



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Lisa Thornley
Lisa.Thornley@bromley.gov.uk

DIRECT LINE: 020 8461 7566

FAX: 020 8290 0608

DATE: 30 October 2012

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

Councillor Sarah Phillips (Chairman)
Councillor Neil Reddin FCCA (Vice-Chairman)
Councillors Kathy Bance, Julian Benington, Nicky Dykes, John Ince, Paul Lynch,
David McBride, Ian F. Payne, Michael Tickner and Pauline Tunnicliffe

Ross Stanford, Bromley Youth Council, Non-Voting Co-opted Member

A meeting of the Renewal and Recreation Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **TUESDAY 13 NOVEMBER 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 SUBSTITUTE 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 7 November 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 2 OCTOBER 2012** (Pages 5-16)
- 5 **MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES** (Pages 17-20)

HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT

- 6 **RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS**
(Pages 21-22)
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 **R & R BUDGET MONITORING REPORT 2012/13** (Pages 23-32)
 - b **CAPITAL PROGRAMME-2ND QUARTER MONITORING 2012/13**
(Pages 33-38)
 - c **RENEWAL & RECREATION BUSINESS PLAN 2012/13 - MONITORING REPORT FOR QUARTER 2** (Pages 39 - 68)
 - d **LIBRARY MANAGEMENT SYSTEM - ADJUSTMENTS REQUIRED FOR IMPLEMENTATION** (Pages 69-74)
 - e **COTMANDENE AND MOTTINGHAM CENTRES** (Pages 75-82)
 - f **PROVISIONS TO ENCOURAGE USE OF LOCAL/SME SERVICE PROVIDERS IN BROMLEY** (Pages 83-90)
 - g **TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE** (Pages 91-106)

POLICY DEVELOPMENT AND OTHER ITEMS

- 8 **TOWN CENTRE MANAGEMENT UPDATE NOVEMBER 2012** (Pages 107-120)
- 9 **DEVELOPMENT OF THE RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME 2012/13** (Pages 121-126)

PART 2 (CLOSED) AGENDA

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

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

Items of Business

Schedule 12A Description

11 EXEMPT MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE HELD ON 2 OCTOBER 2012 (Pages 127 - 128)

12 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO PART 2 (EXEMPT) REPORTS

The Renewal and Recreation Portfolio Holder to present scheduled reports for pre-decision scrutiny on Part 2 (Exempt) matters where he is minded to make decisions.

a NORMAN PARK MULTI HUB SITE (Pages 129-138)

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

.....

This page is left intentionally blank

RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 2 October 2012

Present:

Councillor Sarah Phillips (Chairman)
Councillor Neil Reddin FCCA (Vice-Chairman)
Councillors Kathy Bance, Julian Benington, John Ince,
David McBride, Michael Tickner and Pauline Tunnicliffe
Ross Stanford, Bromley Youth Council

Also Present:

Councillor Peter Morgan

19 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Nicky Dykes and Paul Lynch. Apologies for lateness were received from Councillors Julian Benington and Michael Tickner.

20 DECLARATIONS OF INTEREST

The following declarations of interest were received:-

- | | |
|----------------------|---|
| The Chairman | - Personal interest as a Governor of Bromley Adult Education College. |
| Councillor Morgan | - Personal interest as his daughter was a Director of Kier Property. |
| Councillor Reddin | - Personal interest as a member of the Biggin Hill Battle of Britain Supporters Club. |
| Councillor McBride | - Personal interest in the Biggin Hill Battle of Britain Trust. |
| Councillor Benington | - Personal interests as his daughter was employed by Affinity Sutton and he knew the Director of The Land Group who were involved with the development of Site C (Item 8 - Town Centres Development Programme). |

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

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

No questions were received.

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

No questions were received.

**24 MINUTES OF THE RENEWAL AND RECREATION PDS
COMMITTEE MEETING HELD ON 10 JULY 2012**

Item 5 - Matters Arising (page 6) - As a result of tender negotiations on the Norman Park Multi-Hub site, a final offer was received on 1 October 2012. A detailed report would be submitted for consideration at the PDS meeting to be held in November 2012.

Item 7c - Renewal and Recreation Business Plan (page 8)

Paragraph (ii) - Bid for Heritage Lottery Funding to Restore the Priory in Orpington - Permission for Phase 1 of the development was granted in June 2012 and permission to begin the work was due on 3 October 2012. The next step would be to appoint conservation architects. A Ward Member meeting would be convened once the permission to start work had been granted.

Paragraph (iv) - Proposals for Cray Valley Gymnastics/Cotmandene Sites - An internal review of the site would be undertaken and a meeting held in the coming week to resolve any outstanding issues. Whilst it was too early to submit a planning brief, an updating report would be submitted for Member consideration before the end of 2012.

Paragraph (v) - Create a Penge Master Plan and Consider Options for a New Library Service in the Area - A report would be submitted to a meeting of the Executive in October 2012 for Members to consider outstanding structural issues and to consider an exclusivity arrangement.

Item 7d - Town Centre Development Programme Update (page 9) - With regard to the Outer London Fund Round 2 bid, Members were informed that the Environmental Services Department was responsible for the variable messaging system which was currently on order and would be installed by the end of November 2012.

Item 7h - Membership of the Local Joint Consultative Panel for Tutors in Adult Education (page 13) - As a point to note, Members were informed that Bromley Adult Education College now came under the remit of the Education and Care Services PDS Committee.

Item 9 - Libraries Survey - Outcome of Consultation (page 15) - With the reluctant agreement of Trade Unions, a scheme to support library staff with the use of volunteer workers had taken place during the summer months. As a result of its success, the Council intended to continue using volunteers and would consider expanding the scheme to cover the museum service.

RESOLVED that the Minutes of the meeting held on 10 July 2012 be confirmed and signed as a true record.

25 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES

Members noted the position with regard to matters arising from previous meetings.

26 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS

RESOLVED that the decisions taken by the Portfolio Holder at the previous meeting held on 10 July 2012 be noted.

27 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

27a R & R BUDGET MONITORING 2012/13

Report DRR12/113

Members considered the latest budget monitoring position for 2012/13 based on expenditure and activity levels up to 31 July 2012. The controllable budget for the Renewal and Recreation Portfolio was projected to be balanced at the year end.

The Chairman noted the projected shortfall of £350k as a result of the reduction of income from planning applications which was being partly offset by savings from management action including holding the equivalent of 6.6fte posts vacant (Cr £325k).

RESOLVED that the Portfolio Holder be recommended to endorse the latest 2012/13 budget projection for the Renewal and Recreation Portfolio.

27b CAPITAL PROGRAMME-1ST QUARTER MONITORING 2012/13 & FINAL OUTTURN 2011/12

Report Res12152

On 25 July 2012, the Executive agreed the 1st quarterly capital monitoring report for 2012/13 and agreed a revised Capital Programme for the period

2012/13 to 2015/16. This report covered detailed issues relating to the 2011/12 Capital Programme outturn which had been considered in summary form by the Executive in June. Members also considered the changes agreed by the Executive in respect of the Capital Programme for the Renewal and Recreation Portfolio.

The Chairman noted what she considered to be the minor changes agreed by the Executive in July 2012.

RESOLVED that the Portfolio Holder be recommended to confirm the changes agreed by the Executive in July 2012.

**27c RENEWAL & RECREATION BUSINESS PLAN 2012/13 -
MONITORING REPORT FOR QUARTER 1**

Report RR12/101

Members considered the Renewal and Recreation Business Plan 2012/13 Monitoring Report for Quarter 1 including a new action with milestones and targets relating to the development of a volunteer programme to add value to and improve the Council's library service offer.

In relation to the reported actions for the 2011/12 academic year at Bromley Adult Education College (paragraph 3.3, page 41), Members noted that due to restructuring, the College would, in future, be reporting to the Education and Care Services Portfolio.

The current position was reported on Capital Shopping Centres' (CSC) planning application for the expansion of leisure facilities at Queens Gardens (page 47). Members were informed that a price for the land had been agreed subject to planning permission being granted. However, whilst the planning application had been refused twice, CSC still wanted to proceed with the sale and the Council believed this would be inappropriate. Councillor Morgan was concerned that should planning permission be granted on appeal by the Planning Inspectorate, CSC could claim that the contract was binding. For this reason he urged the Council to withdraw the offer if it had not already done so.

With regard to the Heritage Lottery Fund to restore the Priory Museum (page 49), it was the Council's intention to rent out the vacant office space.

The bid submitted to the Portas Scheme by the town team for Bromley North Village with a view to driving footfall and establishing the area's identity had unfortunately failed (page 51).

As a result of the soft market testing exercise to appoint a proficient service provider to deliver a youth employment project (page 59), Members were informed that from a total of 103 pre-qualification questionnaires sent to a cross-section of potential providers, 35 had been returned. The scheme is

now out to tender and a report detailing the results would be submitted to a meeting of the PDS Committee in the New Year.

Concerning plans for the provision of a new library service (page 54), it was reported that at a meeting of the Executive in October, Members would be asked to decide whether or not to proceed with the merge of Penge and Anerley Libraries.

Updates on the monitoring visit for Penge (page 8) and on the meeting of the Penge Traders Association (page 9) would be sent to Councillor Bance.

The Kentwood Work Club still operated one day per week (page 60) and Councillor Peter Fookes (Ward Member for Penge and Cator) was looking to extend the programme or implement a similar scheme in his Ward.

With regard to LBB staff training (page 56), Members were informed that a new Committee report writing software system had been implemented for which all report writing staff required training. Costs for this training were significantly reduced by using an in-house provider.

Further Member comments and questions concerning adult education would be passed onto Education and Care Services under whose remit adult education now rested.

Referring to aim 2a (page 53), it was reported that fewer planning applications were being called in by Members to be considered at Plans Sub-Committee meetings.

Councillor Ince commended the excellent service provided by the Citizens Advice Bureau at the Mottingham and Cotmandene shops (page 60). Since the Orpington branch of the CAB had closed, the weekly sessions provided were proving to be invaluable.

RESOLVED that:-

1) the report be noted; and

2) the Portfolio Holder be recommended to:-

- 2.1 note the progress made towards the delivery of actions agreed in the Renewal and Recreation Business Plan 2012/13 for Quarter 1;**
- 2.2 approve the inclusion of a new action in relation to the development of a volunteer programme to add value to and improve the Council's library service offer; and**
- 2.3 agree the Renewal and Recreation Business Plan 2012/13 subject to comments, amendments or additions received from PDS Members.**

27d TOWN CENTRE MANAGEMENT UPDATE QUARTER 2 2012-13

Report DRR12/114

Members considered an updating report on activities undertaken by the Council's Town Centre Management and Business Support Team for the period end June until mid September 2012.

The Chairman drew Members' attention to an error in the recommendation on page 69 of the report which requested that £8.2k be reallocated from an earmarked S.106 fund to assist with the Orpington BID project. The actual amount requested should be amended to read £7.2k (as stipulated in paragraph 5.3).

Councillor McBride asked how the BIDS Steering Group reacted to the suggestion that Carlton Parade be included in the Orpington Bid District. He was informed that the general consensus of the Group was that the inclusion of Carlton Parade was just a step too far however they had discussed the possibility of including it as part of a business club.

With regard to the provision of Christmas lights, it was reported that all towns which had received them in previous years would receive them in 2012. Potential providers would be required to follow the Council's financial procurement procedures and would be selected via a tender process. It was difficult to predict what would happen beyond 2012 as there was a need to encourage towns and businesses to manage and pay for their own lights in future years.

RESOLVED that:-

- 1) the actions undertaken during Quarter 2 2012/13 and planned for Quarter 3, in the town centres served by the Town Centre Management and Business Support Team be noted; and**
- 2) the Portfolio Holder be recommended to approve the reallocation of £7.2k from the Nugent Centre Section 106 agreement (total £45.3k) to assist with the Orpington BID.**

28 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE

Report DRR12/115

Members considered a report which outlined the progress made in delivering the Town Centres Development Programme.

The Head of Town Centre Planning gave an update on the current position with regard to site G: West of High Street. It was reported that the procurement stage to find a developer had been completed and a report would be prepared for consideration at a meeting of the Executive in October.

It was anticipated that the preferred developer would be announced in April 2013.

Planning permission for the development of the Walnuts had been granted.

With reference to the demolition of Westmoreland Road Car Park, work had commenced to provide the area with additional car parking spaces. The variable messaging system would be installed in November and operational by December. It was unlikely that the developer would complete the paperwork to allow closure of the car park until after Christmas. Councillor Morgan emphasised the need for Bromley residents to be kept informed of changes as they were led to believe the car park would close in October. Councillor Benington requested that Members be provided with an informative to assist them with questions received from members of the public. The Head of Town Centre Planning reported that the Council's web site had been updated with the current progress and agreed to provide Members with a communications plan when the Minutes of the meeting were circulated (appendices 1 and 2 attached). The Council's aim was to focus on user groups and to send a plan (including a map), to season ticket holders informing them of the additional car parking spaces some six weeks before the serving of a notice and closure of the car park.

Members were informed that all car parks (with the exception of supermarket car parks) would have the variable messaging system installed.

In response to Councillor Morgan's observation that the Bromley North Car Park sign had not yet been changed, the Head of Town Centre Management gave his assurance that this issue would be resolved.

Councillor Tunnicliffe asked when the repairs needed in Orpington High Street would be carried out. The Director of Renewal and Recreation informed Members that major works were in hand and letters had been written to people concerned with this issue. Councillor Tunnicliffe also reported the outdated advertising attached to Orpington Village Hall.

Member views pertaining to phone charging for parking and street cleaning would be conveyed to officers in the Environmental Services Department. Councillor Morgan suggested that a joint working group with Environmental Services may be the best way forward to resolve outstanding issues. It was agreed that a report outlining the formal remits of the Renewal and Recreation Department and Environmental Services Department would be submitted for Member consideration at a future meeting.

Concerning the retail aspect of site G: West of High Street, Councillor Benington suggested that if major stores such as John Lewis were not interested in trading from the location, it may be worth approaching El Cortes Ingles, a Spanish chain of retailers very much akin to John Lewis.

RESOLVED that the report be noted.

**29 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS
COMMITTEE WORK PROGRAMME 2012-13**

Report RES12138

Members considered the Committee's work programme for the remainder of the Municipal Year. No additions or amendments were made.

It was anticipated that a report containing budget options for 2013/14 would be submitted for consideration in January 2013.

RESOLVED that the Work Programme for the remainder of the Municipal Year be agreed.

**30 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 moved 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.

**31 EXEMPT MINUTES OF THE RENEWAL AND RECREATION
PDS COMMITTEE HELD ON 10 JULY 2012**

RESOLVED that subject to an amendment by Members, the exempt Minutes of the meeting held on 10 July 2012 be confirmed and signed as a true record.

**32 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION
PORTFOLIO PART 2 (EXEMPT) REPORTS**

**32a ASSET MANAGEMENT PLANNING - POST COMPLETION
REVIEW REPORTS: BIGGIN HILL LIBRARY AND SWIMMING
POOL AND THE PAVILION DEVELOPMENT**

Report DRR12/025

Members considered the report and supported the recommendations.

The Meeting ended at 8.25 pm

Chairman

ALTERNATIVE ARRANGEMENTS FOR WESTMORELAND ROAD CAR PARK CLOSURE

As has been widely reported the redevelopment of the Westmoreland Road Car Park will represent an important first stage in the Council's ambitious development programme to secure the future prosperity of Bromley town centre. Since planning permission was granted in March 2012 the Council's project team have been working closely with the selected developer, The Cathedral Group, to conclude the outstanding contractual and financial requirements of the development agreement. However, as you can appreciate this has been challenging for the developer in the current economic climate and our shared aspiration to commence work in the early autumn has been delayed. However, the developer has indicated that they are confident of resolving the outstanding issues to allow us to shortly set a commencement date for the development programme, which would then trigger the closure of the Westmoreland Car Park after the busy Christmas period.

To minimise any likely disruption we are finalising a communication plan which aims to provide residents and users of the car park with targeted information on the programmed closure and proposed mitigation measures. The Council is already implementing a series of improvements before the car park is closed to increase the capacity of car parking in the town by a minimum of 345 spaces in the short term, with the scope to add an additional 200 in the medium term if required. An electronic Variable Message Signage system, consisting of seven signs located at the main vehicular entrances to the town, is also due to be installed by the start of December 2012, which will show parking space availability in all of the town car parks to assist motorists find free parking spaces.

For commuters we proposed to provide a series of flyers which will detail alternatives parking choices both in existing car parks and on street. We have already written to all the season ticket holders and business contract users to inform them of these alternative arrangements. As soon we have a confirmed commencement date from the developer we can activate the rest of the awareness campaign. Please note there is likely to a minimum period of six weeks between the serving of the required notices and any actual closure of the car park. The wider information campaign is still being developed and will consist of a series of targeted flyers in the car parked aimed at the retail and more casual users and further press release such as the attached which was released on 17th September 2012. As information becomes available we will also be updating the information on the Council website http://www.bromley.gov.uk/news/article/13/westmoreland_road_car_park_redevelopment

This page is left intentionally blank

Town centre parking facilities set to expand

Published on 17 September 2012

New parking facilities are being planned around the town centre as Westmoreland Road car park is set for closure this autumn to make way for an exciting new development.

In the short term, improvement works are being carried out in the Hill car park in the next few weeks to increase capacity by 120, with these improvements to be completed by December, in time for the important Christmas shopping season. Pay and display parking bays will also be installed at Elmfield Road and Walters Yard following consultations with local residents which will provide around 100 further spaces. The St Blaise car park, behind Bromley Civic Centre is planned to be opened for public use at weekends. Westmoreland Road car park is set to close for the redevelopment in the autumn, known as Bromley South Central, which will include a cinema, restaurants, hotel and a new 400 space car park.

"We need to guarantee plenty of convenient parking facilities as it ensures that residents, shoppers, commuters and visitors have an enjoyable visit to our town. Investments made this year will ensure we have enough parking in the town centre throughout the development period and in time for the all important Christmas shopping season. This heralds the start of a new phase for our town centre enhancing the leisure offer and positioning Bromley well for the future" said Councillor Peter Morgan, Executive Councillor for Renewal and Recreation.

Plans to implement electronic car parking signs are also set to go ahead in the autumn. The Variable Messaging System (VMS) will advise motorists of the availability of spaces in the town centre. These VMS signs will be erected on all the major routes into the town centre and will be in time for Christmas this year.

The mixed use redevelopment at Bromley South Central will be set around a central landscaped podium mounted public plaza, with cinema and parking levels below. There will be restaurants, hotel and residential above, with a landscaped flight of steps leading to a lower plaza fronting Westmoreland Road. The landmark site is set for completion in Spring 2014.

To receive updates about the availability of parking space in council-owned car parks, motorists can follow [twitter @bromleyparking1](https://twitter.com/bromleyparking1).

For more information visit www.bromley.gov.uk/parking

ENDS

Notes to editors:

- A planning application has been submitted to create a new 30 space car park in Mitre Close.
- For media enquiries, please contact Jennifer Whyte, Communications Officer, on 020 8313 4314 or email jennifer.whyte@bromley.gov.uk

This page is left intentionally blank

Agenda Item 5

Report No.
RES12165

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 13 November 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: £320,320
 5. Source of funding: Existing 2011/12 budget.
-

Staff

1. Number of staff (current and additional): There are 8 posts (7.22 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)	A report detailing the outcome of the tendering process and details of the proposals received be submitted for consideration.	Final offer received 1 October 2012. Report contained in current agenda	Assistant Director, Renewal and Recreation	November 2012
27c. Renewal & Recreation Business Plan 2012/13 - Monitoring Report for Quarter 1 (from the meeting held on 2 October 2012)	Report to be submitted outlining the results of a tender to appoint a proficient service provider to deliver a youth employment project	Item to be considered at a future meeting	Assistant Director, Renewal and Recreation	To be confirmed
28. Town Centres Development Programme Update (from the meeting on 2 October 2012)	Report to be submitted outlining the formal remits of the Renewal and Recreation Department and Environmental Services Department	Item to be considered at a future meeting	Assistant Director, Renewal and Recreation	January 2013

This page is left intentionally blank

Agenda Item 6

Subsequent to the Renewal and Recreation PDS meeting held on 2 October 2012, the Portfolio Holder for Renewal and Recreation, Councillor Peter Morgan made executive decisions on the following reports:-

Item No.	Report No.	Page Nos.	Title of Report	Contact Officer
7a	DRR12/113	25-31	Budget Monitoring 2012/13	Claire Martin
7b	Res12152	33-37	Capital Programme - 1 st Quarter Monitoring 2012/13 and Final Outturn 2011/12	Martin Reeves
7c	RR12/101	39-67	Renewal & Recreation Business Plan 2012/13 - Monitoring Report for Quarter 1	Hannah Jackson
7d	DRR12/114	69-74	Town Centre Management Update Quarter 2 2012/13	Martin Pinnell
12a (Exempt Report)	DRR12/025	97-106	Asset Management Planning - Post Completion Review Reports Biggin Hill Library and Swimming Pool and the Pavilion Development	Colin Brand

This page is left intentionally blank

Report No.
DRR12/124

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

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

Date: 13 November 2012

Decision Type: Non-Urgent Executive Non-Key

Title: BUDGET MONITORING 2012/13

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 2012/13 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to 30th September 2012. This shows a balanced budget.

It also reports the level of expenditure and progress with the implementation of the selected projects within the Member Priority Initiatives.

2. **RECOMMENDATION(S)**

The Portfolio Holder is requested to

2.1 Endorse the latest 2012/13 budget projection for the Renewal & Recreation Portfolio.

2.2 Note the progress of the implementation of the Renewal and Recreation projects within the Member Priority Initiatives.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost N/A
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: Renewal & Recreation Portfolio Budgets & Earmarked Reserve for Member Priority Initiatives
 4. Total current budget for this head: £13.5m and £1m
 5. Source of funding: Existing revenue budgets 2012/13 and the Earmarked Reserve for Member Priority Initiatives
-

Staff

1. Number of staff (current and additional): 248ftes
 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 2012/13 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 Council on 26th March 2012 approved the setting aside of £2,260k in an earmarked reserve for Member priority initiatives. The Renewal and Recreation Portfolio is responsible for the delivery of three of these initiatives as detailed below: -

Member Priority Initiatives	£'000
Investing in small shopping parades	250
Beckenham Town Centre public realm improvements	250
Support tackling youth unemployment amongst young people	500
	<u>1,000</u>

- 3.4 Appendix 2 has details of the progress of each of the schemes.

4. POLICY IMPLICATIONS

- 4.1 The Resources Portfolio Plan for 2012/13 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 2012/13 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 balanced at the year end based on financial activity to 31st July 2012. 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 £180k below budget and is being offset by £180k savings as a result of sustained management action such as holding 3.7fte vacant.
- 5.3 Income for planning applications is below budget and a shortfall of £350k is projected. This is being partly offset by savings from management action including holding the equivalent of 6.6fte posts vacant (Cr £300k) and an extra £50k income from pre-application meetings. Further savings of £12k from part year vacancies and running expenses within the Renewal section of Planning has more than offset this deficit.
- 5.4 There are several variations within the library service however, a balanced budget is projected. The variations are detailed in appendix 1.
- 5.5 As a result of deferral of one of the savings initiatives within the Housing strategy and Development team has meant that a small overspend is projected of £12k.
- 5.6 Appendix 2 shows that £50k has been spent/committed out of the £1m set aside for the three projects within the Member priority initiatives. It also has comments on the progress of each of the schemes.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	2012/13 budget monitoring files within ES finance section

Renewal & Recreation Portfolio - Budget Monitoring - 30 September 2012

Summary of latest financial position

2011/12 Actuals £'000	Division Service Areas	2012/13 Original Budget £'000	2012/13 Latest Approved £'000	2012/13 Projection £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	R&R PORTFOLIO							
73	Housing Strategy & Development Housing Strategy & Development	(16)	(16)	(4)	12	1	0	0
73		(16)	(16)	(4)	12		0	0
	Planning							
15	Building Control	(22)	16	16	0	2	0	0
(169)	Land Charges	(281)	(169)	(169)	0		0	0
1,011	Planning	801	798	798	0	3	35	290
1,264	Renewal	1,167	1,230	1,218	(12)	4	(35)	0
2,121		1,665	1,875	1,863	(12)		0	290
	Recreation							
2,610	Culture	2,315	2,328	2,328	0		0	0
5,285	Libraries	4,816	4,843	4,843	0	5	0	0
374	Town Centre Management & Business Support	294	294	294	0	6	0	0
8,269		7,425	7,465	7,465	0		0	0
10,463	TOTAL CONTROLLABLE	9,074	9,324	9,324	0		0	290
4,181	Non Controllable expenditure	2,207	2,211	2,211	0		0	0
2,294	Excluded Recharges	1,957	1,957	1,957	0		0	0
16,938	TOTAL R&R PORTFOLIO	13,238	13,492	13,492	0		0	290

Reconciliation of latest approved budget

£'000

Original budget 2012/13 (as per FCB)

13,245

Transfer of AEC to ECS Department

(7)

Revised original budget 2012/13

13,238

Allocation from contingency for Land Charges

112

Allocation from contingency for Building Control Charges

38

Carry forward for Local Development Framework studies

60

Carry forward for libraries shared service one-off costs

40

Property Services Rental Income

4

Latest Approved Budget for 2012/13

13,492

Renewal & Recreation - Budget Monitoring Notes - 30 September 2012

1) Housing Strategy & Development Dr £12k

As a result of deferral of part of the 2012-13 savings initiatives and following final settlement in September, there is an overspend of £12k.

Within income from affordable housing charges, there is a projected deficit of £60k. This is largely due to the on-going effects of the economic downturn, which have seen reduced planning & building initiatives and therefore a reduced requirement to provide affordable housing.

This deficit is being offset by a projected underspend within salaries of £60k, resulting from two vacant posts being held vacant.

2) Building Control £0k

Based on information to date, an income deficit is projected of £180k. This is being offset by savings of £180k from management action to reduce costs, including holding 3.7ftes vacant.

3) Planning £0k

Income from non-major planning applications is £155k below budget for the first six months of the year and a deficit of £300k is projected for the year. The actual income for the April to September 2012 is £67k higher than that received for the six months last year. Total income is therefore expected to be £72k higher than 2011/12, however, still some £300k below budget. The income projections have assumed the statutory price increase will be effective from 1st January 2013. Full year effect of the price increase is expected to be around Cr £130k and will not therefore offset the current deficit forecast.

Only £78k has been received for major applications this year, compared to £112k for the same period last year. (Although it should be noted that £28k has already been received in October 2012, which is already an increase of £24k from October 2011). Planning officers within the major team have provided a schedule of potential future income that may be received before the year end of approximately £160k, and therefore a shortfall of income totalling £50k is projected from major planning applications.

There is a projected surplus within income from pre-application meetings of £50k, due to higher than budgeted activity levels. Overall, this gives rise to a net projected deficit within income of £300k.

Continuing management action to hold 6.6fte posts vacant, has resulted in a projected underspend within salaries of £255k. There are further projected underspends across supplies and services budgets of £45k, giving rise to an overall balanced budget.

Summary of variations within Planning:

£'000

Shortfall within income from non-major applications	300
Shortfall within income from major applications	50
Surplus within income from pre-application meetings	(50)
Management action - underspends within salaries	(255)
Management action - underspends within supplies & services	(45)
Total variation for planning	0

The full year effect of the shortfall of income is likely to be £290k and Officers will need to review the service in order to ensure that there will be a balanced budget in future years.

3) Renewal Cr £12k

There is a projected underspend within salaries of £7k as a result of vacancies occurring during the year and a small variance of Cr £5k within running expenses.

4) Libraries £0k

There is an anticipated overspend on the Library IT budgets of £75k. This is largely due to two projects, the replacement of the Library Management System and the handover of responsibility for maintenance of hardware to Capita. Part of this process involves approximately 100 new PCs being installed for frontline staff, as well as costs associated with the transfer of data between the current and incumbent LMS suppliers. All efforts possible are being made to expedite these projects which involve a number of partners and third party contractors.

EARLY WARNING There are on-going discussions between LBB officers and Capita regarding the potential necessity for fibre-optic cabling being required as part of hardware maintenance arrangements. This could result in one-off expenditure of around £160k for which no current budget is provided. It is hoped that the existing copper cabling network can be utilised instead, therefore avoiding this potential cost.

There is a projected under achievement of income of £100k. The main areas of shortfall are library fines £40k, DVD hire and CD hire £25k, hall and room hire £15k, spoken word hire £10k, and a net £10k across other income streams. Year on year customers are borrowing fewer items overall which significantly affects both hire charges as well as fines.

To partly offset the above income deficit, management action is being taken to reduce expenditure within the libraries acquisition fund, giving a projected underspend of £40k. However, it should be noted that having fewer items available for loan etc is likely to further impact income hire and fines income in the future.

Within the staffing budget, there is a projected underspend of £80k. This is due to holding posts vacant pending Member decisions on potential reductions in opening hours (with consequent staff savings), as well as management action to help balance the overspend on IT budgets and income deficit.

There are also projected underspends within premises budgets of £50k. These comprise of £15k relating to a business rate rebate, £35k relating to lower contract cleaning and electricity costs than previously expected.

There is a further projected underspend within transport costs of £5k. This gives rise to an overall balanced budget across the library service.

Summary of variations within Libraries**£'000**

Overspend within IT budgets	75
Income deficit	100
Underspend from libraries acquisition fund	(40)
Underspend within staffing budget	(80)
Underspend within premises costs	(50)
Underspend within transport costs	(5)
Total variation for libraries	0

Analysis of Members' Initiatives - Earmarked Reserves @ 30.09.2012

Item	Divison / Service Area	Responsible Officer	Allocation £'000	Spend to date £'000	Commitments £'000	Total spend & Commitments £'000	Balance available	Comments on Progress of scheme
Investment in small shopping parades	Recreation - Town Centre Management & Business Support	Martin Pinnell	250	0	0	0	250	Bids have been received for shopping parades in Sunridge Park, Chislehurst & Keston Village and are currently being assessed by officers. Further bids are expected.
Tackling youth unemployment	Recreation - Business Support	Hannah Jackson	500	0	0	0	500	Tendering process underway. Expected start date 1st April 2013.
Beckenham Town Centre public realm improvements	Planning - Renewal	Kevin Munnelly	250	20	30	50	200	In progress. Details are included in the the R & R business plan report elsewhere on this agenda.
TOTAL			1,000	20	30	50	950	

This page is left intentionally blank

Report No.
RES12177

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

Date: For Pre-Decision Scrutiny by the Renewal and Recreation Policy Development and Scrutiny Committee on Tuesday 13 November 2012

Decision Type: Non-Urgent Executive Non-Key

Title: **CAPITAL PROGRAMME-2ND QUARTER MONITORING 2012/13**

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

Chief Officer: Director of Resources

Ward: (All Wards);

1. Reason for report

On 24th October 2012, the Executive received the 2nd quarterly capital monitoring report for 2012/13 and agreed a revised Capital Programme for the four year period 2012/13 to 2015/16. This report highlights in paragraphs 3.1 to 3.3 changes agreed by the Executive in respect of the Capital Programme for the Renewal & Recreation (R&R) Portfolio and highlights in Appendix B progress on schemes in the 2012/13 programme. The revised programme for this portfolio is set out in Appendix A.

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to confirm the changes agreed by the Executive in October.

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £11.4m for R&R Portfolio over four years 2012/13 to 2015/16
 5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
-

Staff

1. Number of staff (current and additional): 2.25fte
 2. If from existing staff resources, number of staff hours: 9 hours per week
-

Legal

1. Legal Requirement: Non-Statutory - Government Guidance:
 2. Call-in: Not Applicable:
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Capital Monitoring – variations agreed by the Executive on 24th October 2012

3.1 A revised Capital Programme was approved by the Executive in October, following a detailed monitoring exercise carried out after the 2nd quarter of 2012/13. The base position was the revised programme approved by the Executive on 25th July 2012, as amended by variations approved at subsequent Executive meetings. All changes on schemes in the R&R Portfolio Programme are itemised in the table below and further details are included in paragraphs 3.2 to 3.3. The revised Programme for the R&R Portfolio is attached as Appendix A and detailed comments on individual schemes are included at Appendix B.

Capital Expenditure	2012/13	2013/14	2014/15	2015/16	TOTAL
	£000	£000	£000	£000	£000
Approved Capital Programme (25/07/12)	7,567	3,051	2,010	251	12,879
<u>Variations agreed by Executive after Q1 monitoring</u>					
Biggin Hill Leisure Centre – supplementary estimate (Executive 24/10/12)	143	-	-	-	143
Pavilion Leisure Centre – underspend (Executive 24/10/12)	-475	-	-	-	-475
<u>Schemes moved between portfolios</u>					
Housing provision (to Care Portfolio)	-420	-	-	-	-420
Housing PIL Fund (to Care Portfolio)	-1,254	-	-	-	-1,254
<u>Variations agreed by Executive 24/10/12</u>					
Outer London Fund – Bromley Town Centre	-9	-	-	-	-9
Bromley MyTime Investment Fund	574	-	-	-	574
Revised R&R Programme	6,126	3,051	2,010	251	11,438

3.2 Outer London Fund – Bromley Town Centre (reduction of £9k in 2012/13)

The Council has been informed that the application for a proposed extension project to be funded by the GLA's Outer London Fund has not been agreed and the Executive agreed to a reduction of £9k to the 2012/13 Capital Programme budget.

3.3 Bromley MyTime Investment Fund (addition of £574k in 2012/13)

The R&R revenue budget includes £591k for the 2012/13 contribution to the Bromley MyTime Investment Fund and, as was outlined in a post-completion report on the Pavilion Leisure Centre scheme submitted to the Executive on 24th October, £17k of this was required to complete the funding of that scheme. The Executive approved the inclusion of the remaining balance of the Investment Fund (£574k) in the 2012/13 Capital Programme.

3.4 Scheme Rephasing

In reports to both the June and July meetings, the Executive was informed of the final outturn for capital expenditure in 2011/12 and noted that the overall level of slippage into later years (some £6.9m) was significantly lower than in previous years. Slippage of capital spending estimates has been a recurring theme over the years and Members were pleased to note that, following a review of the system for capital monitoring and for estimating the phasing of expenditure, carried out after the 2010/11 final outturn, a more realistic approach towards anticipating slippage was taken in setting the revised estimates in February. Some £2.5m of the overall slippage from 2011/12 into 2012/13 related to R&R Portfolio schemes and this was analysed in the 1st quarter's monitoring report to the last meeting in October. In that report, one further rephasing opportunity had been identified and some £1.1m was rephased from 2012/13 into 2013/14 on

the Bromley North Village scheme. No further rephasings have been identified in the 2nd quarter and the latest position on 2012/13 capital schemes is outlined in Appendix B.

Post Completion Reviews

3.5 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. Following the major slippage of expenditure at the end of 2010/11, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. Post-completion reports on the Biggin Hill Leisure Centre and Pavilion Leisure Centre schemes were submitted to the last meeting of this PDS Committee and to the Executive on 24th October and no further reports are currently due in respect of completed R&R schemes.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 24th October 2012. Changes agreed by the Executive for the R&R Portfolio Capital Programme are set out in the table in paragraph 3.1.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns September 2012. Approved Capital Programme (Executive 24/10/12). Capital Programme Q1 monitoring report (Executive 24/10/12).

RENEWAL & RECREATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 24th OCTOBER 2012								
Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.12	Estimate 2012/13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16	Responsible Officer	Remarks
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
LIBRARIES & MUSEUMS								
Central Library/Churchill Theatre - chillers and controls	460	3	457				Colin Brand	
Orpington library relocation	1944	1856	88				Colin Brand	LABGI £1,022k, S106/Town Centre Imp. fund £699k, £223k LBB
Bromley Museum at the The Priory	2468	0	180	47	2000	241	Colin Brand	Extension of existing museum into former Orpington Library site; £1,980k HLF funding
TOTAL LIBRARIES & MUSEUMS	4872	1859	725	47	2000	241		
LEISURE TRUST CLIENT - RECREATION								
<u>Leisure Centres</u>								
Biggin Hill Leisure Centre	5181	4981	200				Colin Brand	Supplementary estimate £143k (Executive 24/10/12)
Pavilion Leisure Centre - redevelopment & refurbishment	5025	4038	987				Colin Brand	£5.5m approved by Council 29/6/10; £3m from revenue budget; £475k underspend
Bromley MyTime Investment Fund	574	0	574				Colin Brand	Revenue contribution to capital works
TOTAL LEISURE TRUST CLIENT	10780	9019	1761	0	0	0		
Feasibility Studies - Biggin Hill Heritage Centre	142	61	81				Marc Hume	Funded by S106 contributions
- other	40	0	10	10	10	10	Marc Hume	
OTHER								
Bromley North Village Public Realm Improvements	6667	130	3543	2994			Kevin Munnelly	Renewal and improvement of Bromley North; £3,390k TfL; £1,829k GLA Outer London Fund; £38k private sector
Outer London Fund - Bromley/Penge/Orpington	217	211	6				Kevin Munnelly	Christmas lights - 100% GLA Outer London Fund grant
TOTAL OTHER	7066	402	3640	3004	10	10		
TOTAL RENEWAL & RECREATION PORTFOLIO	22718	11280	6126	3051	2010	251		

RENEWAL & RECREATION PORTFOLIO- APPROVED CAPITAL PROGRAMME 2ND QUARTER MONITORING - EXECUTIVE 24/10/12

Capital Scheme/Project	2012/2013				Comments for Q2 monitoring
	Actual to 31.3.12	Estimate before Q2 monitoring	Actual to 17/10/12	Revised Estimate	
	£'000's	£'000's	£'000's	£'000's	
LIBRARIES & MUSEUMS					
Central Library/Churchill Theatre - chillers and controls	3	457	0	457	Scheme postponed. Future of building under consideration.
Orpington library relocation	1856	88	0	88	Scheme still in progress, nearing completion.
Bromley Museum at the The Priory	0	180	0	180	Stage 2 funding bid being prepared.
TOTAL LIBRARIES & MUSEUMS	1859	725	0	725	
LEISURE TRUST CLIENT - RECREATION					
<u>Leisure Centres</u>					
Biggin Hill Leisure Centre	4981	57	0	200	Supplementary estimate of £143k in post completion report to R&R PDS on 2/10/12 approved by Executive 24/10/12
Pavilion Leisure Centre - redevelopment & refurbishment	4038	1462	693	987	Underspend of £475k as detailed in post-completion report to R&R PDS on 2/10/12 and Executive on 24/10/12
Bromley MyTime Investment Fund	0	0	132	574	Balance of Investment Fund available
TOTAL LEISURE TRUST CLIENT	9019	1519	825	1761	
Feasibility Studies - Biggin Hill Heritage Centre	61	81	59	81	Release of additional 23K funding (S106) agreed by Executive 25/7/12
- other	0	10	0	10	
OTHER					
Bromley North Village Public Realm Improvements	130	3543	0	3543	The further grant of £1.9m from round 2 of the Outer London Fund has allowed the extension of the BNV design treatment to the whole of Market Square. The detail design of the scheme is complete and a Business Case will be submitted to Transport for London in November 2012, which will release the Area Based funding. A further report will be submitted to the Council's Executive to formally approve the release of £1.5m of match funding from the Council's capital reserves.
Outer London Fund - Bromley/Penge/Orpington	211	15	0	6	Proposed extension project for OLF1 not agreed by the GLA.
Housing provision	457	420	0	0	Budget transferred to Care Portfolio
Housing PIL Fund	2491	1254	333	0	Budget transferred to Care Portfolio
TOTAL OTHER	3350	5323	392	3640	
TOTAL RENEWAL & RECREATION PORTFOLIO	14228	7567	1217	6126	

Report No.
DRR12/117

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL & RECREATION PORTFOLIO HOLDER

For Pre-decision Scrutiny by the Renewal and Recreation Policy Development and Scrutiny Committee

Date: 13 November 2012

Decision Type: Non-Urgent Executive Non-Key

Title: RENEWAL & RECREATION BUSINESS PLAN 2012/13 - MONITORING REPORT FOR QUARTER 2

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

Chief Officer: Director of Renewal & Recreation

Ward: (All Wards);

1. Reason for report

This report outlines the Renewal & Recreation Business Plan 2012/13 Monitoring Report for Quarter 2 (**Appendix 1**)

2. **RECOMMENDATION(S)**

2.1 The Renewal & Recreation Policy Development and Scrutiny Committee is asked to:

- Note the progress made towards the delivery of actions agreed in the Renewal & Recreation Business Plan 2012/13 for Quarter 2 and the new actions for addition to the plan as described in the Monitoring Report (**Appendix 1**) and to provide their comments to the Portfolio Holder.

2.2 The Renewal & Recreation Portfolio Holder is asked to:

- Note the progress made towards the delivery of actions agreed in the Renewal & Recreation Business Plan 2012/13 for Quarter 2 as described in the Monitoring Report (**Appendix 1**)
- Approve the new actions for addition to the Renewal & Recreation Business Plan 2012/13.

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Excellent Council Quality Environment Supporting Independence Vibrant, Thriving Town Centres
-

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Renewal & Recreation/Resources Portfolio, external funding as detailed in 5.1, Earmarked Reserve for Member Priority Initiatives
 4. Total current budget for this head: £9.3m, Cr £4.8m, £3.8m, £41k and £1m
 5. Source of funding: Existing controllable revenue budgets 2012/13 plus external resources where identified, capital receipts and funds from Earmarked Reserve for Member Priority Initiatives.
-

Staff

1. Number of staff (current and additional): 248 FTEs/13 FTEs 2012/13
 2. If from existing staff resources, number of staff hours: Not applicable
-

Legal

1. Legal Requirement: None
 2. Call-in: Not 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? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

- 3.1 This report outlines the Renewal & Recreation Business Plan 2012/13 Monitoring Report for Quarter 2 (**Appendix 1**). Actions in the Renewal & Recreation Business Plan 2012/13 identified as priorities in Quarter 2 are reported together with updates provided by lead officers.
- 3.2 The Committee previously agreed the continued implementation of a traffic light system for the monitoring of the Renewal & Recreation Business Plan 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 2 of 2012/13.
- 3.3 The Monitoring Report also identifies new actions with milestones and targets for inclusion in the Renewal & Recreation Business Plan for 2012/13 which relates to improving external and internal communications about the work of the department.

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 2012/13 referred to in **Appendix 1** is being implemented using the agreed controllable revenue budget for 2012/13 for the Renewal & Recreation Portfolio and the Resources Portfolio (Property), together with any additional external funding that officers have already secured as well as other funding secured throughout the year as detailed below:

2012/13 Budgets and Funding	£'000
Renewal & Recreation Portfolio latest approved controllable budget	9,324
Resources Portfolio latest approved controllable budget	-4,796
Earmarked Reserve for Member Priority Initiatives	1,000
Contributions from ACS and ES Portfolios	39
S106 contributions	72
Outer London Fund Round 2	1,570
TfL LIP funding	1,800
Thyme Out Big Lottery funding	101
Heritage Lottery Funding for Orpington museum	186
Capital receipts towards HLF bid for museum	41
GLA funding for London Outdoor Arts Festival	50
	<u>9,387</u>

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Renewal & Recreation Business Plan 2012/13 Monitoring Report for Quarter 2 Renewal & Recreation Business Plan 2012/13 Building a Better Bromley 2012/13

This page is left intentionally blank



MONITORING REPORT

Renewal & Recreation Business Plan 2012/13

Quarter 2: 06/07/12 – 05/10/12

A Vibrant Thriving Borough

INTRODUCTION

Renewal & Recreation Business Plan monitoring reports are designed to track progress made against actions identified in the Renewal & Recreation Business Plan 2012/13. The completion of these actions is integral to the delivery of the department’s strategic outcomes for 2012/13 and for our key priority: ‘a vibrant, thriving borough’.

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

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

This report also recommends new actions are added to the plan where work has been undertaken in response to opportunities or challenges within the remit of the portfolio.

APPENDIX 1

CONTENTS

Outcome 1 Vibrant, thriving town centres	4
Outcome 2 Protection, conservation and enhancement of the natural and built environment	11
Outcome 3 Enhancing opportunities for leisure, recreation and the arts	14
Outcome 4 Developing opportunities for residents to improve skills, learning and employment prospects	17
Outcome 5 Managing property assets to support the delivery of the Council's key objectives	19
Outcome 6 Supply good quality affordable housing that best meets local statutory and housing needs	20
Outcome 7 An effective and efficient department that provides value for money	23
Additions to the Renewal & Recreation Business Plan 2012/13	26

APPENDIX 1

OUTCOME 1: VIBRANT AND THRIVING TOWN CENTRES

Aim 1a: Continue to support the vitality of Bromley town centre, including through the delivery of the first phase of the Bromley Area Action Plan				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Commence development works on Site K (Bromley South Central)	Kevin Munnelly	Support Cathedral Group to secure vacant possession of the site by September 2012.	In order to minimise any likely disruption to town centre business over the busy Christmas period, it was agreed with the Development Partner that the closure of Site K would be delayed until January 2013.	A
Work with Network Rail and Partners to formalise plans for a passenger drop off area at Site J (Bromley South Station)	Kevin Munnelly	Agree detailed designs by September 2012.	The funding for the project from the Mayor's Outer London Fund was only confirmed in September 2012. However, designers S.O.W have been appointed and initial design meetings between the Council and the designers have been productive. It is expected that detailed designs will now be produced by January 2013.	A
Prepare, consult and adopt a new policy for Site A (Bromley North Station)	Kevin Munnelly	Consult on issues and options for Site A during over the summer.	Policy consultation on Site A is being developed as part of the Local Plan review (Aim 2b). In this quarter, letters were sent to all stakeholders who made representations on the Area Action Plan which outlines the timetable and process for expressing their views as part of the Local Plan review.	G
Initiate public realm improvements in Bromley town centre	Kevin Munnelly	Undertake consultation on concept designs in October 2012	Following the finalisation of funding from the Mayor's Outer London Fund in September to support this project, a design team have been appointed and concept designs are being drawn up for consultation to take place in October.	G

APPENDIX 1

Aim 1b: Continue to support and develop the vitality of Orpington				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Develop a Business Improvement District to a successful ballot stage in Orpington	Martin Pinnell	Refine the Business Improvement District Proposal and obtain formal billing authority sign off from the Council's Executive Committee in September 2012.	A report outlining the Proposal for a Business Improvement District in Orpington town centre was considered by the Executive Committee on 12 th September. The report outlined the Business Improvement District Company's plans to improve the town centre which will be implemented using a levy on business rates.	G
		Support the Business Improvement District Working Group to begin their pre-ballot campaign.	A BID Proposal document setting out the aims for the BID has been designed to support the campaign exercise. All 345 businesses in the defined BID area will be offered a 1:1 interview with a member of the BID Working Group or the Project Team to talk through what the proposals will mean for their business. The campaign will officially launch in Quarter 3 and the ballot will take place in Quarter 4.	G
Consult with stakeholders in Orpington regarding the submission of a planning application for the re-development of areas around the Walnuts Shopping Centre	Kevin Munnelly	Support the development partner to submit a planning application for the Crown building in September 2012	Planning permission was granted for the redevelopment of the Crown buildings on Walnut Square on 20 th September. The Miller Group's development will include a cinema and shopping complex. It is expected that the developer will begin work on site in the New Year.	G

APPENDIX 1

<p>On hearing a successful outcome on the funding application to the Heritage Lottery Fund, instigate a development grant to work up the second and fund round application to for £2 million to extend and improve Bromley Museum</p>	<p>John Gledhill</p>	<p>Appoint a Project Activity Manager and Specialist Conservation Architect.</p>	<p>The Heritage Lottery Fund, who are providing the majority of funding for the scheme, required further changes and re-assurances to the delivery programme which has delayed formal Permission to Start the project being received and has also resulted in some changes to the initial timetable. Permission to Start was received from the Heritage Lottery Fund in October, and the recruitment of the Project Activity Manager and Specialist Conservation Architect will now commence in Quarter 3.</p>	<p>A</p>
---	----------------------	--	--	-----------------

Aim 1c:	Continue to support and develop the vitality of Beckenham			
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
<p>Draft, consult on and approve a public realm improvement strategy for Beckenham and seek funding from Transport for London</p>	<p>Kevin Munnelly</p>	<p>Draft and consult on a public realm concept design for Beckenham in August 2012.</p>	<p>Concept designs for public realm improvements in Beckenham town centre were approved by stakeholders at the Beckenham Town Centre Working Party on 30th August following widespread consultation.</p>	<p>G</p>
		<p>Submit a first stage of a funding bid to Transport for London in September 2012.</p>	<p>A bid for £1.6 million to implement the concept designs agreed by the Beckenham Town Centre Working Party was submitted in September.</p>	<p>G</p>

APPENDIX 1

Deliver a programme of environmental and business improvements to Beckenham town centre	Martin Pinnell	By September 2012, assist the Beckenham Working Party to determine improvements to which resources should be allocated.	The Beckenham Working Party determined priorities at their meeting on 24 th September and officers are now working up the detail for the implementation of these improvements. Capital improvements that the Working Party wished to pursue were agreed to include de-cluttering of signs, poles and equipment, installation of Beckenham Town signs and improved signage around the town centre, development of a heritage trail map and up-lighting of heritage buildings, and WIFI in the High Street.	G
---	----------------	---	--	----------

Aim 1d: Promote and support the vitality of all town centres				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Deliver an events and promotional campaign in partnership with local businesses	Martin Pinnell	Continue delivery of a programme of public events at town centre locations across the borough.	Events continue to be delivered across the borough's town centres. In this quarter, Beckenham hosted a French markets and late Summer Fayre at the end of September, in July Orpington hosted a Maker's Market – the first arts and crafts market in the town – and a Big Dance event in Priory Gardens. In addition to the Bromley Town Centre Festival referred to below, Bromley town centre also continued to host weekly continental markets. The Charter Market was also relocated from Bromley North to the pedestrian area of the town centre where the trade every Thursday. Chislehurst Farmer's Market continues to trade in Chislehurst town centre on a monthly basis and will be relocating to a more prominent location in the town at the end of October.	G

APPENDIX 1

Continue to maintain and further improve the appearance, tidiness and quality of town centres.	Martin Pinnell	Complete the second quarterly environmental monitoring visits to Beckenham, Bromley, Orpington and Penge.	Second quarterly environmental monitoring visits were carried out. In Bromley ATM and BT phone units were reported as having been installed without planning permission and so enforcement notices were issued. In Beckenham, the Town Centre Manager is working with Foxtons estate agents with a view to removing unattractive hoardings in Quarter 3. In Penge issues around street cleansing were reported for resolution. In Orpington, issues were reported and dealt with. Moving forward, the Town Centre Manager for Orpington is working with the Licensing	G
		Continue to implement the vinyl scheme to help improve the appearance of empty shop fronts and monitor on a quarterly basis.	In August, the former Flowers by Wells in Bromley town centre (252 High Street) had vinyls applied. Town Centre Managers continue to work with landlords and agents where empty units exist and suggest the application of vinyls. In some cases units are reoccupied in a short amount of time and therefore vinyls are not deemed to be appropriate.	G
Develop and support town centre partnerships.	Martin Pinnell	Facilitate bi-monthly meetings of Orpington Business Forum, Beckenham Business Association and Penge Traders Association.	Town Centre Managers attended meetings of the Beckenham Business Association on 14 th August, 4 th September and 1 st October, the Penge Traders Forum and the Penge Forum on 3 rd October and the Orpington Business Forum on 14 th August.	G

APPENDIX 1

<p>Deliver a programme of improvements to secondary shopping parades</p>	<p>Martin Pinnell</p>	<p>Accept and evaluate bids received and subject to financial limits, either seek approval for the works from the Renewal & Recreation Policy Development and Scrutiny Committee or Portfolio Holder; or grant permission for works to be undertaken directly.</p>	<p>Bids have been received for shopping parades in Sundridge Park, Chislehurst and Keston Village where improvements requested have included signs, hanging baskets and Christmas lights.</p> <p>Preliminary discussions have also been undertaken for improvements to parades in Biggin Hill, Crystal Palace and St Mary Cray where bids are being refined and submitted. The fund is still welcoming bids for other shopping parades who wish to make improvements.</p>	<p>G</p>
--	-----------------------	--	---	-----------------

<p>Aim 1e: Promote business investment and development, particularly in the borough’s key commercial and industrial areas.</p>				
<p>Action</p>	<p>Lead Officer</p>	<p>What we said we would do in Quarter 2:</p>	<p>Progress Update</p>	<p>RAG Status (if applicable)</p>
<p>Deliver an Invest Bromley workshop to promote office accommodation in Bromley and highlight Bromley as a business location</p>	<p>Martin Pinnell/Kevin Munnelly</p>	<p>Undertake initial surveys and studies on the potential office areas to understand Bromley’s offer by September 2012.</p>	<p>The London Office Policy Review 2012 was issued by the Greater London Authority in September 2012 and recommended the downgrading of Bromley as an office location. In response, additional research has been commissioned from local agents Michael Rogers to evaluate and counter this assessment of Bromley’s offer in relation to office accommodation. The information is currently being reviewed with a view to establishing a Workshop before Christmas.</p>	<p>G</p>

APPENDIX 1

Maintain regular communications with businesses to raise awareness of support and networking opportunities	Martin Pinnell	Review the content, financing and marketing of the Bromley Business E-Bulletin	A review of the e-bulletin has been ongoing. Opportunities to achieve economies of scale by combining costs with electronic newsletters sent from the Council's corporate communications team were explored but were not found to be complimentary. Sponsorship options continue to be pursued.	G
--	----------------	--	---	---

APPENDIX 1

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

Aim 2a: Ensure 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)
Perform at a level that, which while acknowledging national targets in relation to the process of planning applications, focuses on delivery a quality outcome for the borough.	Bob McQuillan	Deliver a quality planning service meeting the following national targets where possible: <ul style="list-style-type: none"> • 60% of major planning applications to be determined within 13 weeks of receipt 	61.5% of major planning applications were determined within the 13 week target date in this quarter. In real terms, this means that 8 out of 13 major applications were decided.	G

APPENDIX 1

		<ul style="list-style-type: none"> • 65% of minor applications to be determined within 13 weeks of receipt 	<p>48.2% of minor applications were determined within 13 weeks of receipt in this quarter.</p>	<p>R</p>
		<ul style="list-style-type: none"> • 80% of other applications to be determined within 8 weeks of receipt. 	<p>62.8% of other applications were determined within 8 weeks of receipt in this quarter.</p> <p>This quarter, which includes the main holiday period, has seen the loss of 3 experienced planners from the Non-Majors Team. In addition, the manager of the Major Developments Team was on long term sick leave throughout the period and the deputy manager left to join the Planning Inspectorate. As a consequence, adjustments had to be made to the Major and Non-Major teams set up to ensure that major schemes could be delivered.</p> <p>At the same time, application numbers have remained up and the combination of these factors has inevitably affected overall performance. Although the Division initially experienced difficulty recruiting temporary planners to cover the posts, 3 agency planners are now in place and following a settling in period should help to improve decision times.</p> <p>In addition, backlogs resulting from the number of invalid applications received and associated delays in the registration of complete applications are currently being addressed through a process review'</p>	<p>R</p>

APPENDIX 1

Aim 2b: Continue to develop the Bromley Local Development Framework				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Draft the Bromley Local Plan and undertake consultation on the 'Options and Preferred Strategy' document	Mary Manuel	Report the draft consultation document for the Executive in September 2012	Following the major reform of the national planning context in Spring this year, the Government has announced a further raft of proposed planning changes most recently in September/October. It is important that the Council takes time to considers the implications of these fully and reflects them within the consultation draft Options and Preferred Options.	A
		Begin consultation on the Options and Preferred Strategy.	To allow for full consideration of the new and proposed planning changes at the national (and more local level) the process has been delayed. This has been discussed with Members and the Planning Inspectorate with a revised timescale being developed for the New Year.	A

APPENDIX 1

OUTCOME 3: ENHANCING OPPORTUNITIES FOR LEISURE, RECREATION AND ARTS

Aim 3a: Identify further opportunities to modernise/improve the library offer

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Develop plans for the provision of a new library service to serve the Penge/Anerley area.	Tim Woolgar	Undertake consultation with the public and with staff on proposals for the new service.	Public consultation was completed with 400 respondents at each library. Regular staff meetings were held to brief staff on plans which included a site visit to the proposed new location.	G
Explore and develop options for the delivery of a wider range of Council services through Libraries	Tim Woolgar	Pilot extended Council services through a self service kiosk in one library by September 2012.	It is now intended to carry this out in the new Penge library if that project is approved by Members.	N/A
Participate in Team London project to develop the use of volunteers to provide added value to the Library Service and use young volunteers to enhance the Summer Reading Challenge	Tim Woolgar	Recruit and deploy young volunteers throughout the Summer Reading Challenge (July-September 2012)	Three volunteer role descriptions have been agreed for the project. For the Summer Reading Challenge 36 young volunteers were appointed, giving 598 hrs in 12 libraries. They helped significantly in the success of the Summer Reading Challenge.	G

APPENDIX 1

Aim 3b: Improve the Council's cultural and leisure offer in addition to sports facilities.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Support communities, voluntary clubs and individuals in the development and planning of sports and physical activities and initiatives to raise the levels of participation and contribute to healthy lifestyles.	John Gledhill	Facilitate the second quarterly meeting of the parent, executive and delivery sub groups.	Second quarter meetings have taken place. An annual Sports Forum is now being planned for delivery through Pro Active Bromley for Quarter 3.	G
Complete the procurement process for the development of a multi-sports hub at Norman Park	John Gledhill	Undertake negotiations with companies to work up a best and final offer from the Potential Contractor.	The procurement process for this scheme has now been completed and a report detailing the outcome is being presented to the Renewal & Recreation Policy Development and Scrutiny Committee on 13 th November.	G
Accommodate and promote the Olympic Torch Relay for London 2012	John Gledhill	Finalise all plans to ensure safe passage of the Torch Relay on Monday 23 rd July 2012.	The Torch Relay processed through the London Borough of Bromley on 23 rd July. Partnership working between the Council, Metropolitan Police and other agencies was successful to ensure safe passage through Bromley, Beckenham and Penge town centres to Crystal Palace Park.	G

APPENDIX 1

<p>Deliver the Bromley Town Centre Festival to promote arts, sports and heritage with funding from the Mayor's Outer London Fund.</p>	<p>John Gledhill</p>	<p>Deliver an event in partnership with ProActive Bromley on the 29th July 2012.</p>	<p>The Bromley Town Centre Festival brought arts, heritage and sports to life in Bromley town centre on 29th July. Members of the public were treated to live entertainment and sport demonstrations across the town centre. Church House Gardens and the Churchill piazza were transformed into a magical Neverland with live performances and craft workshops with local artists Queen's Gardens also hosted cricket, tennis, bowls and football have a-go-activities.</p>	<p>G</p>
<p>Further develop the parks, leisure and sports offer at Crystal Palace Park in line with the Crystal Palace Park Masterplan</p>	<p>Colin Brand</p>	<p>Support the Community Stakeholder Group to submit and Award for All Grant to the Big Lottery Fund by September 2012 to promote participation in the park and its activities.</p>	<p>The Community Stakeholder Group has applied for £10,000 from the Big Lottery to add value to £50,000 of funding applied for and approved by Jobcentre Plus to encourage community participation in the park with three exciting park projects: a new visitor guide that charts the past and the present, and reflects local peoples aspirations for the future of the Park; a mixed-media story-building project that reflects local community lives and their relationship with the Park; and a new community web forum which provides a place for exchange of views. Funding will provide workshops with local schools, people with disabilities, and young people from a wide range of backgrounds. The project is planned to run for a year from mid-January 2013.</p>	<p>G</p>

APPENDIX 1

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

Aim 4b: Provide opportunities for unemployed adults to improve their employment prospects.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Investigate options for and begin delivery of a youth employment scheme for young unemployed residents.	Hannah Jackson	Advertise the project to experienced and proficient employment and skills training providers by the end of July 2012	Following approval from the E&R PDS Committee to procure an experienced and proficient employment and skills training provider to deliver the Youth Employment Project, advertisements were placed on Compete For, the London Work Based Learning Alliance, Indus Delta and bromley.gov.uk at the end of July. 102 expressions of interest were subsequently received, 35 of which submitted a PQQ return.	G
		Issue, receive and analyse Pre-Qualification Questionnaire documents and select between 5-8 organisations to invite to tender by October 2012.	The Pre-Qualification Questionnaires were received in September and Potential Providers were subsequently evaluated based on the information they provided in their PQQ return. The National Apprenticeship Service acted as a critical friend in the evaluation process to assist the panel which was made up of colleagues from across the Council involved in the delivery of employment and skills services. 7 Potential Providers were subsequently invited to tender; with tender returns due at the end of November.	G

APPENDIX 1

Maximise the potential for the Mottingham and Cotmandene shops to provide information, advice and guidance on adult learning and employment support.	Margaret Carr	Deliver a work club in both shops to help 20 people in Quarter 2 into work.	15 people have been supported into work this quarter and 8 people have been supported to enter volunteering or work experience opportunities as part of pre-employment activity. 164 visits have been made to the Work Club in total across the quarter. The Work Club is run by volunteers with the support of the Mottingham and Cotmandene shops.	R
		Continue to host the Citizen's Advice Bureaux on a fortnightly basis.	The Citizen's Advice Bureaux continue to be very busy at Cotmandene Centre with an average of 14 people seen during the weekly morning slot.	G

Aim 4c: Pursue funding opportunities with partners to increase the range of adult learning opportunities delivered in areas of need in the borough				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Apply for Personal and Community Development Learning funding to create adult learning opportunities to support employment.	Margaret Carr	Submit an application to create a programme by September 2012.	Unfortunately, the funding guidance was only issued at the beginning of October; the bid submission deadline is now set for 31st October. An application will therefore be made to fit in with these new timescales. The amount of funding available for this provision is considerably reduced this year.	G

APPENDIX 1

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

Aim 5c: Carry out projects resulting from the Strategic Asset Management and Education Asset Management Reviews

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Refurbishment of the fourth floor of Yeoman House for Community Learning Disabilities Team.	Cathy Pimm	Complete the project within the pre-defined timescales and on budget by September 2012	This project has been delayed. The contract has now been let and a pre-start meeting is taking place during week commencing 29 th October. The start date will be agreed at the pre-start meeting and the building works will take 6 weeks to complete.	R
Adapt and refurbish 118 Widmore Road for respite care provision for community, adding to our portfolio of Council run respite provision.	Simon Goodburn	Complete the project within the pre-defined timescales and on budget.	The project due to complete on 19 th October 2012. The final account is predicted to remain within the authorised construction budget of £758,433.99.	A

Aim 5d: Carry out energy saving projects to reduce the Council's carbon output

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Reduce the Council's energy consumption to reduce send in a market with energy costs increasing. Reduce the carbon output to reduce the amount of carbon paid	Gerry Kelly	Complete the Property Energy Strategy by September 2012.	Work on the strategy had been undertaken by Officers in Quarter 2 and the report document is being put together. However it is not yet finalised and completion is expected in Quarter 3.	A

OUTCOME 6: SUPPLY GOOD QUALITY AFFORDABLE HOUSING THAT BEST MEETS LOCAL STATUTORY AND PRIORITY HOUSING NEEDS

Aim 6a: Deliver a range of affordable housing options that meet local statutory housing needs and help reduce budgetary pressures.

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Allocate housing capital funds	Kerry O'Driscoll	Invite bids from Registered Providers by September 2012 to meet local housing priorities.	<p>Affordable Housing Payment in Lieu In August, a tender process and evaluation criteria were agreed internally and by Care Service Policy Development and Scrutiny Committee on 3rd September and Registered Providers were invited to tender for £896k Payment in Lieu funds. The Committee delegated authority to the Director of Renewal & Recreation to approve allocations subject to the Care Service Portfolio Holder's approval. However, no Registered Providers tendered for these funds. Following further internal discussions with the Council's corporate procurement team, a further internal briefing paper was circulated requesting approval to proceed down a negotiated tender route. Internal approval was granted and the negotiated tender process will take place in Quarter 3.</p> <p>London Borough of Bromley Housing Capital Fund An initial meeting has been arranged early in Quarter 3 with colleagues from the Council's Housing Needs and Residential Services teams to identify projects upon which to spend the £420,000 Housing Capital Fund.</p>	G

APPENDIX 1

<p>Lead negotiations on the affordable housing provision on section 106 applications ensuring that the affordable housing planning obligation reflects local adopted planning policy and local statutory and high priority housing need.</p>	<p>Kerry O'Driscoll</p>	<p>Continue to work towards ensuring that at least 100 new affordable housing units are started on site during 2012/13 and attend all relevant pre-application and planning meetings.</p>	<p>3 new pre-application and 4 new planning applications have been negotiated in Quarter 2. All relevant planning meetings have been attended by a representative from the Housing Development & Strategy Team and written comments were provided as required.</p> <p>A Financial Viability Assessment linked to a new planning application in the Town Centre has been coordinated and led by the team.</p> <p>27 new affordable housing units started on site in Quarter 2.</p>	<p style="text-align: center; font-size: 2em; color: white;">G</p>
<p>Pursue affordable housing funding opportunities available from central government, the Homes and Communities Agency and the Greater London Authority</p>	<p>Kerry O'Driscoll</p>	<p>Meet with the Homes and Communities Agency to identify possible funding opportunities and where possible apply for funding.</p>	<p>A liaison meeting with the Greater London Authority (Homes and Community Agency London) was hosted by the Housing Development & Strategy Team in September 2012. The Housing and Community Agency advised that their forecasting indicated that Regional targets may not be achieved. It was requested that, if Registered Providers could not identify new build supply to take up their London Borough of Bromley allocations that the Borough was notified at the earliest opportunity and that the Housing Community Agency worked with the Council to identify alternative routes for expenditure as opposed to transferring unspent funds to another local authority.</p> <p>The Housing Development and Strategy Team provided support to the Council's Residential Services division to facilitate the commencement of the Housing and Community Agency funded London Borough of Bromley Empty Homes programme.</p>	<p style="text-align: center; font-size: 2em; color: white;">G</p>

APPENDIX 1

Identify a site, capital and delivery model for a new Extra Care Housing Scheme for Bromley	Kerry O'Driscoll	Identify a site for the scheme and advertise for a delivery partner.	The Assistant Director for Commissioning in Education and Care Services has confirmed that whilst a strategic need for a further Extra Care Housing Scheme on the east side of the borough remains, actions to actively identify a site and a delivery partner have been postponed until 2013/14 to allow for delays in the delivery of two new Extra Care Housing sites being delivered in 2012/13 and to enable a review of the overall demand for this housing option in advance of procuring further Extra Care Housing provision.	N/A
Develop a four year Income Strategy and Action Plan that meets budget targets of £245,000	Kerry O'Driscoll	Implement agreed income generating options by the end of Quarter 2.	Implementation of options is ongoing. The key option set out within the Income Strategy has been further developed in consultation with internal support from the Council's corporate Legal, Finance and Planning teams. A benchmarking exercise with other Local Authorities has also been undertaken to support some of the proposed options. In Quarter 3, relevant Directors' views will be sought on developed options and actions to implement the outstanding options will be put in place.	A

Aim 6b:	Develop a Housing Strategy for the London Borough of Bromley.			
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Produce and maintain the new London Borough of Bromley Housing Strategy	Kerry O'Driscoll	Produce a 'key themes' document setting out the proposed format for the new Housing Strategy.	Discussions have begun with Members to establish their views on the nature and content of the forthcoming Housing Strategy.	A

APPENDIX 1

OUTCOME 7: AN EFFECTIVE AND EFFICIENT DEPARTMENT WHICH PROVIDES VALUE FOR MONEY

Aim 7a: A proactive and robust approach to improvement and efficiency in Renewal & Recreation				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Deliver agreed efficiency savings in line with the Council's financial forecast.	Marc Hume	Monitor the implementation of agreed efficiency savings.	The Departmental Finance lead is currently undertaking a review of progress against the agreed savings targets for 2012/13 and 2013/14 in order to ensure that agreed savings are delivered within the appropriate timescales.	G
Evaluate services' value for money and identify efficiency savings for 2014/15	Marc Hume/Colin Brand/Bob McQuillan	Assistant Director's to review service areas by September 2012	The Departmental Management have continued to work up finance options as part of the baseline review work that is currently on going.	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 Directors to investigate new methods of delivery in shared service/outsourcing	Options around future delivery arrangements continue to be explored and will be subject to committee reports at the appropriate time.	G

APPENDIX 1

Aim 7b: Effective external and internal communications				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Quarterly departmental staff meetings	Marc Hume	Hold the second quarterly departmental staff meeting.	Quarterly Departmental staff meetings continue to be held, the next one being scheduled for early December 2012.	G
Provide excellent customer service first time in line with the London Borough of Bromley's 'Getting it right' procedure.	Colin Brand	Deliver the second quarterly report to the Departmental Management Team.	Complaints and Complements continue to be reviewed in line with the Getting it Right procedure.	G

Aim 7c: A motivated staff which is highly skilled to deliver departmental outcomes				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Performance Appraisal Development Scheme (PADS) documents to be set up for individual officers	Colin Brand/Carol Arnfield/Bob McQuillan/Kerry O'Driscoll	All staff to complete the PADS mid year review.	All PADs were completed in accordance with the prescribed process.	G

APPENDIX 1

Aim 7d: Protect and enhance an environment and services that promote health and allow people to lead healthy lifestyles				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Develop and establish ways of working together to embed Public Health in all areas of work	Agnes Marossy	Dr Agnes Marossy to present public health priorities to the Renewal & Recreation staff meeting	A presentation on the relevance of public health priorities in the workplace was delivered at Renewal & Recreation Staff Meeting on 10th July 2012.	G
		Begin consultation with members of staff to consider how public health priorities can be embedded in service areas.	Renewal & Recreation staff made aware of and invited to attend the Public Health & Environment Group and a representative from the department's Housing provision will be joining the group going forward. Work continues with the Planning division on Public Health priorities.	G
	Jenny Whyte	Provide a link to the Joint Strategic Needs Assessment on the Renewal & Recreation teamsite for ease of access	The link was added to Renewal and Recreation teamsite in this quarter to allow departmental staff members to access the document.	G

APPENDIX 1

BUSINESS PLAN UPDATES: NEW WORK UNDERTAKEN IN QUARTER 1 (2012/13)

Aim 7b: Effective external and internal communications				
Action	Milestone(s)	Target(s)	Resources	Lead Officer
To lead and support on the production of a range of communications materials, including news releases to reflect Portfolio priorities and objectives.	To deliver materials in line with the departmental communications plans and strategy.	Ongoing	Existing Renewal & Recreation budgets	Jenny Whyte
To assemble the Renewal & Recreation Improvement and Innovation Team to look at ways of improving internal communications to improve service efficiency	Across the year, to ensure that the Renewal & Recreation teamsite is updated with Departmental Management Team minutes, departmental meetings and agendas, Departmental Management Team annual leave arrangements, ensuring Renewal & Recreation staff circulation lists are kept up to date.	To establish a internal blog for staff to be kept informed of departmental news and updates by December 2012	Existing Renewal & Recreation budgets	Kerry O'Driscoll

Report No.
DRR12/123

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **Renewal & Recreation Portfolio Holder with pre-scrutiny by the Renewal and Recreation PDS Committee**

Date: **Tuesday 13 November 2012**

Decision Type: Non-Urgent Executive Non-Key

Title: **LIBRARY MANAGEMENT SYSTEM – ADJUSTMENTS REQUIRED FOR IMPLEMENTATION**

Contact Officer: Colin Brand, Assistant Director R&R, Divisional Head of Culture
Tel: 0208 313 4107 E-mail: colin.brand@bromley.gov.uk

Chief Officer: Director of Renewal & Recreation

Ward: Borough wide

1. Reason for report

As part of the Shared Service arrangement with Bexley Libraries a new computer system has been procured which will further streamline joint operations and enhance the library service. As part of the transition to a new system a major data cleansing operation is required. This includes updating the stock database by deleting those items that have been damaged, lost or stolen and rationalising some charges for hire of media items. Permission is sought to delete stock items that have been missing for more than 6 years as these will affect the smooth transition to a new system and to revise media charges.

2. **RECOMMENDATION(S)**

The Renewal & Recreation Portfolio Holder is asked to:

- Note the business requirement to cleanse the library database of items outstanding for more than 6 years and to rationalise media hire charges.
- Authorise officers to write off/remove the items of stock that have been missing for over 6 years from the stock database, with an estimated value of £156,084.04 and to create a new simplified charging structure for media items as set out in the table in 3.9.

Corporate Policy

1. Policy Status: Not Applicable Existing Policy New Policy: Further Details
 2. BBB Priority: Children and Young People Excellent Council Quality Environment Safer Bromley Supporting Independence Vibrant, Thriving Town Centres Not Applicable: Further Details
-

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: The impact of the rationalisation of charges on income levels is expected to be minimal.
 3. Budget head/performance centre: Libraries
 4. Total current budget for this head: £4.843m
 5. Source of funding: Existing controllable revenue budget for 2012/13
-

Staff

1. Number of staff (current and additional): 119ftes
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Statutory Requirement Non-Statutory - Government Guidance None: Further Details
 2. Call-in: Applicable Not Applicable: Further Details
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes No Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 Bromley and Bexley have jointly procured a new library computer management system (LMS). The move to a new LMS is beneficial both in terms of the improved service to customers and the greater efficiencies of working it will afford for the Shared Service arrangement in place with Bexley Libraries. In addition it facilitates membership of the London Libraries Consortium (LLC). Bexley and Bromley will bring the number of London library authority members to seventeen when they join in January 2013 giving residents of both boroughs not only access to the stock in both boroughs with one library card, but also access to more than 6 million items from 180 library branches across London. Joining the LLC will also reduce on-going IT costs by £30k per annum.
- 3.2 The current LMS holds the complete stock database and records items of stock that have been damaged, stolen or lost. There is a requirement as part of the preparation for the migration to the new LMS to undertake data cleansing in advance of our transfer. In addition, the London Libraries Consortium does not want out of date information added to the database. In terms of data cleansing, this includes any stock long overdue that will not be recovered.
- 3.3 The Library Service has always sought to recover outstanding charges and non-returned items by a number of means including
- (i) An overdue notifications procedure is in place. Customers receive:
 - One day email overdue notice
 - Written and/or email overdue notice which includes warning of referral to a debt collection agency (DCA), 4 weeks after the items were due for return
 - (ii) A defaulters process has been in place for many years, whereby:
 - Customers who owe over £10 are defaulted immediately and therefore blocked from borrowing anything further until their charges have been paid or reduced
 - Customers who owe over a specified amount are referred to the DCA. The specified amount owed before referral to the DCA currently stands at £20. Of the total number of items and fines outstanding and referred, approximately 40% is recovered. The % rate of recovery, whether outstanding charges or returned items, is much better the more recently the debts are chased.
 - In addition, anyone with outstanding charges in excess of £5.00 is blocked from using the People's Network PCs until the debt is reduced to below £5.00.
 - (iii) In 2008, Bromley Council applied a County Court judgement against 49 customers for non-payment and/or non-return of items. All owed over £120. Although there was some success and payments were received from around 6-7 people, the exercise proved not to be cost effective.
- 3.4 In addition to the need to cleanse the data for transition to a new LMS it is deemed prudent to take this opportunity to write-off or remove the stock items that have been recorded as missing or stolen because attempts to trace and recover have not been successful and any further action is likely to be uneconomical. There is also a statutory limit of 6 years on the right to pursue the recovery of goods or debts in the Limitation Act 1980. These debts are therefore deemed to be not collectible.

- 3.5 In order to maintain the integrity of the database and financial records going forward any items that have been missing for more than 6 years will be removed on an annual basis. Where the total exceeds £5,000 Member permission will be sought.
- 3.6 The amount to be written-off for which Member permission is sought amounts to £156,084.04. The following table illustrates how this figure is made up by year.

Year	Number of items	Value
To 1999	1261	£14,640.21
2000	1744	£20,247.84
2001	1635	£18,982.35
2002	1470	£17,066.70
2003	1448	£16,811.28
2004	1912	£22,198.32
2005	2044	£23,730.84
2006	1930	£22,407.30
TOTAL	13,444	£156,084.84

- 3.7 With over 2,000,000 visits to libraries per annum and 1,702,366 items borrowed, this amounts to an average annual loss rate of just 0.1% over the past 8 years.
- 3.8 There are also some changes to the fees and charges required which cannot wait until the annual review. There are 2 key reasons why these changes will be required:
- The new system (Axiell's Open Galaxy) does not function in exactly the same way as existing systems and a bespoke solution that fits our exact current operational methods would require expensive development work to be undertaken.
 - Bexley and Bromley are joining the London Libraries Consortium, which means the new LMS will be configured to allow customers to use one library card across 17 London boroughs, so some compromise will be needed to ensure our fees and charges fit with the way the system works across multiple authorities.
- 3.9 It is recommended that the changes as laid out in the table below are agreed for implementation in conjunction with the transfer to the new LMS. This is currently expected to take place in January 2013. The impact on customers and income levels is likely to be minimal.

Item	Current Cost	Recommended price from Jan 2013	Annual volumes	Comments
Spoken word loans on cassette & CD	£0.70 - £3.00 depending on category & number of cassettes	£2.50	26,981 in 2011/12 (£16,857)	LMS requires 1 price for this format. Free to residents with disabilities.
Talking Book loans - children's (3 weeks)	£0.28 - £0.38	£0.38	4,616 during 2011/12 (income included above)	LMS requires 1 price for this format. Free to residents with disabilities.
DVD loans	Top title - 2 days £3.15 Standard - 1 week £2.20 DVD feature set - 1 week - £3.50 Special interest DVD 3 weeks - £2.00	Premium £3.25 Standard £2.50 Exempt £2.00	20,149 in 2011/12 (£36,276)	LMS requires 3 prices for this format.
Music Compact Disc loans	£1.30 - £3.00 depending on number of discz	£1.30	17,753 in 2011/12 (£14,167)	LMS requires 1 price for this format. Need to hold price at lowest level as issues have reduced dramatically in this format.

4. POLICY IMPLICATIONS

The Library Service has had a continuing policy of seeking to recover debt and stock but has found in some cases that the cost of recovery outweighs the actual level of debt, particularly where many years have passed.

5. FINANCIAL IMPLICATIONS

- 5.1 The procurement of a new library computer management system has resulted in a reduction in on-going IT costs of £30k per annum. The budget monitoring report highlights that the IT library budget is projected to be £75k overspent and therefore the £30k saving from the new LMS system will reduce this cost pressure from 2013/14.
- 5.2 Before data is transferred to the new system, there is a requirement to cleanse the data. This report is requesting authority to write-off stock items with a value of £156k from the system database in accordance with financial regulations. There is no impact on the revenue account.
- 5.3 This report is also seeking permission to rationalise some charges in order to meet the new system requirements. The simplified charging structure is not expected to generate additional income.
- 5.4 The budget monitoring report also highlights that library income is expected to be £100k below budget. The table below shows the reduction in income for the types of charges in 3.9 above, over the current and previous two years to demonstrate the continued decline in income.

Type of Income	Actual 2010/11 £	Actual 2011/12 £	Projected 2012/13 £
Spoken word/talking books	19,486	16,857	11,420
DVD loans	41,367	36,276	27,580
CD loans	17,796	14,167	7,760

6. LEGAL IMPLICATIONS

These are contained in the main body of the report.

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

Report No.
DRR12/128

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: **Renewal and Recreation Portfolio Holder
For Pre Decision Scrutiny by the Renewal and Recreation
PDS Committee**

Date: **13th November 2012**

Decision Type: Non-Urgent Non-Executive Key

Title: **COTMANDENE AND MOTTINGHAM CENTRES**

Contact Officer: John Gledhill, Head of Cultural Business Development
Tel: 020 8313 4107 E-mail: john.gledhill@bromley.gov.uk

Chief Officer: Marc Hume, Director of Renewal and Recreation

Ward: Borough wide

1. Reason for report

- 1.1 Following the decision by Members at the Executive meeting on 1st February 2012 to savings of £170k in 2013/14 from the Cotmandene Community Resource Centre and Mottingham Community and Learning Shop, this report provides details on a proposed tendering exercise to seek suitable and appropriately qualified organisations to manage, and operate the Centres. The exercise would seek to identify potential organisations that would build upon the current operation at the Centres, and additionally provide further commercial activities and schemes that would support the financial viability of the Centres.
-

2. **RECOMMENDATION(S)**

That the Portfolio Holder agrees that:

- 2.1 **Officers undertake a tender exercise for both Centres for a period of 5 years, noting that a break clause will need be included in the Mottingham Centre as the current lease expires on 5th November 2014.**
- 2.2 **Subject to the Council receiving suitable returns that Members either agree that (a) a special Renewal and Recreation PDS Committee be held in March to consider recommending an award to the Portfolio Holder, or (b) recommend the delegation of the award to the Director of Renewal and Recreation in consultation with the Director of Resources and Portfolio Holder for Renewal and Recreation.**

2.3 If the Council fails to receive any suitable tender returns then the two Centres will close as from 1st April 2013, in line with the Executive decision of 1st February, and subject to the completion of any necessary consultation.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost If the service is outsourced there will be a saving of £127k in 2013/14 and £169k in 2014/15. If the service is not outsourced and the centres close, savings of £165k will be achieved from 2015/16.
 2. Ongoing costs: Recurring cost. Savings of £127k for 2013/14 and £169k from 2014/15 if the centres are outsourced. Savings of £142k for 2013/14, £151k for 2014/15 and £165k from 2015/16.
 3. Budget head/performance centre: Cotmandene and Mottingham Shops
 4. Total current budget for this head: £169k
 5. Source of funding: Existing Revenue Budget 2012/13
-

Staff

1. Number of staff (current and additional): 5 (3.9ftes)
 2. If from existing staff resources, number of staff hours: 28 hours per week
-

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): 15,992
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes.
2. Summary of Ward Councillors comments: Ward Members acknowledge that Members have agreed the budget reductions to the Centres, but raised concerns around their potential closure. Ward Members were keen to examine any ways of mitigating the impact of the budget reductions such as seeking alternative providers, or different delivery models, to try and ensure service continuity.

3. COMMENTARY

- 3.1 Members agreed at the Executive meeting on 1st February 2012 to savings of £170k in 2013/14, noting that the Career Development Group may be minded to take over the running of the two Centres and that if the shops could not be outsourced, that they would close. The Career Development Group have since confirmed that they do not wish to consider running the Centres.
- 3.2 Officers are therefore proposing to undertake a tendering exercise to seek suitable and appropriately qualified organisations to manage, and operate the Centres at no cost to the Council. The proposals would therefore generate savings of between £142k to £169k, depending on which option is taken forward.
- 3.3 The Cotmandene Community Resource Centre (CCRC) and Mottingham Community and Learning Shop (MCLS) (The Centres), currently form part of the Employment and Skills Team within the Renewal and Recreation Directorate of Bromley Council.
- 3.4 The Centres were established in 2002/3 from different teams within the local authority. CCRC was a legacy from the area based regeneration of The Crays, funded through the Single Regeneration Budget which finished in 2004. MCLS was established through support from Bromley Children's Project and Education Services. Both facilities are situated in some of the more deprived parts of the borough and were established with community support and consultation.
- 3.5 In 2010 both Centres came under the Culture, Leisure and Libraries Division within the Renewal and Recreation Department. The Council has provided core funding for The Centres supplemented by earned income and grant funding where available, together with a small Service Level Agreement with the public health service.
- 3.6 The Centres are both located on shopping parades easily accessed by foot by local people who live on neighbouring estates. There is parking on street or in nearby car parks, and they are served by regular bus services from Orpington or Bromley. The nearest train stations are approximately 20 minutes away from each Centre.
- 3.7 The Council owns the CCRC, and should a suitable future operator not be secured the Centre will close and therefore revert back to the Council's Property Section, and be available to be let as a shop unit.
- 3.8 The MCLS is owned by Headstates Limited and leased to the Council for a term of 5 years commencing on 6 November 2009 at a rent of £16k p.a. Should a suitable future operator not be secured the Council would be liable to pay both the rent and the rates due from 1st April 2013 to 5th November 2014, which is around £37.3k. In tendering the Mottingham Centre, there will need to be a break clause within any agreement as the operator may not be able to extend the current tenancy agreement from the 6th November 2014, meaning they would need to either identify other suitable premises, or cease operating.

Attendances

- 3.9 The current attendances at the Centres are detailed below:

Cotmandene	11,532
Mottingham	<u>4,460</u>
Total	<u>15,992</u>

A breakdown of the advice received is as follows*

Education	3%
Employment	5%
External agencies	8%
Health	7%
Housing	7%
Pension and benefits	9%
Support Services	17%

The remaining visits are made up with course bookings and people receiving general information and help.

* Cotmandene Centre only

Staffing

- 3.10 There are 5 permanent staff (equivalent to 3.9ftes) who oversee the two Centres operationally, managing the buildings, staff, programming, and partnership activity. The staff deliver most of the front-facing Information and Guidance and the day to day running of the Centres. Each member of staff currently works 28 hrs per week. The total staffing costs for both Centres is £124k.
- 3.11 The estimated total redundancy costs for the above staff should a suitable operator not be identified through the tender process is £15.5k

Process

- 3.12 Officers are seeking approval for the Council to undertake a tendering process to identify a suitably experienced organisation to manage and operate the Centres at nil cost. The process would look to identify organisations that have a successful and established record of delivering employment support, and Information and Guidance (IAG) on learning and well-being, including to those who are socially excluded or at risk of becoming so.
- 3.13 The Council is seeking an organisation that would build upon the current operation, whilst additionally providing further commercial activities and schemes that would support the financial viability of the Centres. The Council acknowledges that there needs to be a balance between the Centres providing free information and advice to people, and the need for the Centres to generate sufficient income from commercial activities to enable the Centres to be financially viable.

Procurement Timetable

- 3.14 The proposed timetable for the tendering exercise is detailed below:

Report to R and R PDS Committee	13 Nov 2012
Advertisement in press – sent out	14 Nov
Advertisement appears in press	w/c 19Nov
Expressions of interest received and PQQs dispatched	w/c 3 Dec
PQQ returns	w/c 10 Dec
PQQ Assessment and approval of short list of partner companies	w/c 14 Jan 2013
Full documents issued	w/c 14 Jan
Briefing of potential organisations and visits to site	w/c 21 Jan

Scheme proposals returned by organisations	w/c 4 Feb
Evaluation of scheme proposals and select organisations for interview	w/c 11 Feb
Interviews	w/c 18 Feb
Selection of preferred organisation	25 Feb
Report to special R and R Committee in March 2013, or Director of R and R and Director of Resources are recommended to make an award.	Mid March
Award of contract	Mid March
Start of Contract	1 st July

4. FINANCIAL IMPLICATIONS

- 4.1 At the Executive meeting of 1st February 2012, Members agreed to savings of £170k from the two centres with effect from April 2013.
- 4.2 Should the tendering exercise be successful, the centres will be outsourced at nil cost with a potential part year saving of £127k in 2013/14 and a full year saving of £169k from April 2014. This allows up to 3 months for the contractor to set up the operation following the award of contract during March 2013. Officers will have to identify alternative savings of £43k in order to balance the budget.
- 4.3 Should the tendering exercise be unsuccessful, the closure of the centres will result in savings of £142k in 2013/14, £151k in 2014/15 and £165k in 2015/16. The part year saving is due to the fact that the Council will continue to be liable for the rental and business rates for the MCLS until the end of the lease agreement on 5th November 2014. Business rates will continue to be paid for the CCRC until such time as a new tenant is found or the property is sold. Officers will have to identify alternative savings of £28k in 2013/14 followed by £19k in 2014/15 and £5k in 2015/16.
- 4.4 Should redundancy costs of £15.5k become payable, they will be funded from the central contingency provision set aside for redundancy/early retirement costs arising from the budget efficiency savings approved by the Council in February 2011.

5. LEGAL IMPLICATIONS

- 5.1 The Council believes TUPE may apply should suitable organisations be identified to operate a similar service in future. Details of the existing staff will need to be provided as part of the proposed tendering exercise. However the staff are not obliged to transfer to any new operator if they do not wish to do so
- 5.2 Given the fact the Council is not intending to make any capital or revenue payment to the operator it is proposed that an SLA be set up setting out the core objectives and responsibilities of the operator and the right of the Council to terminate the arrangements if these are not being fulfilled.

6. PERSONNEL IMPLICATIONS

- 6.1 Formal consultation in line with the Council's procedures for managing change is taking place with staff, Trade Unions, the Staff Side Secretary, and Departmental Representatives on the proposal to seek suitable and appropriately qualified organisations to manage, and operate the centres. The outcomes of this consultation will be reported to Members at the Renewal and Recreation Committee PDS in February 2013.

- 6.2 Should an alternative provider be identified to manage the centres and similar work is undertaken by the provider then the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) would apply to the 5 London Borough of Bromley employees currently engaged to provide the service. In this event the Council would commence consultation with staff, their representatives and the selected external provider to ensure that they are fully informed and consulted on the decision to transfer the undertaking and on the implications for their employment including any measures that the external provider might consider in relation to this transfer.
- 6.3 Any staffing implications arising from this report will need to be carefully planned for and managed in accordance with the policies and procedures and with due regard for the existing framework of employment law.

Non-Applicable Sections:	Policy Implications
Background Documents: (Access via Contact Officer) Report to Executive.	Executive Meeting 1 February 2012 Section 4.9, and Appendix 5c

This page is left intentionally blank

Report No.
RES12176

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **Renewal and Recreation Portfolio Holder**
For Pre-Decision Scrutiny by the Renewal and Recreation Policy Development and Scrutiny Committee

Date: **13 November 2012**

Decision Type: Non-Urgent Executive Non-Key

Title: **PROVISIONS TO ENCOURAGE USE OF LOCAL/SME SERVICE PROVIDERS IN BROMLEY**

Contact Officer: Dave Starling, Head of Corporate Procurement
E-mail: dave.starling@bromley.gov.uk
Tel: 020 8313 4639

Chief Officer: Peter Turner

Ward: All

1. Reason for report

To further encourage, where possible, the use of Local Small, Medium Enterprises (SME's) located within the London Borough of Bromley, for requirements placed when obtaining competitive quotations.

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to agree that the Council adopts the use of the attached protocol on the inclusion of local Small & Medium Sized Enterprises (SME's) contractors when sourcing and selecting those organisations included to provide quotations to the Council for works, services and supplies, where the estimated value is less than £50K.

Corporate Policy

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

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre:
 4. Total current budget for this head: £
 5. Source of funding: No additional cost to existing budgets
-

Staff

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

Legal

1. Legal Requirement: Non-Statutory - Government Guidance
 2. Call-in: Applicable
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The Council's Corporate Procurement Strategy, a summary of which is included at Appendix A to this report, provides for the adoption of arrangements which aim **"to promote and stimulate the local economy,"** being based on a locus to realise economic, social and environmental benefits for the community through its contracting activity.
- 3.2 In support of its work to encourage the use of local SME's, when appropriate, and to encourage economic development and regeneration within the Local Authority area the Council maintains links with a number of organisations, such as the South East London Chamber of Commerce and Federation of Small Businesses, with whom it works to develop processes and arrangements to achieve the above aims. This initiative further develops the Council's contracting arrangements in this area of activity and is informed from discussions with these groups.
- 3.3 The Council also retains a business directory service (managed on behalf of the Council by Burrows Communications Ltd) as part of its business support activity, the Directory being hosted on the "Business" area of "Bromley Knowledge". Burrows makes no additional charge for businesses to register on the Directory which provides for a reasonably large coverage of over 3500 businesses located in the Council area. It is proposed that this is used as the primary source of information for use in the operation of this protocol.
- 3.4 However, while this is a useful source of information it may not necessarily provide for all services and activities which could need to be accessed. For this reason it is proposed that other sources of local businesses information are included to enable different services needs to be covered or to add to information obtained from the primary source. A number are listed in the protocol and these may be further developed and supplemented by service based lists (based on a "Bromley" trading presence) as necessary and appropriate.
- 3.5 Within the Council's Contract Procedure Rules, provision is made to "...Support local business to the maximum extent permitted by law and the duty to demonstrate value for money" (CPR 1.1). Differentiation is also made between more complex arrangements, where a more formal tender process is required and those where written quotations are likely to suffice (CPR 8.1/8.5). In part this differentiation is provided in order not to deter small and medium enterprises (who are also more likely to be local providers) from submitting quotations because they perceive the process as being over complicated. Currently this split, between the need for placement by quotation or tender, takes place at £50k for the main areas of activity with requirements below this value only requiring 3 written quotations (one quotation confirmed in writing if valued below £5k). Similar provision at £30k is made in the case of Consultancy arrangements identified in CPR8.5
- 3.6 As a result, officers placing requirements below £50k in value (and above £30k for Consultants), have some flexibility around which organisations they seek quotations from and there is an opportunity to further target this spend, in the ways described, in support of the matters identified above. It is also envisaged that where single quotations are being sought at de minimus levels, those placing these arrangements should actively consider the "Local Rules" protocol in their placement.

4. FINANCIAL IMPLICATIONS

The proposals make use of existing arrangements and resources and, as a result, should not have any financial dis-benefits.

5. LEGAL IMPLICATIONS

- The procedures described above will constitute a form of Approved List pursuant to CPR 7.2 and provide a suitable and proportionate measure of competition and should be seen in the context of a variety of other steps which can be legally taken to maximise opportunities for local businesses:
- approach a single supplier for purchases up to the value of £5k providing the purchasing officer can demonstrate that this delivers good value;
- Make maximum use of Corporate Contracts wherever possible;
- Use the Bromley Procurement Card to procure low value goods through local outlets.
- As part of the sourcing strategy the Council can consider:
 - Using contract packaging to break down larger contracts to match SME (Small and medium sized enterprises) and Social Enterprise capacity –though this must be done to achieve better value rather than avoid EU thresholds;
 - Ring-fencing a share of the requirement as a pilot contract for local or Social Enterprise supply;
 - Encouraging collaboration between local SME’s and Social Enterprises to compete for larger contracts;
 - Encouraging larger suppliers to sub-contract to local SME’s and Social Enterprises;
 - Work with individual suppliers to develop a local supply chain and employment opportunities to deliver a better service after awarding a contract;
 - Including social, as well as environmental, benefits into larger contracts (eg seeking the provision of apprenticeships);
 - Holding supplier briefings prior to issuing Invitations to Tender to explore innovation and ensure that specifications are deliverable by the marketplace;
 - Including a requirement for bidders to submit optional, priced proposals for the delivery of community benefits, as long as they are relevant to the contract and the Sustainable Procurement Policy.

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

Outline of Corporate Procurement Strategy and Function

The Strategy – Summary Document

1. To seek, through the adoption and communication of procurement best practice, efficiency and cost savings (in support of the Council's financial imperatives) while maintaining quality service provision.
2. **To promote and stimulate the local economy.**
3. To develop effective systems and arrangements which minimise the staff and management resources used in procurement activity.
4. **To ensure the Council's buying power, in collaboration with other partner organisations, is used to promote its wider objectives in a sustainable manner.**
5. To support change and the management of any associated risks resulting.
6. To ensure fairness, transparency and probity in the way the Council completes its procurement activity costs.

h

Local Rules - OK

Purpose

“**Local Rules - OK**” is a Procurement Protocol to encourage the increased use of “Local Trading Organisations”* when seeking competitive quotations. Its use is directed at spend, properly incurred (see **CPR 8**), when seeking competitive quotations for purchases with an estimated value between **£5K** and **£50K (£30k - £100k for Consultants)**. Officers are also encouraged to source locally below these levels in appropriate circumstances.

(* For the purpose of this Protocol a “Local Trading Organisation” is one which is an organisation or company with a business address within the Borough - this being the address to which an order is sent, even if they have a Head Office or other addresses outside of the Borough)

The Council’s **Contract Procedure Rules (CPR)**, which can be viewed via the **Managers Tool kit** on “**onebromley**”, set out the authority’s requirements around competitive tendering and the receipt of quotations for certain value bands of activity. As is the norm, while these requirements are by necessity more demanding as the value and complexity of the contracting arrangement increases, they also provide for a more “relaxed” approach where requirements are estimated to be below the value levels indicated.

The Council endorses the use of “Whole Life Costing” in the way it values its contracting arrangements and this includes the consideration of “Sustainable Procurement” matters which it defines as “...a process whereby an organisation meets their needs for goods, services works and utilities in such a way that achieves Value For Money on a Whole Life Basis in terms of generating benefits, not only for the organisation, but also society and the economy, while minimising damage to the environment. It also provides for the specific consideration of Local Business needs and sustainability at **CPR1.1**

While care must be taken not to disaggregate spend in a way which does not represent Value for Money or might be viewed as being non compliant with legislative requirements, there is still opportunity to legitimately direct spend towards SME/local businesses and the benefits this can provide for the local economy and community. However, the arrangements identified are also intended to be driven by the business needs of the service (and for that reason are not being made mandatory) as there will be occasions when, because of specific requirements, it is not possible to nominate or use a local provider. Where problems of this type are identified the matter should be discussed with the Head of Procurement to see if a local arrangement can be developed in line with the protocols aims and objectives,

Within the context of the above officers are required to consider the nomination of **one Local Provider** at least when they are undertaking a competitive Request for Quotation process. Remember that by using a local company the Council (through you) is actively investing in its community. Spending locally boosts the local economy creating more local business opportunities and more jobs.

How

Contract Procedural Rule 8 (and more specifically **CPR8.1** – Purchases Valued between £5k up to £50k and **CPR8.5** – The Appointment of Consultants – commissions placed between £30k and £100k); provide for the circumstances under which officers can properly seek 3 written quotations for the works, goods or services required. **But Note** other requirements of **CPR’s** will still apply and are not set aside by the operation of this Protocol.

When seeking the required quotations at least one (and more if appropriate) from those whose businesses are based in LB Bromley area, should be included amongst those from whom quotations are requested. The Council's preferred source for this selection process is the Bromley Business Directory (maintained by Burrows Communications Ltd) – which is specifically compiled for the Council and is included in the details provided on the "Business" area of the Bromley internet site.

(The Bromley Burrows Directory is compiled on behalf of and paid for by LB Bromley to help with its business support arrangements. It contains the names and contact details for over 3,500 local businesses. As a free to register service, it is intended this will also be where local businesses seeking business opportunities for non-tendered work will be directed and able to register on it if they wish).

However, it is also likely that there will be areas of activity not covered, or not covered in sufficient depth to meet our requirements. To this end provision is also made to utilise other commercial directories for this area (which are able to be searched by post code), together with directory's held by Local and Sub Regional Business interest Groups such as the Local Chamber of Commerce and the South East London Federation of Small Businesses. These may also be used to source or supplement lists as necessary as required – although remember in the case of the last two these are based on membership of the organisations included.

There are some Council business areas, such as Social Care (who already maintain a list of Care Providers) who may utilise their existing lists to achieve the required outcome – where operational considerations allow, these requirements should also be considered in the operation of any "Approved Lists" held under **CPR 7**.

Included below are the web addresses and details of the Trade Directories identified above and held by third parties and from which it is possible to identify Bromley (Council Area) based suppliers. These are also accessible via the Procurement Tool Kit on OneBromley.

Directory links

www.burrows.co.uk/bromley

<http://www.yell.com>

<http://www.thomsonlocal.com>

<http://www.selondonchamber.org/directory.php>

<http://www.fsbonline.co.uk/>

A list of Bromley borough post codes:

BR1, BR2, BR3, BR4, BR5, BR6, BR7, TN16 3 only, SE9 4 only, SE19 1 only and all SE20 codes

For further information on this subject, including a view of the categories of work covered by each list, contact the Corporate Procurement Group or view additional information contained in the Managers Toolkit at <http://onebromley/HDol/ManKit/Pages/Home.aspx>

This Procurement Practice Note should not be read in isolation from the other requirements stated and identified in the Council's Contract Procedure Rules and the over arching actions it describes to provide for fair, transparent and legal arrangements in the placement of contracts for Works , Goods and Services.

This page is left intentionally blank

Report No.
DRR12/129

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Renewal and Recreation Portfolio Holder for Pre-decision Scrutiny by the Renewal and Recreation PDS Committee

Date: 13 November 2012

Decision Type: Non-Urgent Executive Non-Key

Title: TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE

Contact Officer: Kevin Munnely, Head of Renewal
Tel: 020 8313 4519 E-mail: kevin.munnely@bromley.gov.uk

Chief Officer: Marc Hume, Director Renewal & Recreation

Ward: All Wards

1. Reason for report

1.1 To update Members of progress on delivering the Town Centres Development Programme.

2. **RECOMMENDATION(S)**

The Renewal and Recreation PDS Committee and Portfolio Holder are asked to note this report.

Corporate Policy

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

Financial

1. Cost of proposal: £ None for the purposes of this report
 2. Ongoing costs: Non-Recurring Cost:
 3. Budget head/performance centre: Renewal
 4. Total current budget for this head £219k and £6.667m
 5. Source of funding: Local Public Sector Agreement Reward Grant (LPSA), earmarked reserve for Town Centre Development and capital programme
-

Staff

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

Legal

1. Legal Requirement: Non-Statutory - Government Guidance:
 2. Call-in: Applicable:
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Development Programme

3.1 Attached as **Appendix 1** is an update on the progress that has been made in delivering each of the individual projects that make up the Development Programme. Members are asked to note the following key milestones that have been achieved since the last update report to the R&R PDS.

- Members at the Executive meeting on 24th October 2012 agreed, following the successful conclusion of the Pre-Qualification stage of the procurement process, to invite **Muse Developments, Barratt Developments and Kier Property** to proceed to the next stage of the selection process and submit outline proposals. The three bidding companies are nationally recognised developers and all three companies are capable of addressing the necessary design and development, financing and funding requirements to undertake a scheme of the scale and nature of Churchill Place.
- Bromley North Station (Site A): A pre-feasibility report was received by the Council on the 10th September setting out 3 main options for extending DLR (Map attached as Appendix 2).

Option 1: Bromley North via Catford & Downham

Option 2: Bromley North via Catford, Whitefoot Lane & Grove Park

Option 3: Bromley North via Hither Green & Grove Park

The report is current being considered by the Council and a report is being prepared for the appropriate Committee.

- Orpington Public Realm. The block paving initially installed in carriageway areas of the High Street in July 2010 has deteriorated due to the high volume of buses using this route, with paving in a number of areas become loose or dislodged. The Council's term contractor Conway's are currently working with the material supplier on an appropriate solution. Given that that the area where the failure has occurred is a high amenity area the Council will be demanding that a high quality granite, such as proposed in Bromley North Village, is considered.

Churchill Place (Site G)

3.2 The formal Notice commencing the procurement process was published in the Official Journal of the European Union on 2nd July 2012. This stated that the London Borough of Bromley would be undertaking a competitive partner selection through a negotiated procedure under the Public Contracts Regulations 2006. The first stage in that process is the Pre-Qualification Questionnaire (PQQ). This PQQ stage seeks high level information from prospective bidders on their technical capacity and the financial and economic strengths of their organisations. This stage is intended to make sure that potential bidders have the necessary capabilities and is designed to filter out those organisations that fail this high level assessment. The PQQ stage is not intended to assess scheme concepts or precise development costs, including any potential Council financial involvement. These issues are dealt with in further stages of the procurement process.

3.3 The proposed procurement timetable is set out below. This is intended as a guide only and the Council can vary the timetable if it chooses to.

Advert Published	w/c 2 nd July 2012
Cut-off date for questions	31 st August 2012
Deadline for PQQ returns	7 th September 2012 (12:00 noon)
Long list Notification and Invitation to Submit Outline Proposals Issued	October 2012
ISOP Submission	November 2012
Shortlist notification and Invitation to Submit Detailed Proposals Issued	January 2013
ISDP Submission	February 2013
Executive Approval of Development Partner	April 2013

3.4 In response to the publication of the Notice the Council received substantial interest in this opportunity and 68 technical packs were issued to interested parties before the submission deadline. It is the intention to proceed with the three selected bidders and examine options to merge the outline and detailed proposal stages of the procurement process. This would result in a saving in resources for the potential bidders, maintain competitive tension in the process and potentially allow for the earlier selection of a preferred development partner. To facilitate this there is a requirement to seek a clarification meeting with each of the selected developers to explore in more detail their appetite to be the Council's preferred development partner and undertake the Churchill Place scheme. Outside of the issues identified above in the individual assessments, there are other more detailed discussions required with each of the developers to understand their proposed approach to:-

- Fully understand the willingness by each of the three developers to make available the necessary finance and professional resources required to complete the competitive selection process and work up a detailed master plan and enter into the necessary agreements required to progress these important scheme proposals. These costs would normally be met by a developer from its own resources, although it is not unusual for developers to look to their public sector partners to provide some level of cost indemnity. LSH advise that there are a number of development schemes being undertaken across the country where the private sector is working closely with the public sector to share some of the costs associated with these significant upfront costs. The Council will need to verify how its preferred development partner will approach these significant initial works and substantial pre-development costs.
- The question of resources also needs to extend to the Council satisfying itself that the developer's pre-qualification submission is supported at the highest management level. Churchill Place is a complex scheme and the Council will need to be satisfied that it has a committed partner.
- It will be crucial to understand how each of the developers has anticipated the Council involvement in supporting the development process, in terms of making available affordable finance and/or development funding. It is important that the Council commits to proceed with a prospective partner with reasonable and realistic expectations. It would be prudent to establish that each of the developers is going to impose acceptable financial requirements on the Council.
- Churchill Place has both a substantial commercial and residential content. This might suggest that the Council's preferred development partner will require both commercial and residential funding partners. This again needs to be discussed in more detail.

- The Council will also use this opportunity to consider how the marketing process can be shortened to secure a development partner as soon as possible. This will also have a bearing on the budgets which each of the developers will have to make available. Whilst the Council should assume that developers will welcome a shortened tender process, developers will want to be assured that any change to the tender will not compromise the integrity of the process itself.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

- 5.1 In May 2012 Executive agreed that additional funding of £150k be set aside from uncommitted LPSA/LAA reward grant monies to fund specialist legal and development advice. This was required to support the appointment of a preferred development partner and bring to a conclusion a development agreement for Site G. This funding was combined with the balance of £83k remaining from the Town Centre Development Programme, to provide a total budget of £233k. To date £14k has been spent, leaving an uncommitted balance of £219k to fund specialist advice for the remaining part of the procurement process. When procuring the necessary specialist advice/consultancy services, Officers will ensure that Contract Procedure rule 8.5 is adhered to or the mandatory waivers obtained.
- 5.2 The replacement of the block paving with high quality granite in Orpington High Street is not expected to incur additional costs for the Council. It will be covered by the existing capital scheme resources.
- 5.3 The capital programme has £6.667m set aside for Bromley Town Centre developments funded by capital receipts, TfL monies, Outer London Fund resources and contributions from partner organisations and businesses.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	DLR Pre-feasibility Report extract

This page is left intentionally blank

Appendix 1 - Town Centres Individual Site Updates – November 2012

Site	Lead Officer	Background	Position Statement
<u>Bromley</u>			
Site A: Bromley North	Network Rail The Council Linden Homes Lead: KM	<p>The Council has received the judgement with regards the Statutory Challenge to Policy OSA. An Order was issued that quashes Policy OSA in its entirety. It requires the Council to prepare, publish, consult upon and promote a new policy for the OSA site.</p> <p>It is proposed that this be dealt with in the forthcoming Local Plan, as it is at an appropriate stage of development.</p>	<p>Position</p> <p>Letters have been prepared to be issued to all parties who made representations on Opportunity Site A during the Area Action Plan development. Their views on what should be considered an appropriate land use mix will be sought.</p> <p>Bromley North Station (Site A). A pre-feasibility report was received by the Council on the 10th September setting out 3 main options for extending DLR.</p> <p>Option 1: Bromley North via Catford & Downham Option 2: Bromley North via Catford, Whitefoot Lane & Grove Park Option 3: Bromley North via Hither Green & Grove Park</p> <p>The report is current being considered by the Council and a report is being prepared for the appropriate Committee.</p>

<p>Site B: Tweedy Rd</p>	<p>The Council</p> <p>Lead: KM /HH</p>	<p>The AAP states that the site could accommodate a scheme for around 70 residential units.</p> <p>One option being examined is a short term car park use, to meet a drop in overall capacity whilst the Hill MSCP is refurbished and Westmoreland MSCP is redeveloped.</p> <p>Further work undertaken concerning a temporary parking option for the site (approx 100 spaces) is underway. The traffic model is now available to assess the impact of any future use on the A21.</p>	<p>Position</p> <p>The Strategic Asset Management Group (SAM) have recommended that further designs and costs associated with a temporary car park should be investigated by officers.</p> <p>Timescale: Officers from the Environmental Services department are undertaking a traffic modelling assessment and will arrange the follow up meeting with TfL Highways. Following these discussions a report will be taken to the Strategic Asset Management (SAM) Group with a detailed proposal for the site.</p>
<p>Site C: Town Halls</p>	<p>The Council</p> <p>Lead: HH</p>	<p>Site allocated for mixed use development comprising Hotel and/or offices.</p> <p>Cathedral Group and The Land Group granted 6 month exclusivity agreement.</p>	<p>Position</p> <p>Cathedral have developed their proposals for the Town Hall in accordance with the requirements of the Exclusivity Agreement.</p> <p>A meeting took place between the Council, English Heritage and Cathedral on 27th Sept which confirmed that the current scheme design is acceptable before submission to the Council for approval.</p> <p>Timescale: A report will be taken to Executive in early 2013.</p>
<p>Site F: Civic Centre</p>	<p>The Council</p> <p>Lead: HH</p>	<p>Following a review of the options, it has been agreed that in the short term, up to 2015, the Council will concentrate on meeting its accommodation needs through the more efficient use of the campus site, undertaking limited investment in maintenance.</p> <p>The refurbishment of the North Block is now</p>	<p>Position</p> <p>The Members' Strategic Asset Management (SAM) Group has recommended that officers should examine options for the demolition of the Joseph Lancaster and Anne Springman buildings and the provision of temporary car parking on the site. A report on parking in the town centre was considered by The Executive on 23rd May 2012. Members agreed to a first phase of works to provide additional spaces. These cleared sites are in the second phase of</p>

		substantially complete with ICT cabling currently being completed.	<p>proposals. Members agreed should be retained in case its use for parking is required to support the town centre.</p> <p>Timescale: The need for this site for parking will be reviewed following the implementation of the Phase 1 works to provide additional parking.</p>
Site G: West of High street	<p>Various</p> <p>Lead: KM</p>	<p>Major site in the AAP, allocated for mixed use development incorporating residential, retail and community and health facilities.</p> <p>AAP Inspector recommended that a Masterplan should be prepared for the site and adopted by the Council as supplementary planning guidance.</p>	<p>Position</p> <p>Members at the Executive meeting on 24th October 2012 agreed, following the successful conclusion of the Pre-Qualification stage of the procurement process, to invite Muse Developments, Barratt Developments and Kier Property to proceed to the next stage of the selection process and submit outline proposals. The three bidding companies are nationally recognised developers and all three companies are capable of addressing the necessary design and development, financing and funding requirements to undertake a scheme of the scale and nature of Churchill Place.</p> <p>October 2012</p> <p>Long list to be confirmed and issued with an ISOP on 26th October 2012.</p> <p>November 2012</p> <p>Reponses to ISOP to be returned by 23 November 2012</p> <p>January 2013</p> <p>Shortlist to be agreed and parties issued with Development Brief on 11th January 2013</p> <p>February 2013</p> <p>Parties to submit their detailed proposals in response to the Development Brief on 15th February 2013.</p> <p>March 2013</p> <p>Interviews and presentations in week commencing 18th March 2013</p>

			<p>April 2012 Confirmation of preferred developer in week commencing 8th April 2013.</p>
<p>Site J: Bromley South</p>	<p>Network Rail Lead: KM</p>	<p>Network Rail is improving the station, in particular; access. Improvements will cover drop off facilities, disabled access, internal layout, repairs and refurbishment of the building.</p>	<p>Position</p> <p>Timescale: Lifts have been operational since early September and the new ticket office and entrance hall is due to be complete by the end of November 2012.</p> <p>Work is also progressing on establishing a permanent kiss and drop off point on the Waitrose access road.</p>
<p>Site K: Westmoreland Road car park</p>	<p>The Council Lead: HH</p>	<p>Mixed use development site comprising cinema, A3/4/5 uses, residential, hotel and re-provision of public car parking. Cathedral Group selected as the Council's development partner in December 2008 after a competitive process. The proposal includes a multi-screen cinema, 200 residential units, 130 bedroom hotel, restaurants and cafes, plus associated parking and public realm enhancements.</p>	<p>Position</p> <p>Planning permission for the scheme was granted in March 2011. Cathedral are considering some changes to the proposed basement car parking provision although the number of spaces will be unchanged.</p> <p>Work on the demolition of the Car Park is due to commence in January 2013</p> <p>A comprehensive publicity campaign is being drafted by the Press Office deal with the parking issues arising from the closure and this will be discussed with local ward members.</p>
<p>Site L: Former DHSS</p>	<p>Land Securities /Trillium Bromley Christian Centre.</p>	<p>The AAP Policy seeks a comprehensive redevelopment of the Crown Buildings and the adjacent Bromley Christian Centre Site. The Policy seeks a mixed use scheme including hotel, residential and replacement of office floorspace.</p>	<p>Position</p> <p>Telereal Trillium, the owners of the Crown Buildings have submitted a planning application for a mixed use scheme consisting of a hotel and residential units (on their site only) in September 2012.</p>

	Lead: KM		Timescale: This application is not in conformity with the AAP policy for this site. It is due to be considered in the November planning application cycle.
Site M: Queens Gardens	The Council Lead BMQ	The AAP allocates possible additional cafes and restaurants around the edge of the gardens, provided there is no loss of any green space.	Position A Town Green application has been submitted to cover the area covered by the AAP policy. This has been objected to by Capital Shopping Centres. The Council have instructed a counsel opinion on the validity of the claim before reporting the findings and recommendations to the Development Control Committee early in 2013.
Site P: Sainsbury's	Lead: KM	The AAP acknowledges that the existing store performs an important retail function but does not meet the future business demands of the operator. The Policy encourages the replacement or extension of the current store subject to environmental and heritage considerations.	Position Sainsbury's and their design team have considered numerous options for the redesign of their store on the current site. Due to site limitations they have concluded that they are unlikely to be able to meet their future growth requirements from either an extension or on-site redevelopment. They are currently examining alternative redevelopment options within the framework of the AAP, including an option to relocate onto Opportunity Site F. This would then allow the redevelopment of their current site in Bromley North Village for a mixed use scheme Timescale: Sainsbury's are due to report to the Council on their initial redevelopment thoughts in early November 2012.
Bromley North Village	Lead: KM	In support of transformational public realm improvements an Area Based bid to the Transport for London, as part of the Mayor's 'Great Spaces' initiative, has been successful in providing access to £300k for detailed design work. A further allocation of £3m has	Position Bromley North Village (BNV) has completed its outline design, which was approved by R&R PDS Committee. The designs are now going through the detailed design phase whereby traffic and engineering details are added and final estimates calculated. It is normal during

		<p>been made available by TfL subject to the Council meeting a number of design gateways.</p> <p>£1.5m has been allocated in the Council's Capital Programme 2012/13 in support of this project.</p>	<p>this process for small changes to the design to be made. This process is expected to be completed in October 2012. Following this the drawings together with a business case will be sent to TfL to secure the funding. It is expected that TfL will inform us of their decision by the end of 2012 and assuming no changes are required.</p> <p>Implementation could start in January 2013 with the placing of material orders and decluttering, with the main capital works commencing in April 2013. This should take between 12 and 18 months depending upon business owners' preference over the level and length of time disruption will occur during construction.</p>
Orpington			
Orpington Town Centre	Lead : KM	<p>There are 2 key opportunity sites.– The Job Centre and Police Training facility, which are currently available for redevelopment. Working is progressing to agree a consensus with land owners/interested parties over future development options, which would ultimately inform a planning brief for the whole of the Walnuts site. The Council as the Local Planning Authority is best placed to co-ordinate and lead on this work.</p>	<p>Position</p> <p>The new consortium is seeking to implement a comprehensive improvement programme for the Walnut Shopping Centre which will see the old Job Centre redeveloped for additional retail floorspace and a cinema. Planning consent for this redevelopment was approved by the Development Control Committee on 20th September 2012.</p>
Beckenham			
Public Realm Improvements	Lead: KM	<p>The Draft Local Implementation Plan (LIP), submitted to TfL in December 2010, indicates that, following the implementation of the Bromley North Village project, the Council envisages that Beckenham town centre would potentially be the subject of a future Major Schemes bid.</p>	<p>Position</p> <p>Work has been completed on the development of the public realm concept design for Beckenham town centre. This has formed the basis of a bid of a Step 1 bid which was submitted to Transport for London Area Based Programme on 7th Sept 12.</p>







		This is supported by the inclusion in the LIP of an indicative sum of £150k of TfL funding for scheme development in 2013/14.	Initial feedback on the bid is due in mid November 2012.
Penge			
Penge Renewal Strategy	Lead: Colin Brand	Renewal Strategy has been published.	Position A new site for a new Library which would allow the re-organisation of service delivery in this part of the Borough has been identified. Work is now ongoing to secure an acceptable lease and fit out programme. Timescale: Ongoing
Office and Employment Floorspace.			
Office Floorspace	Lead Various	<p>The AAP makes provision for 7,000 sq metres of additional office floorspace in the Plan period. This was allocated on Opportunity Site A (2,000) and Opportunity Site C (5,000).</p> <p>Given the revised policy position for Site A and the possibility that Site C could be redeveloped as a hotel, there is a concern that there could be insufficient provision made for future office employment growth in the town.</p> <p>DTZ have been commissioned to produce a Retail, Office, Industry and Leisure Study, which will inform the production of policy options for the Local Plan consultation which will commence in September 2012. These options will examine the future supply and demand for employment floorspace and current and future designation of employment sites.</p>	<p>In conjunction with local property agents work has commenced on gathering both quantitative and qualitative information on the office stock in Bromley Town Centre. This will allow further analysis of the future supply and demand for office floorspace both in town centres and in other potential employment locations such as Biggin Hill.</p> <p>It is intended that the results of this analysis could be used to develop a potential financial incentive package, targeted at bringing back redundant office into use, for which funding could be sought from the Mayor's Growth Fund.</p> <p>Officers are considering the content of the London Office Policy Review 2012 recently published by the GLA. The LOPR 12 concludes that Bromley is unlikely to retain its position as a significant office centre and the report calls for a more pragmatic policy approach to be adopted. The reports suggests down grading Bromley as a speculative office location to a lesser designation that would see some office provision promoted as part of wider residential or residential and retail/leisure mixed use development. This would be likely to entail long-term net loss of overall office stock, partial renewal on the more commercially attractive sites and managed change of use of provision on less attractive sites.</p>

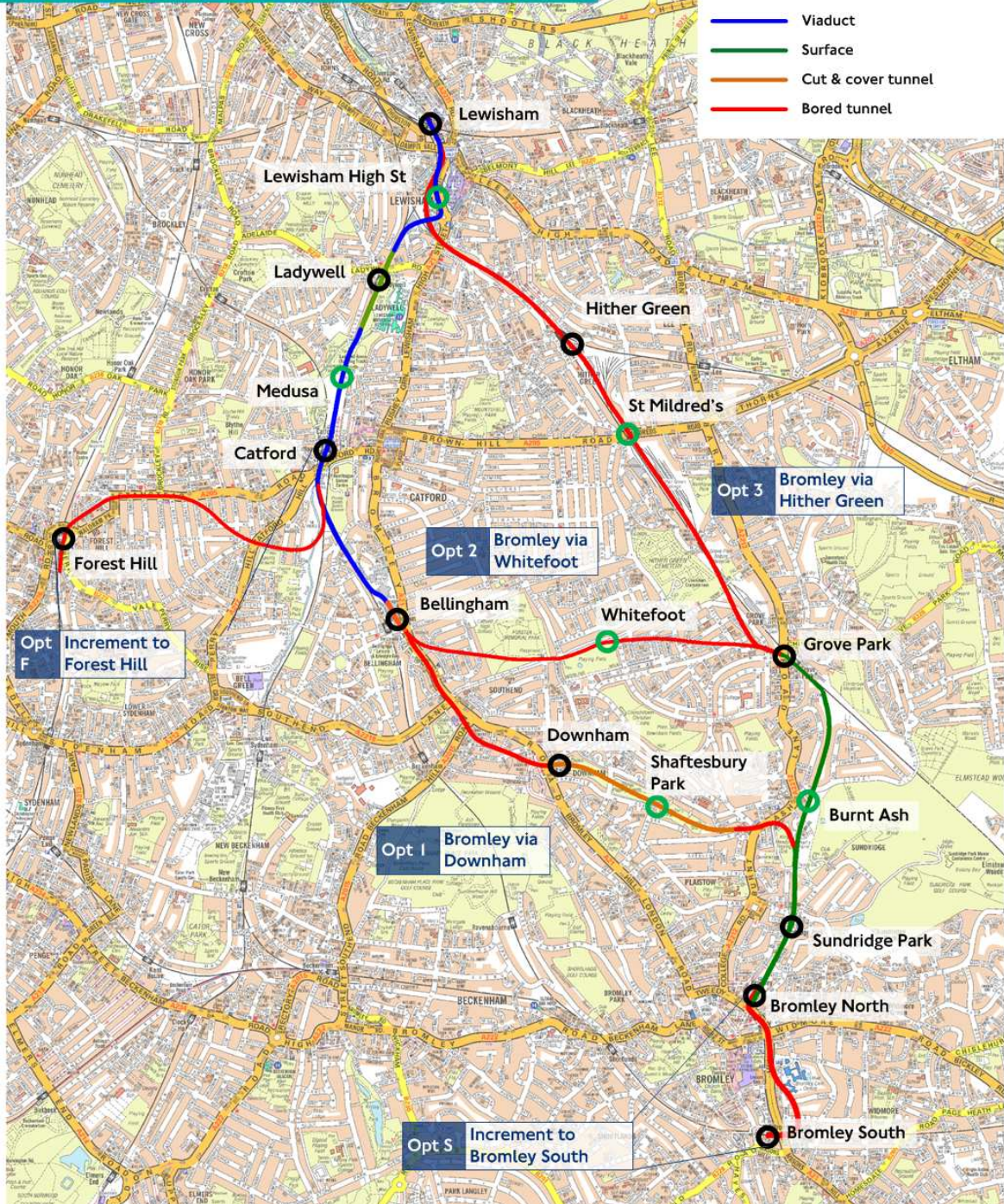
This page is left intentionally blank

Bromley to Canary Wharf connectivity improvements

DLR options

Key

-  Station
-  Optional station
-  Viaduct
-  Surface
-  Cut & cover tunnel
-  Bored tunnel



This page is left intentionally blank

Agenda Item 8

Report No.
DRR12/125

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Date: **13 November 2012**

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

Title: **TOWN CENTRE MANAGEMENT UPDATE NOVEMBER 2012**

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

Chief Officer: Director of Renewal & Recreation

Ward: (All Wards)

1. Reason for report

Members have requested an update on Town Centre Management activities during Quarter 3 2012/13, with a particular focus on Christmas lights and events.

2. **RECOMMENDATION(S)**

Members of the Renewal and Recreation PDS Committee are asked to note the Town Centre Management activities undertaken and planned for the quarter.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost for 2012/13 £382k
 2. Ongoing costs: Recurring Cost £74k
 3. Budget head/performance centre: Town Centre Management
 4. Total current budget for this head: £74k, £14k, £44k & £250k
 5. Source of funding: Existing revenue budget 2012/13, OLF 2 funding, S106 resources and funding set aside in an earmarked reserve
-

Staff

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

Legal

1. Legal Requirement: Non-Statutory - Government Guidance
 2. Call-in: Not Applicable: No decisions are requested by this report
-

Customer Impact

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

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

Members are asked to note the summary of activities, provided as Appendix 1.

4. POLICY IMPLICATIONS

The work of the Town Centre Management & Business Support Team has as its primary focus the delivery of the Council's Building a Better Bromley priority of encouraging and sustaining Vibrant Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

The activities of the Town Centre Management and Business Support Team are resourced through various funding streams, summarised as follows:

Funding available for TCM and Business Support Activities

Funding type	£'000
Town Centre Management Initiative Fund	74
Outer London Fund	14
S106 funding	44
Earmarked Reserve re Local Parade improvements	250
Total	382

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Town Centre Management Update Quarter 2 2012/13 2 Oct 2012 (report no: DRR12/114)

This page is left intentionally blank

Summary of activities in Quarter 3 2012/13

1. Christmas events plans

1.1 Beckenham

Saturday 17 November between 3.00 – 6.00pm

The Town Centre Manager has been working closely with Beckenham Business Association and Copers Cope residents Association, who are extremely proactive regarding the Christmas event.

The majority of the event will be held on Beckenham Green, however some performances will take place throughout the High Street.

The event will include:

- “George to George” – Christmas Parade between 4.30 – 5.00pm. Residents will gather at the George pub and proceed to St George’s Church. Copers Cope Residents Association are leading on the parade with support from TCM. Sufficient Stewards are available (using volunteers from the Scouts and the TA), and Police have been advised. The parade will take place on the pavement, with stewarded road crossings, so no road closures will be necessary.
- 6pm at Beckenham Green switch on with Jamie Foreman (former East Enders star) and Churchill Theatre Panto stars – to be confirmed – will assist with the switch on. Includes light show.
- There will be a visit to the High Street and the Green by Father Christmas and a Pearly King, both of whom will also take part in the parade
- Performances on stage from 3pm including St George’s junior choir, singer Fil Straughan, Kent Academy of Performing Arts, Angie Hoopa Hoopa and Harris Academy Beckenham quartet
- Youth services Mobile Music and Arts bus – offering workshops and demonstrations on DJ/Mixing music etc and bringing a workshop on “Wall Art”
- Beckenham Spa (MyTime) providing face painting and fitness advise and discounts on memberships
- The Library will be open and are going to offer story reading for younger children as part of the event – and a number of catering establishments in the town are expected to stay open later.

Plans are still developing and the TCM hopes to book additional acts for the stage, plus craft stalls, seasonal food stalls (e.g. hot chestnuts) and a small number of traditional children's rides.

1.2 Bromley

Sunday 2nd December 12noon – 5pm Christmas Parade and Santa Dash

The stars from the Peter Pan Pantomime will open the event at 12noon followed by entertainment on stage and in the town centre all day. Most groups that are performing are local groups (performing for free) – which gives them the opportunity to promote themselves and raise awareness of their groups.

At 2pm a Santa dash will take place in the town – a family fun run with members of the public dressed in Santa costumes registration online at www.mytimeleisure.co.uk/santadash.

At 3:30pm local schools will be singing Christmas Carols – this has been organised in partnership with Demelza House. EW Payne Fine Jewellers are also supporting this event by organising for Simon May (who composed the Eastenders theme tune) to go into the schools involved and provide mentoring to them prior to the xmas event. This will be followed by the traditional Christmas parade at 4:30pm with Santa, sleigh, elves and 2 live reindeers.

The Christmas lights switch-on will take place at 5pm with a fantastic fireworks finale (Bon Marche providing venue for fireworks for free). The police cadets have confirmed their attendance to help steward the event. Other local cadet groups have also been invited to help steward – this is a good promotion for the local cadets groups as well as helping to make the event run smoothly.

This event is organised in partnership with Bromley Mytime. TCM expenditure £12k with joint-funding of £5k from Bromley MyTime. The Churchill Theatre contributed £500 to publicity costs and are providing the stars of the panto at the event free of charge. Local businesses (including Glades Shopping Centre, Churchill Theatre and Bowling alley at the Pavilion) will be approached to provide prizes for the santa dash.

In addition to the xmas event TCM are working in partnership with the Theatre to promote the panto with a Pirate Flashmob on Saturday 17th November.

There will be a parade of dancing pirates from the Churchill Theatre to Market Square.

Christmas Market – the weekly market goes everyday from Thursday 13th December to Christmas Eve

1.3 Orpington

Wednesday 21st Nov 4pm –7pm (with fun fair from noon)

Community event, in partnership with Churches Together, Walnuts shopping centre, Orpington College and TCM.

There will be an Italian Market, Father Christmas, Sainsbury food tasting, stage with local schools performing including St Olave's, Blenheim primary and Crofton Juniors.

Also featuring are Christmas craft stalls, Face painting , children's mini fun fair and Fireworks.

Sponsorship from McDonalds, Sainsbury, Cargo, Walnuts Shopping centre, Crofton Residents Association, Knoll Residents and Park Avenue Residents Association. Also in kind contribution from The Rotary, who are providing stewards. Orpington library involved in craft event and baby bounce group singing

1.4 Penge

Thursday 22 November between 3.00 – 6.30pm

TCM working in partnership with Penge Traders to deliver the Christmas event, with input and sponsorship from Penge Partners and Penge Forum. Local businesses (including Designer Drapes and Urban Chain Studios) are also providing sponsorship.

The event will include:

- Switch on at approximately 4pm presided over by “Rough Copy” boy band (X Factor 2011).
- Entertainment on Empire Square including music from “Rough Copy”, “The Rise” and Urban Chain Studios and dancing by “Love 2 Dance” Dance School based in Crystal Palace and Penge. Other performances and entertainers to be confirmed.

- Appearance from Santa Clause and the Town Crier
- Face painting on Arpley Square and in Library
- Stalls – including Bibbys bakery (cakes, crafts, Christmas cakes etc), other stalls to be confirmed

Local businesses will provide presents for Santa's sack and have been approached to remain open and provide discounts and/or some free refreshments for the duration of the event

Safer Neighbourhood police have been asked to have a stall to provide free marking for eg mobile phone and advise on crime prevention and other issues

1.5 Small town centres

Biggin Hill

Saturday 17th Nov 4pm– 6pm

Community event in the forecourt of the New Life Church, organised by Biggin Hill Business Association, TCM in partnership with Waitrose, the New Life Church, Biggin Hill Airport. Local schools performances, mulled wine, mince pies, Father Christmas and snow machine will all feature.

Sponsorship from Residents Association, TN16 Magazine and Biggin Hill Airport.

Chislehurst

Saturday 1st December 3pm – 4pm

In the forecourt of the Queens Head pub (who are providing venue for free) with carol singing, mince pies and mulled wine followed by the Lights switch on featuring a 20ft Christmas tree in the gardens of the Active Age Centre. Event and lights funded by businesses and fundraising events throughout the year.

This event is organised by the Chislehurst Town Centre Management Group and TCM.

Hayes

Saturday 24 November between 4 – 6pm

Hayes Village Association are leading the event with support from the TCM

Event will include:

- Lights switch on ceremony
- A craft fair in the car park of the New Inn
- Music and entertainment from local talented young people

Petts Wood

Saturday 24th Nov between 2pm and 7pm (times to be confirmed)

The Petts Wood Christmas Carnival is an annual event which is organised by the Petts Wood Business Association in conjunction with the TCM, supported by the Petts Wood Residents Association. The event will include:

- Fairground attractions by Botton's Family Funfairs
- Fireworks Display by Wizard Fireworks
- Christmas stalls and entertainment on stage

Local retailer Webster's have provided sponsorship as have residents associations.

St Mary Cray

The Christmas event will be a community event held in the Duke Centre for local children, a mini disco, children's entertainer, stalls and fun rides.

West Wickham

Proposed festive activities include Santa's grotto, mince pies, mulled wine and carol singing

This event will be organised by businesses supported by the TCM.

For more details on all town centre Christmas events please visit www.bromley.gov.uk/christmas.

2. Christmas lights

2.1 Beckenham

Beckenham will be decorated with 40 lit lamp columns and one cross street lit banner – with funding mainly from the Council. The Copers Cope residents Association have agreed to sponsor a Christmas Tree on Beckenham Green. It is unlikely that there will be a Christmas tree for the War Memorial location this year due to lack of sponsors.

2.2 Bromley

Lamp column decorations and cross street features, along with a light curtain on the front of the Churchill Theatre / Central Library building will again feature, all purchased thanks to Outer London Fund Round 1 funding. Costs to install are being covered by earmarked Council funds plus contributions from local businesses.

From 1st December 40ft xmas tree will be positioned in Market Square sponsored by EW Payne Fine Jewellers, along with a static Nativity Scene, traditional carousel and mulled wine hut. EW Payne will also be providing the diamond again for the top of the xmas tree.

2.3 Penge

Lamp column decorations and two cross street banners are being installed – again thanks to Outer London Fund funding, these lights are owned by the Council, so only installation costs are to be covered from earmarked Council funds.

In addition TCM is hoping to arrange for a fully decorated Christmas tree to be installed outside of the Crooked Billett pub (sponsored by a number of the Traders, Penge Forum and Penge Partners).

2.4 Orpington

Lamp column decorations, cross street features will be lit along with the spectacular contemporary Christmas tree on the Memorial Roundabout, all owned by the Council thanks to Outer London Fund funding. Costs of installation are covered by earmarked Council funds, plus contributions from local businesses.

2.5 Small town centres

Chislehurst

Similar configuration to previous years (lights are owned by Chislehurst Town Centre Management Group) plus additional lighting of two natural trees on High

Street. 20ft Christmas tree will also feature. Most costs will be covered by contributions from the traders and residents.

Hayes

Lights on the lamp columns on each side of Station Approach plus a Christmas tree fully decorated with lights. Most costs will be covered by contributions from the traders and residents.

Mottingham

A natural tree will be decorated with lights.

St Mary Cray

Tree lights will be installed on the green.

West Wickham

As the West Wickham High Street is Red Route, TfL require stress testing to be undertaken on all lamp columns required for installation of Christmas lights, plus there will be requirements to pay TfL for electricity used. These requirements have only come to light during the last year and the costs for stress testing the number of lamp columns required will be prohibitive. It is therefore likely that if there is a lights display at all, it will consist only of 2 cross street displays – which are already owned by the West Wickham Traders Association. This is to be confirmed.

Sundridge Park Parade

Thanks to the Local Parades Initiative, Sundridge Park Parade will have Christmas lights installed for the first time – with the display comprising up to 13 lamp column decorations. The lights will be owned by the Council and in future years local businesses and residents will have to raise the funds for installation.

3. Other Town Centre Management highlights

3.1 Preparing for Business Improvement District (BID) campaign for Orpington.

Now that the BID ballot is confirmed for 21 February 2013, officers are assisting the BID Working Group with:

- Preparing and finalising the BID Proposal document (in effect the manifesto of the BID)

- Preparing legal agreement drafts
- Setting up a campaign action plan
- Preparing for a voter registration mailing
- Preparing publicity campaign material including the first of a monthly BID newsletter

The campaign will involve direct contact with all 345 business rates payers, all of whom will be offered one to one meetings to discuss the BID. The aim of the campaign is to have one to one meetings with at least half of the business rates payers to ascertain voting intentions. To assist with the campaign stage external consultants have been engaged to work alongside Officers and the BID Working Group members.

3.2 Environmental issues

Environmental audits have taken place in a number of the towns including Beckenham, Penge, Orpington and St Mary Cray – with issues arising being pursued by the relevant TCMs, mostly involving liaison with colleagues in Environmental Services.

3.3. Vacant units

Agreement has been reached with Foxtons estate agents – leaseholders of the former Zenith Windows unit in Beckenham High Street for improvements to the frontage including installation of bespoke vinyl window decoration (with costs kindly covered by Foxtons).

TCM are engaging landlords for other vacant units across the borough to press for the installation of shop window vinyls.

3.4 Beckenham & West Wickham Working Group

Working on implementation of short term improvements to Beckenham Town Centre following the recommendations agreed by the Beckenham & West Wickham PDS Working Group. The team will also be supporting the meeting of the Working Group focussing on West Wickham.

3.5 Local Parades Initiative

Work has been ongoing to respond to applications from local areas for funding from the Local Parades Initiative (agreed following the Renewal & Recreation PDS meeting in July 2012). At present work is ongoing to implement improvements to Sundridge Park Parade and Keston Village. Proposals are in the draft stage for Anerley Hill, 2 Biggin Hill area parades and St Mary Cray High Street.

3.6 Remembrance poppies

Poppies have been installed in Bromley High Street for the season of Remembrance of as in previous years, with some additional poppy dressing planned for Beckenham and Mottingham.

3.7 Bromley Town Team

The Bromley TCM has been working closely with the Bromley Town Team since its inception in summer 2012. The Government is making the Bromley Town Team an official Town Team Partner and providing it with a package of support from the Association of Town Centre Management (ATCM) which includes £10,000 worth of funding to help towards putting some of its plans into action.

The Town Team's main aims include:

- Increasing pedestrian and vehicle footfall to the area through working with the council on public realm improvements
- Filling vacant premises by encouraging entrepreneurs into Bromley North Village through offering Business Mentoring
- Improving safety and security of the area through improved natural surveillance from increased footfall to the area, improved street lighting and working closely with the police

This page is left intentionally blank

Report No.
RES12166

London Borough of Bromley

PART 1 - PUBLIC

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

Date: **13 November 2012**

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

Title: **WORK PROGRAMME 2012-13**

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: £320,320
 5. Source of funding: Existing 2011/12 budget
-

Staff

1. Number of staff (current and additional): There are 8 posts (7.22 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 2012/13 Work Programme, as it currently stands and updated from its previous meeting, is at **Appendix A**.

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

This page is left intentionally blank

RENEWAL AND RECREATION DEPARTMENT FORWARD PROGRAMME 2012/13

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 - 13 November 2012									
Matters Arising from Previous Meetings	LT	No			2 Oct (9.30 am - B43)	22 Oct	29 Oct (12 noon)	30 Nov	6 Nov (4 pm - E50)
Portfolio Holder Decisions	LT	No							
Budget Monitoring 2012/13	CM	Yes							
Capital Programme - 2 nd Quarter Monitoring 2012/13	MR	Yes							
R&R Business Plan 2012/13 - Monitoring Report for Quarter 2	HJ	Yes							
Library Management System - Adjustments Required for Implementation	CB	Yes							
Cotmandene and Mottingham Centres	JG	Yes							
Provisions to Encourage Use of Local/SME Service Providers in Bromley	D Starling	Yes							
Town Centres Development Programme Update	KM	Yes							
Town Centres Management Update November 2012	MP	No							
R&R PDS Work Programme	LT	No							
<u>Exempt Reports</u>									
Norman Park: Multi-Hub Site	JG	Yes							
Bromley Economic Partnership - 8 January 2013									

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 - 17 January 2013									
Matters Arising from Previous Meetings	LT	No			4 Dec (9.30 am - B43)	TBA	TBA	TBA	10 Jan (4 pm - E50)
Portfolio Holder Decisions	LT	No							
Budget Monitoring 2012/13	CM	Yes							
Town Centre Management Update	CB/MP	Yes							
Town Centres Development Programme Update	KM	No							
R&R PDS Work Programme	LT	No							
Renewal and Recreation Policy Development and Scrutiny Committee - 26 February 2013									
Matters Arising from Previous Meetings	LT	No			15 Jan (9.30 am - B43)	8 Feb (10 am)	11 Feb (noon)	12 Feb	19 Feb (4 pm - E50)
Portfolio Holder Decisions	LT	No							
Budget Monitoring 2012/13	CM	Yes							
Town Centre Management Update	CB/MP	Yes							
Town Centres Development Programme Update	KM	Yes							
R&R PDS Work Programme	LT	No							
Bromley Economic Partnership - 9 April 2013									
Other Items to be Scheduled									
Orpington Leisure Centre - Roof (post-completion report)									

Agenda Item 11

Document is Restricted

This page is left intentionally blank

Agenda Item 12a

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

Document is Restricted

This page is left intentionally blank

Document is Restricted

This page is left intentionally blank