability. Works or operations solely for the purpose of providing a means of access for disabled persons to a building or premises to which members of the public are admitted.

Pre-planning application advice service fees (Incl vat)

| | |
|---|--|
| Searching the Public Register (per question) e.g whether permitted development rights have been removed | £44 |
| Householder proposals | £48 to £188 (depending on need for a site visit and/or meeting) |
| 1 to 4 new dwellings | £500 |
| 5 to 9 new dwellings | £940 |
| 10 to 25 new dwellings | £1,830 |
| 26+ new dwellings | £4,180 |
| 1 to 4 converted dwellings | £500 |
| 5 to 9 converted dwellings | £940 |
| 10 to 25 converted dwellings | £1,830 |
| 26+ converted dwellings | £4,180 |
| 1 to 499m ² of floor space created | £500 |
| 500 to 999m ² of floor space created | £940 |
| 1000 to 1999m ² of floor space created | £1,830 |
| 2000+ m ² of floor space created | £4,180 |
| Shopfronts, advertisements and <i>other non-householder proposals</i> | £48 to £188 (depending upon the need for a site visit and/or meeting) |
| Telecommunications development (other than prior approval applications) | £500 |
| Changes of use: 1 to 499m ² of floor space | £500 |
| Changes of use: 500 to 999m ² of floor space | £940 |
| Changes of use: 1000 to 2000m ² of floor space | £1,830 |
| Changes of use: over 2000m ² of floor space | £4,180 |
| <i>Minerals and waste developments</i> | £1,830 |
| <i>Development on site of >1ha not falling within above categories</i> | £1,830 |
| <i>Prior notification of agricultural development</i> | £188 to £500 (depending on need for agricultural appraisal, site visit and/or meeting) |

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| <i>Amendments to permitted major schemes</i> | £500 |
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All floor space figures are gross measurements.

Exemptions:- Alterations/extensions to a dwelling house for the benefit of a person with a disability. Works or operations solely for the purpose of providing a means of access for disabled persons to a building or premises to which members of the public are admitted.

**MINUTE OF THE ITEM CONSIDERED AT DEVELOPMENT CONTROL
COMMITTEE MEETING HELD ON 14 FEBRUARY 2012**

**47 REVIEW OF CHARGES FOR PRE-PLANNING APPLICATION
ADVICE**

At a Committee meeting held on 8 March 2011, Members reviewed charges made for pre-planning application advice for Major Developments and agreed the introduction of charges for pre-planning application advice for non-major developments. Members requested that a review of the charging system be undertaken after six months.

Members considered an updating report outlining the amount of income received in respect of pre-planning advice in the 10 months from April 2011-January 2012. A revised schedule of fees was also attached to the report.

Mr Stewart informed Members that some complaints had been received since the Planning Division began charging for the customer service it provided and made reference to the issues set out in the report.

All current fees charged for advice would be subject to a 4.5% increase. In particular, Members were requested to note the introduction of a revised arrangement for householder advice. There would now be a fee of £44 for basic advice on the relevant planning policies, the planning process and other material considerations and a fee of £188 for more detailed advice and guidance following a visit to the applicant's premises.

A schedule of pre-planning application advice service fees (inclusive of VAT) was set out in Appendix 2 of the report. Some new charges had been incorporated and these were highlighted in italic print.

Councillor Fawthrop proposed and Members agreed, that the householder proposals, shop front advertisement and other non-householder proposals fees be increased to £48 (including VAT).

Councillor Auld was concerned with the content of advice given for the current £42 fee for householder developments. He referred to a recent case within his Ward where one householder having paid the fee, received statements and technical information drawn from the Unitary Development Plan. Councillor Auld questioned what sort of advice householders would receive if they paid the higher charge.

Mr Stewart replied that the £42 fee was paid for general advice given to householders with little or no knowledge of the planning process. It was not intended to provide detailed guidance on a particular scheme as this would normally require a site visit and a greater commitment of officer time. The higher fee of £188 would be charged when more detailed advice on a specific

scheme is required. In such cases a site visit will be made and officers will be able to give an indication of the likely outcome of a planning application.

Having noted that the fee for changes to use over 2,000 sq m of floor space was 30-50% higher than that for comparable developments in other Boroughs, Councillor Fookes believed that Bromley's £4k fees should be reduced as the Authority ran the risk of developers going to other Boroughs.

Mr Stewart responded that in the context of overall development costs and benefits £4k was not a lot of money to pay for such large scale development proposals and the charge had willingly been accepted by those seeking this type of advice.

Councillor Joel referred to instances where fees had been paid for advice on applications which had subsequently been refused. He suggested that free advice should be given on any future applications.

RESOLVED that:-

- 1) the report be noted;**
- 2) the fees charged for householder proposals, shop front advertisement and other non-householder proposals, be increased to £48 (including VAT);**
- 3) the suggested amendments/additions to the schedule of fees be agreed; and**
- 4) the Portfolio Holder for Renewal and Recreation be recommended to agree the suggested amendments/additions to the schedule of fees.**

Report No.
DRR12/035

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: 27th March 2012

Decision Type: Non-Urgent Executive Non-Key

Title: **BROMLEY NORTH VILLAGE – PUBLIC REALM IMPROVEMENTS OUTLINE DESIGN**

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: Bromley Town Centre

1. REASON FOR THE REPORT

This report seeks to update Members on progress in developing the Bromley North Village Public Realm Improvement Project and the seeks the Portfolio Holder's approval for the Outline Design and authority to move forward on to the detailed engineering design stage prior to submission to the Transport for London (TfL) approval process.

2. RECOMMENDATIONS

- 2.1 The Portfolio Holder agrees that the Outline Design of the Public Realm Improvement plans and agrees that these can be used as the basis for the detail design stage prior to submission to Transport for London.

Corporate Policy

1. Policy Status: New policy. Bromley Town centre Area Action Plan Policy A1 Bromley North Village Improvement Area.
 2. BBB Priority: Vibrant Thriving Town Centres.
-

Financial

1. Cost of proposal: Estimated cost £6.667m
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: LBB Approved Capital Programme 2011/12 to 2013/14
 4. Total current budget for this head: £6.667m made up of £1.5m capital receipts, £3.3m provisional sum from TfL, £37.5k from private sector funding and £1.829m from the Outer London Fund the Outer London Fund
 5. Source of funding: TfL Area Based funding/LBB Capital programme/GLA Outer London Fund/Private sector funding
-

Staff

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours: TBC
-

Legal

1. Legal Requirement: Non-statutory - Government guidance.
 2. Call-in: Call-in is applicable
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Background

- 3.1 The concept of a 'Bromley North Village' (BNV) quarter was developed within the Bromley Town Centre Area Action Plan (BAAP) through the designation of the Bromley North Village Improvement Area. The R&R PDS Committee at their meeting on 29th June 2010 supported the Renewal Strategy for Bromley North Village, which was centred around the development of a specialist entertainment quarter, providing a range of leisure options and a specialist retail and business offer.
- 3.2 Transport for London indicated in their 2011/12 Local Implementation Plan settlement that the BNV Step 1 bid has been successful and 300k has been allocated to LBB for Step 2 detailed design and development work. Urban Designers Studio Egret West were commissioned to undertake the Outline Design stages for the project and the detailed engineering designs are to be undertaken by the Council's Highway Term contractors, Conways, who would also be responsible for construction and delivery.

Consultation Feedback on the Outline Design

- 3.3 A period of public consultation ran from 31st October until 23rd December 2011, a total of 8 weeks. The period was extended because of the lead-in to Christmas to ensure people had adequate time to consider the proposals. The objective of the consultation was to get the comments of those people who live, work and would use the area and, where necessary change the designs to reflect their wishes and needs.

Average Score

The feedback form allowed respondents the opportunity to score the designs from 1 (hate it) to 10 (love it) with a score of 5 being neutral.

Of the 42 forms received, 40 scores were provided. None of the free-form representations included a score.

The **average score** was **7.09 out of 10**.

Four people gave the scheme the maximum score of 10. One person gave the scheme 1 and one other person gave a score of 2. The modal score was 7, which was given on ten occasions.

- 3.4 In terms of volume of comments, the top five themes or categories were:

- The yellow paving - 36 comments
- Trees/planting – 28 comments
- Paving designs (not specifically about the yellow paving) – 27 comments
- Shared surface – 24 comments
- Lighting – 21 comments

Yellow Paving

The vast majority of the comments about the yellow paving were negative. Most of the comments were on aesthetic grounds.

Trees/planting

The vast majority of the comments about trees were in favour of their addition. However, the planters that were suggested for the High Street were not liked. There were some concerns about the positioning of trees for security reasons to ensure that they do not block

the view of historic buildings. There was one request for the high Street to be made one-way to accommodate trees straight in the ground and one comment requesting that the existing planters in Market square are retained.

Paving Designs

These were comments that did not specifically mention the yellow pavers, although it is possible that the intention of some of the comments may have specifically been about them. Even so, there was a mixed set of comments, some positive, some negative. There were some suggestions about alternative designs and comments asking technical questions (such as the size of the setts)

Shared Surface

There was a mixture of positive and negative comments about shared surfaces in either East Street or Market Square. Generally speaking people were in favour of the East Street shared surface but had some concerns if it were extended to Market Square. The vast majority of the negative comments were received from stakeholders involved with mobility impairment.

Lighting

The majority of comments about the proposed lamp standards were negative – the majority of those that expressed a preference wanted to see a heritage light instead. Comments about the brick lights were generally positive, although those stakeholders from a heritage/conservation organisation were against them.

Proposed Design Alterations

3.5 The overall consultation response to date has been overwhelming positive and there has been broad support for the overall design of the scheme and the particular design treatments for the three main character areas. The design team have also responded to the consultation feedback to make a number of changes to the scheme design. A set of revised plans are attached as Appendix 1 and a full colour set is available for viewing in the Members' room. The main changes include:

- Switching the accent yellow composite material to York Stone. It is considered that the proposed mixture of natural granites and York Stone is a more sympathetic treatment and responds well to the setting of Listed Buildings and enhances the appearance of the Conservation Area. This change in materials has led to a decision to rationalise the patterning of the design in the Market Square, where it is now proposed to use only the natural granites and de-linate the areas inside of the of the banding using different sized setts.
- One of the concerns raised in relation to the Outline Design was that it failed to fully interpret and reveal the historic townscape of BNV. It is now proposed to integrate into the design of the public realm wayfinding panels that will identify the heritage trail, which has been undated as part of the Outer London Fund Round one bid. Attempts are also underway to secure the purchase of the townscape tableau, which if it can be purchased, could form the starting point of the trail.
- It is now proposed to incorporate the Broom design in an emblematic form in the design of the seating areas outside of the Partridge Public House and The Old Post Office.
- There has been review of the proposed lighting columns and discussing are underway with stakeholders over a suitable alternative, which is more sympathetic to

the appearance of the Conservation Area. It is considered that the final choice of design of both the lamp columns and planter for High Street North can be dealt with as part of the detail design approval.

- The lighting up of key buildings is recognised as a great way to reveal the quality of the architectural heritage of BNV. It is proposed to contact the owners of the key Listed Buildings in the BNV area, which happen to be the Old Coaching Inns, to rationalise and co-ordinate their current up lighting arrangements.

Next Steps

- 3.6 Once the Outline Designs have been approved by the Portfolio Holder, The Council's term contractor will undertake the detailed design. This is the process whereby the outline designs are turned into implementation diagrams including levels, drainage, exact locations of all elements of the scheme, etc. Some minor changes may be expected as a result of this procedure. The detailed design process will also finalise the scheme costs. It is expected to take 3 to 4 months to complete. There are also a number of internal Transport for London approvals that will need to be secured before the detailed design is approved. This included approval of a business case that needs to demonstrate value for money. Following the TfL internal approvals the design team are required to provide one final presentation to TfL in order to obtain full scheme approval and unlock the TfL proportion of funding. It is anticipated that TfL final approval will be received after September 2012. However, before implementation can start there are two final steps; the materials need to be ordered and this typically takes up to 3 months due to the quantities involved; and TfL will need to undertake a public consultation regarding the proposed bus route changes.
- 3.7 To avoid causing disruption to businesses during the Christmas trading period it is anticipated that the majority of the works will commence after Christmas 2012 (i.e. start in January 2013). There may be some minor elements (e.g. Naval Walk) that could start beforehand without causing major disruption. Businesses in the area will be given the option of a quick implementation period with significant disruption or a longer implementation period but with lesser disruption.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

- 5.1 The 2011/12 Local Implementation Plan settlement from TfL makes provision for £300k to cover the estimated costs of the outline and detailed design stages of the BNV public realm improvement scheme. To date £70k of this budget has been defrayed on the Outline Design stage. The remaining funding will cover the cost of undertaking the detailed design stage, which will be undertaken by the Council's Highway Term Contractors in accordance with their term rates and an agreed cost plan. There is no Council funding allocated for the detailed design stage of this project.
- 5.2 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). TfL have yet to formally confirm the 2013/14 LIP settlement at this moment in time, although the sum of £1.5m has been provisionally set aside by TfL for the scheme.

- 5.3 A successful Outer London Round 2 bid for Bromley Town Centre has secured funding to extend the scheme into Market Square and the area beyond totalling £1.829m over 2012/13 and 2013/14. As part of this process, partner organisations and businesses have agreed to provide cash match funding up to £37,500. It is now proposed to treat this scheme as a Bromley Town Centre wide scheme as opposed to being restricted only to the Bromley North area.
- 5.4 A summary of the available capital funding for the Bromley Town Centre wide scheme is as follows: -

Bromley Town Centre Public Realm Improvement Project

| | 2011/12 £m | 2012/13 £m | 2013/14 £m | Total £m |
|--|---------------|---------------|---------------|--------------|
| LBB Capital receipts | 0.000 | 1.500 | 0.000 | 1.500 |
| OLF 2 capital resources | 0.000 | 1.444 | 0.385 | 1.829 |
| Confirmed TfL LIP funding | 0.300 | 1.500 | 0.000 | 1.800 |
| Provisional TfL LIP funding | 0.000 | 0.000 | 1.500 | 1.500 |
| Private sector match funding | 0.000 | 0.019 | 0.019 | 0.038 |
| Total provisional capital funding | 0.300 | 4.463 | 1.904 | 6.667 |

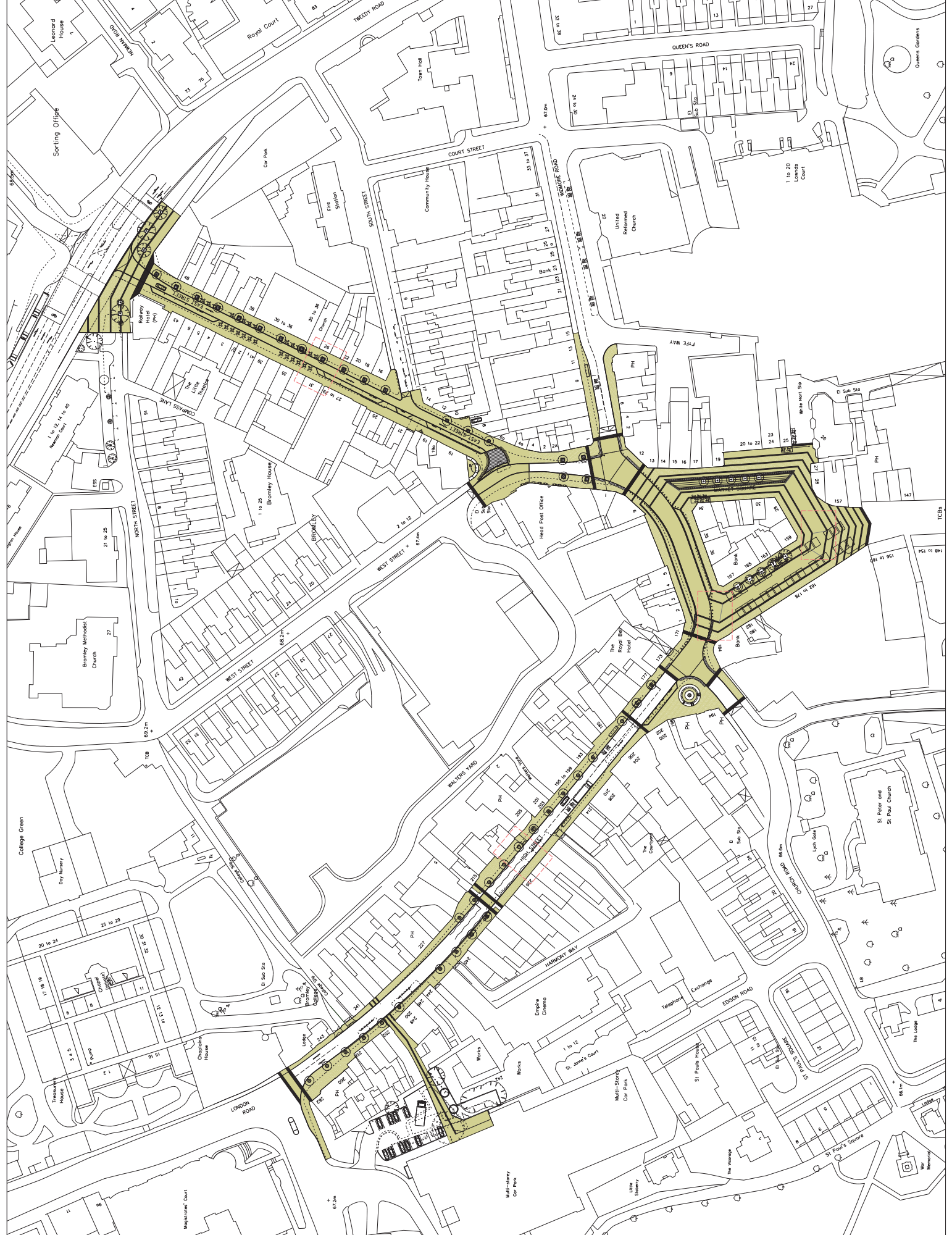
6. LEGAL IMPLICATIONS

None for the purpose of this update report.

PERSONNEL IMPLICATIONS

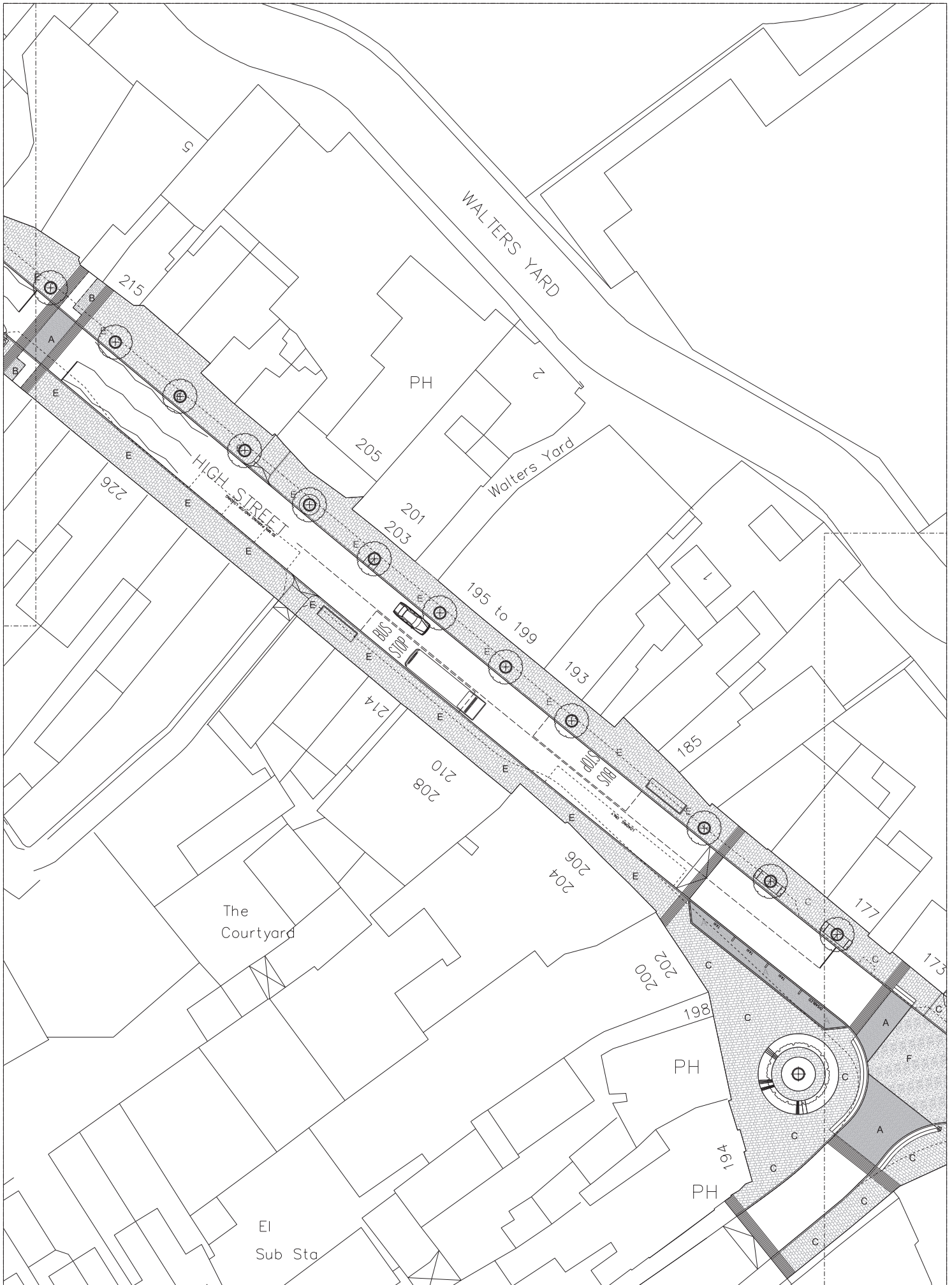
- 7.1 The precise resource allocation will form part of the development of the Project Initiation Document.

| | |
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| Non-Applicable Sections: | LEGAL IMPLICATIONS, PERSONNEL IMPLICATIONS |
| Background Documents: (Access via Contact Officer) | Mayor' Great Spaces Initiative Scheme, Bromley Town Centre Area Action Plan - Submission Version |



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LEGEND

UTILITIES

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| A Sewer | D Sewer | Water |
| B Sewer | E Sewer | Water |
| C Sewer | F Sewer | Water |
| Electricity | Water | Water |

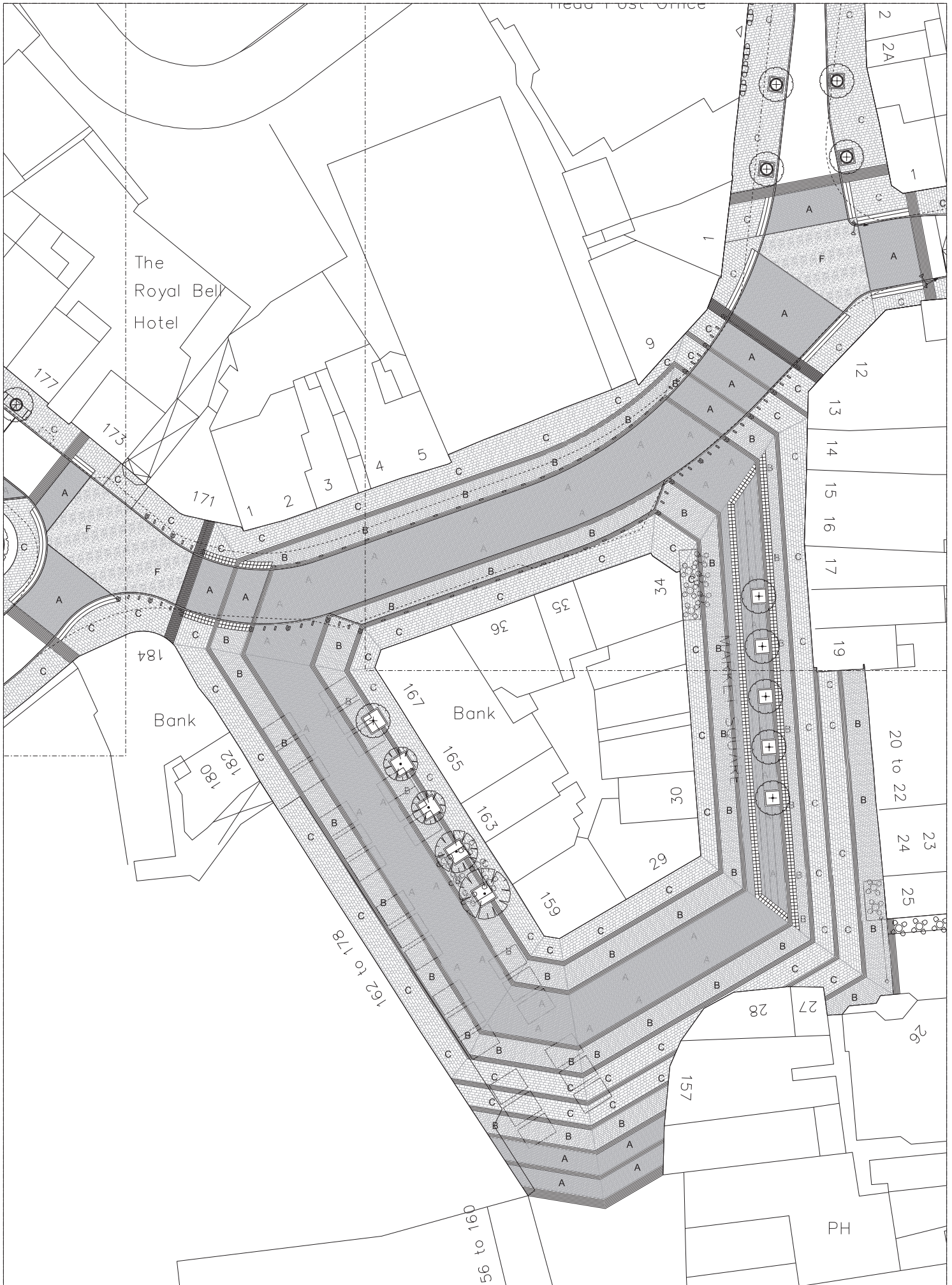


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| Project Bromley North Village | | Drawing General Arrangement (2 of 5) | |
| Project Number 0137 | Status Draft | Drawing No. 0161 | Rev. 03 |
| Scale at A1 1:200 | Date 24.08.11 | Drawn by TS | Checked by SEW |



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LEGEND

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| A | Asphalt |
| B | Grass |
| C | Concrete |
| D | Brick |
| E | Block paving |
| F | Gravel |

NOTES

1. All dimensions are in meters.
2. All dimensions are to the center of the line.
3. All dimensions are to the face of the wall.
4. All dimensions are to the center of the pipe.
5. All dimensions are to the center of the hole.
6. All dimensions are to the center of the shaft.
7. All dimensions are to the center of the column.
8. All dimensions are to the center of the beam.
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12. All dimensions are to the center of the roof.
13. All dimensions are to the center of the ground.
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15. All dimensions are to the center of the earth.
16. All dimensions are to the center of the universe.

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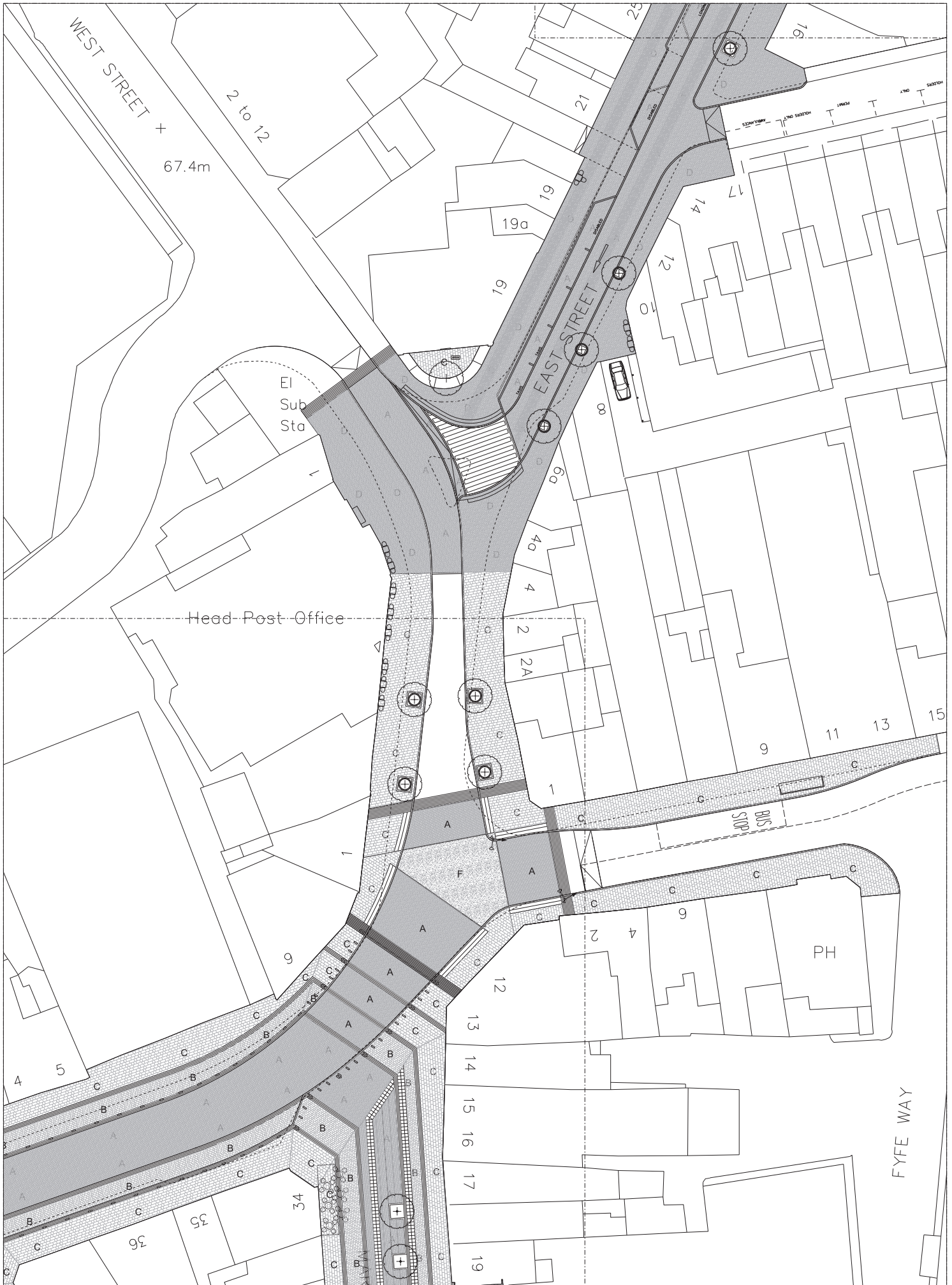
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Project: Bromley North Village
Project Number: 0137
Status: For Approval
Scale: A1 J33
Scale: 1:200
Date: 24.08.11
Drawn by: TS
Checked by: SEW

SEW
 Not a Competent Person
 An Approved Person
 A Registered Professional Engineer
 A Registered Professional Architect
 A Registered Professional Planner
 A Registered Professional Surveyor
 A Registered Professional Engineer
 A Registered Professional Architect
 A Registered Professional Planner
 A Registered Professional Surveyor

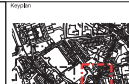
Bromley
 THE LONDON BOROUGH

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| Symbol | Description |
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| [A] | Asphalt |
| [B] | Gravel |
| [C] | Concrete |
| [D] | Grass |
| [E] | Water |
| [F] | Other |

| Symbol | Description |
|--------|---------------------------|
| [G] | Proposed Footway |
| [H] | Proposed Cycleway |
| [I] | Proposed Road |
| [J] | Proposed Path |
| [K] | Proposed Drainage |
| [L] | Proposed Fencing |
| [M] | Proposed Planting |
| [N] | Proposed Street Furniture |
| [O] | Proposed Lighting |
| [P] | Proposed Signage |
| [Q] | Proposed Other |



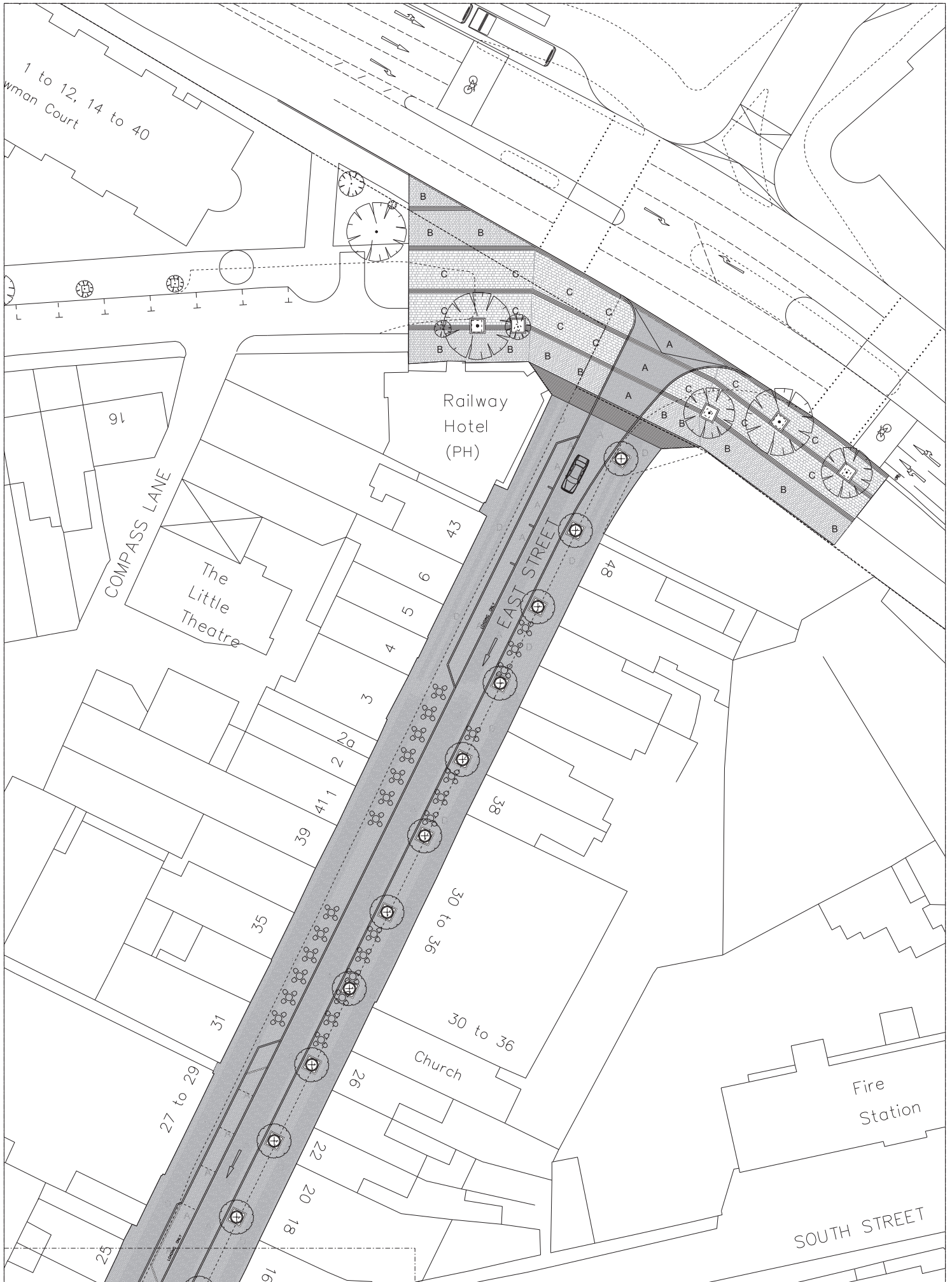
| Rev | Date | Description |
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| 01 | | Issue for Approval |
| 02 | | Revised |
| 03 | | Final |

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|--------------------------------|---------------------------------------|
| Project: Bromley North Village | Drawing: General Arrangement (4 of 5) |
| Project Number: 0137 | Drawing No.: 0163 |
| Status: Draft | Rev: 03 |
| Scale: A1 JWS 1:200 | Date: 24.08.11 |
| Drawn by: TS | Checked by: SEW |

SEW
 Multi-Contract, Single-Point Contract
 111 London Borough



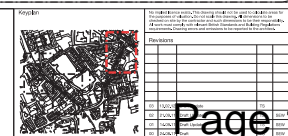
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| Symbol/Code | Description | Symbol/Code | Description | Symbol/Code | Description |
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| A | Zone A | D | Manhole | 1 | Plot 1 |
| B | Zone B | E | Valve | 2 | Plot 2 |
| C | Zone C | F | Other Utility | 3 | Plot 3 |
| | | G | Another Utility | 4 | Plot 4 |
| | | H | Another Utility | 5 | Plot 5 |

| Symbol/Code | Description |
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| 47 | Plot 47 |
| 48 | Plot 48 |

| Plot No. | Description | Proposed | Existing |
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| 48 | Plot 48 | | |



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| Project: Bromley North Village Project Number: 0137 Scale: A1 J03 1:200 | Status: Draft Date: 24.08.11 | Designing: General Arrangement (5 of 5) Drawing No.: 0164 Drawn by: TS Checked by: SEW | Rev. 03 Bromley THE LONDON BOROUGH |
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Renewal and Recreation PDS Committee Annual Report 2011/12

Chairman: Cllr. Sarah Phillips
Vice-Chairman: Councillor Pauline Tunnicliffe

Introduction

The Committee will have met 5 times this municipal year. Each meeting has scrutinised the reports for decision by the Renewal and Recreation Portfolio Holder and considered policy development of key areas of the Portfolio, with the exception of the January 2011 meeting which considered the draft Council budget for 2012/13. Monitoring performance against the Renewal and Recreation Department's Building a Better Bromley priorities has been central to the committee's work. One working group was re-convened during the year, namely the Beckenham and West Wickham Working Group.

Employment and Skills

In October the Committee considered an interim report on a review of the Bromley Adult Education College, and considered various options for the future including possible merger with the Bromley College of Further and Higher Education. The report set out the role and membership of the review board. A further report on the review came before the Committee in December. Of six options considered, two were escalated for further detailed analysis: a) remaining as a core, scaled down directly provided adult education service and b) merging with Bromley College of Further and Higher Education. Following discussion of the merits of the options, Members recommended 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. Results of this more detailed work on the merger option were reported to the March PDS meeting alongside a report on fees and charges at the College during 2012/13 financial year.

Town Centres

Reports providing updates to members on developments in the Town Centres were considered at the Committee's October and December meetings. In October the report outlined the detail and funding timetable for the Outer London Fund Round 2 and the feedback on the 'Invest Bromley' conference (which took place in September). Members agreed the content of the Round 2 funding bid to the Outer London Fund, noting that 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. The bid was finalised in consultation with the Chairman of the Renewal and Recreation PDS Committee and the Leader of the Council, to meet the extended submission deadline of mid November. Members agreed 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. Members also agreed that further consideration be given to the creation of amenity and parking space at the Stables Town Green at rear of 86-132 High Street Beckenham. Other Town Centre issues under discussion in October were a report updating Members on progress in developing the Bromley North Village Public Realm Improvement Project - seeking authority to undertake public consultation on the draft plans prior to submission to the Transport for London (TfL) approval process – and 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.

Also considered in October was 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 (OBF) on the BID project, and for the release of £44,310 from Section 106 funds to support this process, which would be matched to £10,000 allocated from the Outer London Fund round 1. Members supported in principal the formation of a Business Improvement District (BID) for Orpington Town Centre and approved the use of officer time to work towards the establishment of the BID. They also agreed 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. It is expected that as a result of this work a draft BID Proposal will be provided to Members for their consideration at the first Committee meeting of the new municipal year.

At the December meeting Members considered a report which outlined progress in delivering the Town Centres Development Programme and provided an update on the detail of the Outer London Fund (OLF) Round 2 bid submissions. An update was also provided on the six week period of public consultation on the outline designs for improvements to the public realm in Bromley North Village. As a result of discussions around this report Members agreed that the Beckenham and West Wickham Town Centres Working Party be reconvened to review the OLF Round 2 proposals for Beckenham Town Centre and to recommend new proposals for the Town Centre to form the basis of an area based bid to TfL in 2012. The membership of the Working Party comprises Councillors Sarah Phillips and Michael Tickner, Nicholas Bennett, Stephen Wells and Peter Fookes, along with invited representatives of residents and business groups. The outcome of the Working Party's considerations will be reported back to the Committee in summer 2012, with an interim report considered at the March meeting.

Also at the December meeting Members considered a report referred from the Environmental Portfolio Holder regarding the release of funds for the installation of a Variable Messaging System for Bromley town centre – as a way of providing the information drivers needed (in real time) and help efficiently redistribute parking demand to car parks with spare capacity. Members were advised that the VMS system was considered an essential requirement to support the successful implementation of Phase 1 of the Bromley Area Action Plan. Members resolved that the Portfolio Holder be recommended to agree implementation of the VMS given that the proposed scheme provides value for money and will contribute positively to Bromley Town Centre's economy.

In March Members considered the planned expenditure on the Town Centre Management Initiative Fund – including consideration of the town centre events programme and the expected expenditure on Christmas lights for 2012/13 financial year; A report providing an update on the Bromley North Village Public Realm Improvement Scheme, including an assessment of the situation with regards to Area Action Plan Site A and a report on the plans for the Queens Diamond Jubilee celebrations.

Leisure and Culture

At the July meeting of the Committee, Members considered a number of reports dealing with Leisure and Culture, including Bromley MyTime Contract Options (which

was a Part 2 report), Library Shared Services, the London 2012 Olympics and Paralympics and the proposed Norman Park Multi Hub Site, and also considered membership of the Arts and Sports Consultative Panel – to which Councillors Ruth Bennett, Alexa Michael, Peter Fortune, Nicholas Milner and John Getgood were appointed.

Following a discussion of the Library Shared Service report, updating Members on the options to be considered for the future management of the Library Service including a “shared services” arrangement with the London Borough of Bexley. Members concluded that there should be no reduction in operating hours of the service without further consultation with staff representatives, ward Councillors and library users, but agreed that opportunities to generate income should be investigated and a further report be submitted to Members on the outcome. Members did not support the option to implement charges for the People’s Network. Members further asked that the option of transferring a shared service into a trust be investigated further urgently in order to achieve possible savings on business rates.

The Committee considered a report providing Members with an update regarding the ongoing developments in respect to the London 2012 Olympic and Paralympic Games (the 2012 Games), and outlines the current arrangements that are in place within Bromley in respect to the anticipated impact the 2012 Games may have. In particular this report dealt with the proposed Host Borough Co-operation and Licence Agreement; City Look and Feel grant funding and the Olympic Torch Relay.

At the July meeting Members also considered a report detailing proposals for the development of a multisport hub site at Norman Park. This outlined proposals to seek a leisure investment and management company to design, construct, manage, fund and operate a new multi sport hub site at Norman Park, which would incorporate the current athletics track and playing pitches within the park. Following discussion of the report Members recommended that officers be asked to continue to develop proposals for a multi hub site at Norman Park and bring a further report back to the Committee on the outcome of the tender process and the details of the proposals received.

At the October meeting of 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. The Committee considered the Community Organisations that would be represented on the Executive Board.

At the December meeting Members considered the Mytime Active draft Service Delivery Plan for 2012/13 and received a presentation from Mr Dennis Barkway and Mr Steve Price of Mytime Active. Following a question and answer session, Members approved the Delivery Plan and the Investment Fund programme of works for 2012/13.

Members were provided with an update 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 at the Priory, Orpington. This highlighted the HLF’s decision not to offer a first round pass and therefore financial support. At a regional level the HLF had indicated that they viewed the application as

a priority and would wish to see it re-submitted with a reduced grant request so enabling a decision to be taken at regional rather than national level. The Committee supported the recommendation to the Executive that re-submission of the first stage application to the Heritage Lottery Fund be approved with a further report provided to a future Executive meeting on the outcome of the application.

At the December meeting Members also received a report providing an update on the 'Trust Option' for Libraries. The report identified that as a consequence of the Government determining the baseline for rateable values earlier than predicted, it would not be possible to establish a joint Libraries Trust with Bromley and Bexley within the necessary timescales.

The March meeting agenda included reports for consideration by Members on the Orpington Leisure Centre Roof (a post-completion report) and on the Biggin Hill Leisure Centre (again a post completion report).

Finance and Performance Monitoring

Throughout the year the Committee has received regular performance monitoring and budget monitoring reports, including quarterly updates on the Capital Programme.

In January 2012 Members considered a draft 2012/13 Budget for the Renewal and Recreation Portfolio incorporating cost pressures and initial draft budget saving options as reported to the Executive on 11 January 2011. Expenditure pressures on services within the Renewal and Recreation Portfolio were identified in relation to the Adult Education Centre, income from planning applications and income from building control. Savings options across the Portfolio were also detailed for the consideration of Members. Members' attention was drawn to the summary table in the report which outlined savings options relating to the Renewal and Recreation Portfolio. The Head of Finance reported that the quoted £276k for 2012/13 was in addition to savings already achieved of just over £1m making an overall saving of £1.3m for 2012/13 followed by an additional £943k in 2013/14.

Conclusion

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

Cllr. Sarah Phillips
Chairman, Renewal and Recreation PDS Committee

Report No.
DRR12/032

London Borough of Bromley

PART 1 - PUBLIC

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

Date: **27 March 2012**

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

Title: **BROMLEY ADULT EDUCATION COLLEGE RESTRUCTURE**

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

At the meeting of the Renewal and Recreation Policy Development and Scrutiny Committee on 13th December 2011, Members agreed that the Director of Renewal and Recreation:

Commences consultation with staff at Bromley Adult Education College and their representatives on the outcomes of the review both in the short and medium terms

Continues with detailed discussions with the Bromley College of Further and Higher Education on the potential opportunities for adult learning in the longer term

Bring a report to the committee on 27th March 2012 on the outcomes of these negotiations and consultation

This report updates members on the progress made since that meeting.

2. **RECOMMENDATION(S)**

The Renewal and Recreation PDS is asked to note this report which contains the headline information on the progress made to date.

Corporate Policy

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

1. Cost of proposal: N/A
 2. Ongoing costs: Recurring cost.
 3. Budget head/performance centre: Adult Education
 4. Total current budget for this head: £3k net draft revenue budget 2012/13
 5. Source of funding: External/Revenue Budget 2012/13
-

Staff

1. Number of staff (current and additional): 52 FTE's and 308 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.
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Customer Impact

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

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

3. COMMENTARY

Bromley Adult Education College internal restructure

- 3.1 Senior managers at the College, with support from HR and Finance, reviewed the internal options paper that was prepared by BAEC staff as part of the review. This information was used to develop a proposal for a restructure of the Adult Education Service that would deliver the projected known savings required in the short term and put in place a structure that could help the College continue to operate in a flexible way in the medium term, depending on the continuation of the public funding currently accessed by the College.
- 3.2 The consultation period, which would normally last for thirty days, began on 8th March 2012. In recognition of the Easter Bank Holiday the consultation period has been extended until the 10th April 2012. Responses received from staff, through meetings and in written submissions, will be collated and reported to Chief Officers at the end of April. If the proposed restructuring is agreed then implementation will begin in May. The intention is to have the new structure in place by the start of the new academic year on 1st September 2012.

Further discussions with Bromley College of Further and Higher Education

- 3.3 The Chief Executive, Director of Renewal and Recreation and Acting Principal of Bromley Adult Education College met with the Principal of Bromley College of Further and Higher Education (BCFHE) and the Finance Director of BCFHE on 26th January 2012. It was agreed that there is merit in continuing discussions for merger and/or closer joint working arrangements. The option for developing a pilot which would involve the running of BAEC courses in BCFHE premises was explored. It was agreed that this should be pursued in order to further assess options for closer joint working and/or merger. The outcomes from this pilot will be considered in the context of further options going forward in the medium term and beyond.

4. POLICY IMPLICATIONS

- 4.1 The work of Bromley 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.

5. FINANCIAL IMPLICATIONS

- 5.1 The College is funded by the Skills Funding Agency to deliver Adult Skills Training and other adult learning programmes. Students of the College also contribute fee income. Funding from the Skills Funding Agency (SFA) is being reduced by at least 25% between the period of 2010 to 2014. For the Academic year from August 2012 to July 2013 it is anticipated that the funding received from the Skills Funding Agency to support adult training will be reduced significantly so that the College's funding allocation will be cut by approximately 12%. Additional funding could be lost if the College does not meet SFA targets for 2011/2012. The total known fall in grant allocations for 2012/13, from the original 2011/12 budget, is £228,000.
- 5.2 This potential loss of income alongside the Council's significant financial pressures over the coming years with saving targets of £15m by 2012/13 and £30m by 2013/14 has prompted the radical review of the Adult Education Service. The most significant cost in the College budget is staff salaries at £2.8m in 2011/12, representing 73% of the total service budget.
- 5.3 The staffing proposals set out in the consultation document will result in savings of £459,000 in a full year. For 2012/2013 the savings would be approximately £345,000 if they were implemented from 1st September 2012.

- 5.4 The proposals outlined in the consultation document will reduce the overall budget for the Adult Education Service by £136k from 2012/2013. This is the net effect of the proposed changes to the staffing structure and the substantial loss of income (shown below). This will effectively move the service to a self funding position for 2012/13.

| Proposed Changes: | 2012/2013 £'000 |
|-------------------------|--------------------|
| Staff savings | (345) |
| Loss of Income | 228 |
| Minor other adjustments | (19) |
| Total budget reduction | 136 |

6. LEGAL IMPLICATIONS

- 6.1 The Council has a duty under the Learning and Skills Act (2000) to provide “reasonable facilities” for persons over the age of 19. 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 Council continues to provide this duty.

7. PERSONNEL IMPLICATIONS

- 7.1 Formal consultation is currently underway with the staff and their representatives at Bromley Adult Education College on the proposed restructure and the implications for staff either directly or indirectly. The Council has a good record of mitigating the need for compulsory redundancies and officers will manage the process in accordance with the Council’s procedures for managing change, and with due regard to employment law.

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|---|--|
| Non-Applicable Sections: | |
| Background Documents: (Access via Contact Officer) | |

Report No.
DRR12/035

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 27th March 2012

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

Title: Beckenham Public Realm Improvement Programme

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: Bromley Town Centre

1. Reason for report

- 1.1 This report seeks to inform Members of the Renewal and Recreational PDS of the proposed programme for the development of Public Realm Improvements to Beckenham Town Centre and seeks their views on the potential list of short term improvements.
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2. RECOMMENDATIONS

- 2.1 That the PDS comment on the potential list of short term improvements as shown in Appendix 1.

Corporate Policy

1. Policy Status: Existing policy. Local Implementation Plan 2011-14
 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: Not identified
 4. Total current budget for this head: £Nil

 5. Source of funding: Not identified
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Staff

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours: TBC
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Legal

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

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: NA

3. COMMENTARY

Background and Issues

3.1 A recent health check update of Beckenham Town centre was undertaken as part of the preparation for the Core Strategy of the Local Development Framework. This provides an assessment of use, value and demand and allows an evaluation of the performance of Beckenham at the present time. Assessed against the indicators set out in Annex D of Planning Policy Statement 4, the following summarises the conclusions of this health check in terms of the vitality and viability of Beckenham Town Centre:

- Whilst there are some vacancies within the town centre, there is evidence of healthy churn and limited long term vacancies. A number of national retailers are interested in taking space within the centre.
- Beckenham has an above average representation of restaurants and bars.
- The range of retail uses provided in the centre is broadly in line with what would be expected from the national average. However, there is an under representation of national retailers in the comparison goods sector and overall comparison floorspace compared to the national average. This is in part a reflection of how attractive the town is seen as a comparison retail centre.
- There is a gap evident in the comparison offer of Beckenham town centre. The presence of eight (8) charity shops representing 13% of comparison floorspace is an indication of weak comparison retailer demand.
- Retail commercial yields are weak as a result of the lack of high profile comparison good retailers.
- Annual footfall counts across the town has illustrated that there has been a continued decline in footfall over the last 3 years.

July 2011 23, 604 average daily – 18% decline on previous July
July 2010 28, 770 - 34% decline on previous July
July 2009 43,767

3.2 The High Street is unusual in that it there are several separate parts to it. There is a common link in terms of the street name, and the retail presence along its full length. However, the 90 degree bend at the High Street/Kelsey Park Road/Manor Road junction means that the north/south section of the High Street is separated from the east/west section. In addition, the east/west section is not straight and the bends split the High Street up further. The disjointed nature of the High Street make it difficult to navigate around, especially for shoppers and casual leisure visitors.

3.3 Although the urban realm is in general good condition, it is beginning to look tired, and feedback from retailers is that it is also a contributory factor in the footfall decline. There is a particular issue with street clutter and a lack of a unified approach, with many different colour schemes and styles in existence. There is little co-ordination between the various sections of the High Street meaning that there is a lack of continuity of design and little sense of arrival. There are also a number of alleyways and parking areas off the High Street which detract from the look of the area and may make the town centre feel less safe to visitors and residents. Wayfinding in the town centre is poor, particularly the link between the station and the High Street.

3.4 Beckenham High Street also forms part of the Strategic Route Network (SRN) and is heavily trafficked, which is recognised as a major problem that is having a negative impact on the economic prosperity of the High Street. According to a 2011 traffic survey carried out by Council Engineer's, the east/west section of the High Street carries between 400 and 450 vehicles per hour on average, making it challenging to design a public realm treatment that would not cause additional congestion on the strategic route. The A2015 (Rectory Road and Southend Road) is also SRN. There is scope to significantly improve pedestrian movements throughout the High Street, however, this may have to take the form of pavement widening and better (and more frequent) crossing and parking/loading facilities, because of the SRN status.

4 **Developing an Improvement Programme**

4.1 There have been a number of previous studies that have examined the issues confronting Beckenham Town Centre and each has recommended a series of improvements. A summary of these improvements and their sources is attached as [Appendix 1](#). There are themes and suggested improvements that are common to each of the studies. It is acknowledged that many of the suggested recommendations relate to improvements to the public realm and could involve significant alterations to the road network. The Council consider that it will be these significant highway/public realm improvements that will make the town centre more attractive to comparison retailers and arrest the continued decline in footfall numbers. In response to this the Council have included in the Borough's Local Implementation Plan 2011-14 submission its intention to develop a future Area Based Improvement scheme for a major highway/public scheme in Beckenham.

4.2 An attempt has been made to prioritise improvements from the list in Appendix 1, identifying those improvements which would logically form part of this larger TfL Bid scheme and those that could form part of a short term improvement package that could be implemented in 2012, subject to funding being identified. The PDS Committee are asked for their views on the suggested list of potential short term improvements and the general approach to the developing the Programme. A comprehensive list of all the suggestions made so far has been included in Appendix 1. It should be noted that officers have not yet considered in detail the desirability, or practical and financial implications, of many of these proposals. The work of assessing the viability of the suggestions made will be taken forward by officers from the relevant departments once the Committee has had an opportunity to review Appendix 1.

4.3 An attempt has been made to prioritise improvements from the list in Appendix 1, identifying those improvements which would logically form part of this larger TfL Bid scheme and those that could form part of a short term improvement package that could be implemented in 2012, subject to funding being identified. The PDS Committee are asked for their views on the suggested list of potential short term improvements and the general approach to the developing the Programme.

4.4 In order to have the best chance of obtaining funding, the initial Step 1 bid to Transport for London, it needs to be clear what the scheme is trying to achieve and provide a good idea, via a concept design, of how this is to be achieved. The Council has been successful in the past in obtaining TfL's Area Based Programme, based on schemes that have been well thought out, achievable, have clear objectives and an initial concept design. Capital funding of £50k would be required to undertake this concept design work to support the submission of a Step 1 Area Based Bid to the TfL in September 2012. If successful this could lead to detailed design work starting in April 2013 and implementation commencing early 2014.

4.5 The purpose of the concept design will be to:

- Define the area of a scheme
- Set out the issues with the existing area that need to be addressed
- Define the elements that need to be considered (e.g. access, public transport, traffic, parking, loading etc.)
- Identify strengths and weaknesses of a scheme
- Provide a Concept Design to inform a Step 1 bid to the TfL Area Based programme.

The brief for the work will be split into two parts.

Stage 1: Baseline Audit, Analysis & Consultation

There is already a significant amount of baseline information available from work already undertaken by the council, this includes:

- Pedestrian counts;
- Traffic assessment;
- Street Audit;
- Land use and ownership survey.

All of this information will be provided to the successful consultant team upon appointment and it is anticipated that the selected consultancy will work closely with Bromley officers and external partners in the further analysis and interpretation of the baseline data including results from business questionnaires and a stakeholder workshop to inform the next stage of the public realm concept design strategy.

Stage 2: Concept Design Strategy & Outline Costing

It is proposed that the following work is undertaken by the appointed consultant team in partnership with the council and agreed by all key stakeholders:

- Develop a clear concept design strategy, which is complementary to achieving the objectives of 'Building a Better Bromley' and meeting the needs of stakeholders.
- Address the operational requirements of key stakeholders eg. TfL and local businesses for parking and servicing etc.
- The concept design strategy should indicate measures to improve the traffic management of the town centre and also any bus prioritisation or potential re-routing.
- Provide a clear set of plans, detail drawings and specification for approval and outline costing.

Governance and Member Oversight

4.5 The R&R PDS on 26th January 2012 agreed to reform the Beckenham and West Wickham Member Working Party (BWMWP) under the following terms of reference:

“To identify and scrutinise factors which particularly affect the economic sustainability of Beckenham and West Wickham Town Centres and suggest costed action proposals.”

The initial meeting of the Working Party took place on the 9th February 2012 and an initial list of scheme objectives were drafted to inform the development of the TfL scheme and these are attached as Appendix 2. It is proposed that the Working Party will meet once a month and provide the input into the scheme design.

5. POLICY IMPLICATIONS

- 5.1 The development of the Improvement Plan and Step 1 Bid are entirely consistent with Policy Objectives set out in Building A Better Bromley 2011 and the Local Implementation Plan 2011-14.

6. FINANCIAL IMPLICATIONS

- 6.1 There is no identified budget to undertake the list of short term potential improvements listed in Appendix 1, although a Step 1 Bid is being prepared for submission to TfL in September 2012 for 2013/14 onwards.
- 6.2 Several of the items listed in Appendix 1 not only require one-off capital/revenue funding, but also require potentially significant on-going revenue costs that will need to be considered should the one-off funding become available in the future.

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|---|---|
| Non-Applicable Sections: | LEGAL IMPLICATIONS, PERSONNEL IMPLICATIONS |
| Background Documents: (Access via Contact Officer) | Beckenham Civic Trust Improvement Plan 2011 |

Beckenham Town Improvement Suggested Priorities

Priority 1 Major Scheme *. Work package or enabling study that will support the submission of the Step 1 Bid to Transport for London Area Based Funding.

Priority 2 Immediate Improvements. Package of improvements taken from lists suggested by various local groups that could be implemented in 2012/13 subject to funding being identified. To be discussed at the reformed Beckenham Town Centre Member Working Party.

Priority 3 Policy or operational issues. It is suggested that these could also form a discussion item for the reformed Beckenham Town Centre Member Working Party.

* See p. 4 for list of suggested priorities for Major Scheme.

| Improvement | Theme | Source of suggestion | Priority |
|---|-----------------------|----------------------|----------|
| Appoint urban design consultant to prepare a scheme and design guide for visual improvement of the High Street to be coordinated with other improvements i.e. relating to signage, shop fronts, lighting, traffic management, etc | Multiple themes | B | 1 |
| Installation of a Beckenham Town Sign of similar design as Beckenham Green example at the War Memorial entrance to the High Street | Branding & Identity | A; B | 2 |
| Rebrand town as 'Beckenham Village' | Branding & Identity | B | 3 |
| Full Review of parking provision – including consideration of a number of options including the below | Car Parking | A; B; C | 1 |
| o Introduction of free 20 minute parking bays in High Street | Car Parking | A; B; C | 2 |
| o Improve signage to off street car parks | Car Parking | A; B; C | 2 |
| o Controlled parking zones on side roads off High Street to discourage commuter parking | Car Parking | A; B; C | |
| o Upgrading of parking ticket machines to allow for graduated parking charges | Car Parking | A; B; C | |
| o Discounted season tickets to local businesses in under used car parks | Car Parking | A; B; C | |
| o Trialling of responsive car park charges with less popular car parks charged at lower rates | Car Parking | A; B; C | |
| o Standardisation of off-street and on-street parking hours of operation and charges | Car Parking | A; B; C | |
| o Potential utilisation of disused depot area in Kelsey Park | Car Parking | A; B; C | |
| o Consult with traders re provision of loading bays | Car Parking | A; B; C | |
| Install 2 high quality community noticeboards (possibly incorporating maps) | Community Development | B | 2 |
| Establishment by TCM of a co-ordinated 'Pride in our Town' initiative. | Community Development | B | 2 |
| TCM to establish High Street friends group | Community Development | A; B | 3 |
| TCM to approach multiples such as large supermarkets to fund improvements and secure other external funding | Community Development | B | |
| Upgrade the Beckenham website and look at ways of using it to greater effect to share information and draw interested parties together | Community Development | B | |
| Installation of extra lighting for pedestrians over footways | Community Safety | B | 1 |
| Undertake an audit to ensure that all pedestrian areas are well lit, clean and covered by good natural surveillance or CCTV | Community Safety | B | 1 |
| Control access to private alleyways and parking areas (including gating) | Community Safety | A; B | 2 |
| LBB to challenge Police policy regarding front desk opening times at police station | Community Safety | A; B | 3 |
| Strong relationship maintained with Safer Neighbourhood Teams; Encourage increased night time patrols | Community Safety | A; B | 3 |
| Establish Crime Reduction Partnership between shopkeepers businesses, police and LBB | Community Safety | B | |
| LBB & Police to review whether venues – particularly those attracting large crowds are well controlled | Community Safety | B | |
| Use of CCTV in car parks to catch fly tippers, monitor anti-social behaviour | Community Safety | A | |
| Work of Street Pastors scheme in Beckenham be supported by Bromley Council | Community Safety | A | |
| Additional trees and other planting | Environmental Quality | A; B; C | 1 |

Key to Source

A = Review of Beckenham & West Wickham Town Centres – Report by Working Group Commissioned by the R&R PDS Committee (2009)

B = Recommendations for the future of Beckenham High Street – Report by Beckenham Civic Society (Dec 2011)

C = Submission from Beckenham Business Association in preparation of the Outer London Round 2 bid

BECKENHAM TOWN CENTRE : PROGRAMME OF POTENTIAL IMPROVEMENTS

APPENDIX 1

| Improvement | Theme | Source of suggestion | Priority |
|---|---|-----------------------------|-----------------|
| Coordinated installation of upgraded heritage street lamps and furniture | Environmental Quality | A; B; C | 1 |
| Decluttering exercise to achieve removal of unnecessary signs, poles & equipment – including unmaintained telephone boxes; reduce number of posts in the footways | Environmental quality | A; B | 1 |
| Improve areas around PO and War Memorial roundabout – with better planting, improved pedestrian access and renovation of brickwork | Environmental Quality | B; C | 1 |
| Floodlight heritage buildings and signs with uplighters to enhance night time atmosphere | Environmental Quality | B; C | 2 |
| Improve siting and external cleanliness of litter bins | Environmental Quality | B; C | 2 |
| Improved management of appearance of vacant shops: Installation of decorative window coverings for vacant shops and other innovated measures to utilise voids; Tightening of procedures for dealing with untidy sites | Environmental quality | A; B; C | 2 |
| More frequent removal of chewing gum / bird droppings; Periodic jet cleaning of footways and at base of shop fronts | Environmental Quality | A; B | 2 |
| Programme of hanging baskets and planters to be maintained and extended to spring / autumn planting. | Environmental Quality | A; B | 2 |
| Annual independent environmental audit of cleanliness | Environmental Quality | A | |
| Extension of High Street Cleaning frequencies into adjoining roads | Environmental Quality | A | |
| Provide dedicated cigarette bins, esp near Cinema | Environmental Quality | B | |
| Spot visits by Enviro Crime officer to issues fines for littering / environmental offences | Environmental Quality | A | |
| Feasibility study around potential landscaping of land to the rear of 88-132 High Street (Stables Green) | Green space amenity | A | 1 |
| Feasibility study on restoration of the river Beck to run at surface level from Kelsey Park through the High Street | Green space amenity | A | 1 |
| Open up views of Beckenham Green by lowering the height of planters that divide it from High Street | Green space amenity | B | |
| Upgrade all footway surfaces, particularly uneven surfaces causing hazard | Improving accessibility | B | 1 |
| Widening of pavements in the High Street | Improving accessibility | A; B | 1 |
| Improve safety precautions and layout of High Street to ensure maximum security particularly for young families, elderly and vulnerable | Improving accessibility | C | |
| Improvements to mobility scooter provision for the high street | Improving accessibility | A | |
| Installation of increased cycle parking to encourage cyclists to use town centre | Improving accessibility | B | |
| Lobbying TfL for improvements to public transport services; including changes to bus stops and extension to Tram Link to Bromley. | Improving accessibility | A | |
| Introduction of free WiFi zone to High Street | Improving business vitality | C | 1 |
| Introduction of regular Street Market | Improving business vitality | A; B | 2 |
| Christmas lights scheme (purchase and 1 year installation) | Improving business vitality / Environmental Quality | C | 2 |
| Consider setting up a business vitality scheme, offering grants to help retailers to set up | Improving business vitality | B | |
| Extension of programme of town centre events | Improving business vitality | B | |
| Support to shop keepers to upgrade / improve frontages (possibly through grant scheme) | Improving business vitality / Environmental Quality | B | |
| Ongoing enforcement of saturation policy in Beckenham with regards to licensed drinking establishments; Planning & licensing should be used to limit A3 premises in number | Planning / Licensing | A; B | 3 |
| Newly painted yellow lines to be half the width of conventional yellow lines | Preserving & enhancing heritage | A; B | 1 |
| Approach Network Rail regarding branding Beckenham Junction as a heritage station | Preserving & enhancing heritage | A | |
| Establishment of a heritage trail | Preserving & enhancing heritage | B | |
| Give consideration to the establishment of a High Street based Heritage Centre | Preserving & enhancing heritage | B | |
| Link the 2 Conservation Areas of St Georges and Kesley Square by designating the buildings in between | Preserving & enhancing heritage | B | |
| Resist overdevelopment from housing schemes close to the high street | Preserving & enhancing heritage | B | |
| Resist proliferation of solid-style steel shutters and lobby government to retain current permissions regime | Preserving & enhancing heritage | B | |
| Shop front improvement grant scheme | Preserving & enhancing heritage / Environmental Quality | B | 2 |
| Retain safe and well-maintained public lavatories | Public toilets | B | |

Key to Source

A = Review of Beckenham & West Wickham Town Centres – Report by Working Group Commissioned by the R&R PDS Committee (2009)

B = Recommendations for the future of Beckenham High Street – Report by Beckenham Civic Society (Dec 2011)

C = Submission from Beckenham Business Association in preparation of the Outer London Round 2 bid

BECKENHAM TOWN CENTRE : PROGRAMME OF POTENTIAL IMPROVEMENTS

APPENDIX 1

| Improvement | Theme | Source of suggestion | Priority |
|---|--|-----------------------------|-----------------|
| Expansion of Community Toilet Scheme for Beckenham | Public toilets | A | |
| New public toilet provision for users of night time economy near Beckenham Junction. | Public toilets | A | |
| Commissioning of a traffic survey to monitor the bottle neck at Beckenham Junction cross roads with a view to recommending future improvements | Traffic Management | B | 1 |
| Review of all traffic management options for the High Street – to reduce barriers to pedestrian use including consideration of both shared space and traffic calming schemes with consultation of residents, shopkeepers, businesses and community groups etc. | Traffic Management | A; B; C | 1 |
| Feasibility study around measures to improve traffic flows in the Beckenham Junction area and reduce traffic through the high street | Traffic management / Improving accessibility | A | 1 |
| Installation of sign indicating a right angle turn in High Street at it's junction with Kelsey Park Road | Wayfinding | A | 1 |
| Review of all directional signs in town centre – with every sign indicating 'Town Centre' or 'High Street' having Beckenham added to it; Installation of high quality finger posts to guide pedestrians; Improve signage to and from Beckenham Junction station | Wayfinding / Branding & Identity | A; B | 1 |
| Consideration of diverting large commercial vehicles with no business in the High Street via Rectory Road | Traffic Management | B | |
| TOTAL | | | |

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**Suggested Major Scheme Objectives – in no particular order
(for discussion and agreement by Working Group)**

- a) Remove / reduce level of HGV usage in High Street
- b) Improving pedestrian experience of the High Street – enhanced crossings and widened pavements
- c) Improving parking and loading provision
- d) Improving traffic flow at major interchanges
- e) Enhancing public realm and pedestrian accessibility at War Memorial
- f) Improving quality of public realm – including coordinated and harmonious design, reduction of street clutter, emphasising ‘village’ identity, increased use of soft landscaping
- g) Increase opportunities for regular street markets

Key to Source

A = Review of Beckenham & West Wickham Town Centres – Report by Working Group Commissioned by the R&R PDS Committee (2009)

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Beckenham Town Centre Major Scheme Objectives

- (a) Removing/reducing the level of HGV usage in the High Street:** Although there was a desire to reduce through-traffic, it was accepted that retailers did need to receive deliveries. Any proposals would need extensive consultation with traders.
- (b) Improving the pedestrian experience with enhanced crossings and widened pavements:** This was supported. Although some felt that pedestrian crossings could be unsightly, or unnecessary if traffic speeds and volumes were reduced, Councillor Benington advised that TfL would expect to see pedestrian crossings in any scheme. It was felt that the focal points for pedestrian movements were clear already, so the challenge was mainly to enhance the existing locations. In discussion with TfL, it would be possible to move bus stops and parking bays as necessary.
- (c) Improving parking and loading provision:** Officers proposed a parking survey, improved signing and changes to pricing structures to increase usage. Councillor Wells stated that he thought at least 50% of vehicles using the St George's Car Park were from commuters - it was agreed that the objective should include achieving a better balance of parking. It was noted that the Odeon car park was badly maintained – the Council was about to issue an untidy site notice.
- (d) Improving traffic flow at major interchanges:** This was supported (see mentions of Beckenham Junction above).
- (e) Enhancing the public realm and pedestrian accessibility at the War Memorial:** Officers suggested joining the War Memorial to the pavement and creating a square. Councillor Sarah Phillips commented that a gateway feature was unnecessary and would contribute to the clutter.
- (f) Improving the quality of the public realm:** Marketing Beckenham as a village was discussed – comments were made that it was more like a market town, and that Beckenham village was seen by some residents as being just the area near to the Green. A straw poll resulted in 3 votes in support and 4 against. It was felt that despite the narrowness of the High Street and the restrictions of underground services there were opportunities for tree planting – trees did not necessarily obscure retailers' shopfronts. Other comments were that there was much attractive architecture above the shops which could be enhanced with attractive lighting, that solid shutters should be discouraged, Conservation areas could be joined up and a trail (as proposed for Bromley North Village) could be established. Amongst local residents were the designer of the Silver Jubilee Walk plaques and a specialist in outdoor clocks.
- (g) Increasing opportunities for regular street markets:** The Chairman commented that there might be more room for a street market in Kelsey Park Road near the toilets.

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**Bromley Economic Partnership
Meeting 19 April 2012, 4.00pm
Draft Agenda**

1. Apologies
2. Minutes of previous meeting and matters arising
3. Updates on the main Partnership themes:
 - a) Town Centre Development
 - c) Town Centre Management and Business Support
 - d) Outer London Fund
 - e) Local Development Framework and Planning Policy issues
4. Partner updates and opportunities for joint working
5. Communications issues
6. AOB
7. Date of next meeting

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Report No.
RES12034

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 27 March 2012

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

Title: WORK PROGRAMME 2011-12

Contact Officer: Lisa Thornley, Democratic Services Officer
Tel: 020 8461 7566 E-mail: lisa.thornley@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 meeting of the Bromley Economic Partnership are also included for information.

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

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RENEWAL AND RECREATION DEPARTMENT FORWARD PROGRAMME 2011/12

| Report Title | Report Author | PH Decision? (Y/N) | Referred | | Officers Draft Agenda | Reports to Director | Reports to Democratic Services | Agenda Dispatch | Chairman's Callover |
|--|---------------|--------------------|----------|----|----------------------------|---------------------|--------------------------------|-----------------|----------------------|
| | | | From | To | | | | | |
| Renewal and Recreation Policy Development and Scrutiny Committee 27th March 2012 | | | | | | | | | |
| Matters Arising from Previous Meetings | LT | No | | | 14 February (9.30am – N65) | 8 March (10am) | 9 March (12 noon) | 13 March | 20 March (4pm – N65) |
| Portfolio Holder Decisions | LT | No | | | | | | | |
| Adult Education Fees and Charges 2012/13 | CA | Yes | | | | | | | |
| Renewal and Recreation Business Plan 2011/12 Monitoring Report-Q3 | HJ/CB | Yes | | | | | | | |
| Budget Monitoring Report 2011/12 | CM | Yes | | | | | | | |
| Town Centre Management Initiatives Fund 2012/13 | MP | Yes | | | | | | | |
| Authorisation for Funds for Direct Action - Hampton Hall, 1A Holbrook Lane, Chislehurst | Tim Horsman | Yes | | | | | | | |
| Review of Charges for Pre-Planning Application Advice | LT | Yes | | | | | | | |
| Bromley North Village Public Realm Improvements Outline Design | KM | Yes | | | | | | | |
| Chairman's Report | Cllr SP | No | | | | | | | |
| Bromley Adult Education College Restructure | CA | No | | | | | | | |
| Beckenham Public Realm Improvement Programme | KM/MP | No | | | | | | | |
| Scrutiny of the draft agenda for Bromley Economic Partnership | MP | No | | | | | | | |
| RR PDS Work Programme | LT | No | | | | | | | |
| Diamond Jubilee Celebrations (Pt2) | CB | No | | | | | | | |
| | | | | | | | | | |
| Fees and Charges for Culture 2012/13 | CB | Yes | | | | | | | |
| Bromley Adult Education College Annual Report 2011/12 | CA | No | | | | | | | |
| Proposed BID for Orpington: Progress Report | MP | No | | | | | | | |

| Report Title | Report Author | PH Decision? (Y/N) | Referred | | Officers Draft Agenda | Reports to Director | Reports to Democratic Services | Agenda Dispatch | Chairman's Callover |
|--|---------------|--------------------|----------|----|-----------------------|---------------------|--------------------------------|-----------------|---------------------|
| | | | From | To | | | | | |
| Town Centre 'Charter Market' Report | CB | No | | | | | | | |
| Orpington Leisure Centre – Roof (post completion report) | CB | No | | | | | | | |
| Biggin Hill Leisure Centre (post completion report) | CB | No | | | | | | | |
| Outcome of negotiations/consultation with BAEC staff | CA | No | | | | | | | |
| Outcome of market research/responses to Library specific questionnaires | CB | No | | | | | | | |
| Bromley Economic Partnership 19th April 2012 | | | | | | | | | |
| Town Centre Development | KM | - | | | - | 3 April (10am) | 10 April (12 noon) | 10 April | - |
| Town Centre Management and Business Support | MP | - | | | | | | | |
| Local Development Framework and Policy Issues | MM | - | | | | | | | |
| Partner Updates (verbal) | All | - | | | | | | | |
| Communications Issues (verbal) | JW | - | | | | | | | |
| First Meeting of New Municipal Year - July 2012 | | | | | | | | | |
| Matters Arising from Previous Meetings | LT | No | | | ? | ? | ? | ? | ? |
| Portfolio Holder Decisions | LT | No | | | | | | | |
| R&R PDS Work Programme | LT | No | | | | | | | |
| Capital Programme Monitoring | MR | Yes | | | | | | | |
| Scrutiny of the Agenda for Bromley Economic Partnership | | No | | | | | | | |
| Proposed BID for Orpington: Progress Report | | | | | | | | | |
| Outcome of Market Research/Responses to Library Specific Questions | | | | | | | | | |
| Other Items to be Scheduled | | | | | | | | | |
| Update on the Beckenham and West Wickham Town Centre Working Party (each meeting) - full update in August. | | | | | | | | | |
| Council's responsibilities in relation to the Olympics | | | | | | | | | |
| Town Centre 'Charter Market' - report to be submitted following completion of Bromley North Village Realm development work | | | | | | | | | |
| Orpington Leisure Centre - Roof (post-completion report) | | | | | | | | | |
| Biggin Hill Leisure Centre (post-completion report) | | | | | | | | | |

Agenda Item 14

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

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