



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 7 January 2013

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

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

A meeting of the Renewal and Recreation Policy Development and Scrutiny  
Committee will be held at Bromley Civic Centre on **THURSDAY 17 JANUARY 2013**  
**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](http://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 5pm on Friday 11 January 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 13 NOVEMBER 2012 (Pages 5-18)**

### **5 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES (Pages 19-22)**

## **HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT**

### **6 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS (Pages 23-24)**

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.

### **8 BUDGET MONITORING (R&R) 2012/13 (Pages 25-34)**

### **9 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE (Pages 35-54)**

## **POLICY DEVELOPMENT AND OTHER ITEMS**

### **10 DRAFT 2013/14 BUDGET (R&R) (Pages 55-68)**

### **11 PLANNING APPLICATION AND PLANNING ENFORCEMENT PERFORMANCE (Pages 69-80)**

### **12 TOWN CENTRE MANAGEMENT UPDATE JANUARY 2013 (Pages 81-92)**

### **13 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (JANUARY-FEBRUARY 2013) (Pages 93-98)**

**PART 2 (CLOSED) AGENDA**

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

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

**Items of Business**

**Schedule 12A Description**

**15 EXEMPT MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE HELD ON 13 NOVEMBER 2012 (Pages 99-100)**

**16 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.

**17 MYTIME ANNUAL REPORT 2011/12 AND PREVIEWING 2013/14 (Pages 101-136)**

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

**18 POLICY DEVELOPMENT AND OTHER ITEMS - PART 2 (EXEMPT)**

**19 EXTENSION OF CONSULTANCY COMMISSION FOR THE COMPLETION OF THE PUBLIC REALM SCHEME DESIGN FOR BROMLEY TOWN CENTRE (Pages 137-142)**

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

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## RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 13 November 2012

### Present

Councillor Sarah Phillips (Chairman)  
Councillor Neil Reddin FCCA (Vice-Chairman)  
Councillors Kathy Bance, Julian Benington, Nicky Dykes,  
John Ince, David McBride, Michael Tickner and  
Pauline Tunncliffe

### Also Present

Councillor Peter Morgan

### 33 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies were received from Councillors Paul Lynch and Ian Payne. Apologies were also received from Mr Ross Stanford, Bromley Youth Council Co-opted (Non-Voting) Representative.

### 34 DECLARATIONS OF INTEREST

Councillor Peter Morgan declared a personal interest as his daughter was a Director of Kier Property. Councillor Julian Benington also declared a personal interest 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 7g - Town Centres Development Programme Update). Councillor Michael Tickner declared a personal interest at item 7f as he was a member of the Federation of Small Businesses.

### 35 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

#### 35.A QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER

A question from Mr Mike Fox, Producer, Theatre Music Comedy had been received for oral reply by the Portfolio Holder. Details of the question, supplementary question and replies are at **Appendix A**.

#### 35.B QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE

No questions were received for the Chairman's reply.

**36 MINUTES OF THE RENEWAL AND RECREATION PDS  
COMMITTEE MEETING HELD ON 2 OCTOBER 2012**

Minutes of the previous meeting were agreed.

The Director also provided an update on certain matters referred to in the minutes.

Minute 27c

- Concerning Capital Shopping Centres' (CSC) desire to purchase land at Queens Gardens for leisure facilities, there was no contract between the Council and CSC and thus no binding agreement; if CSC were successful in obtaining planning permission, the Council would be free to consider its position up to the point of signing contracts.
- A report on a new library service and merger of Penge and Anerley Libraries was not submitted to Executive in October; instead it was hoped that a proposal would be presented to Executive by January 2013 at the latest.

Minute 28

- Issues related to Car Park signage would be picked up in full through variable messaging – for Bromley North Station Car Park, Officers continued to discuss with South Eastern an opening of the car park to all motorists, not solely rail commuters.
- By Christmas, contractors would agree a solution for repairs in Orpington High Street with remedial works being implemented in the New Year.

Concerning Minute 24, Councillor John Ince asked when an updating report on proposals for Cray Valley Gymnastics Centre might be provided noting that the Committee would not meet again in 2012. The Director advised that Ward Members would be briefed on any developments.

Councillor Michael Tickner asked if there was certainty on when Westmoreland Car Park would be closing. The Director indicated that a date would be advised as soon as the developer provided a definite start date. The Chairman asked for Members to be kept informed of progress. Councillor Nicky Dykes asked whether Members could see information material prior to publication. She also enquired whether the Hill Car Park improvement works were on track for completion by December - the Director offered to arrange for her to be provided with a briefing note.

**37 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES**

**Report RES12165**

**RESOLVED that the report be noted.**

**38 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS**

In noting the schedule of Portfolio Holder Decisions since the Committee's previous meeting, Councillor Tickner felt that the schedule should also indicate the decision made. This was agreed. As the Decisions made would invariably reflect the report recommendation(s) it was suggested that a further column indicate: *"The following Decisions were agreed as recommended"*.

**RESOLVED that future schedules of Decisions indicate Decisions which were agreed as recommended.**

**39 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS**

**39.A R & R BUDGET MONITORING REPORT 2012/13**

**Report DRR12/124**

Members considered the latest budget monitoring position for 2012/13 based on expenditure and activity levels to 30 September 2012. The controllable budget for the Renewal and Recreation Portfolio was projected to balance at year end.

Consideration was also given to the progress of three Member Priority Initiatives.

In discussion Councillor Julian Benington highlighted a reported early warning of the possibility that fibre-optic cabling might be required as part of hardware maintenance arrangements associated with Libraries. This could result in one-off expenditure of approximately £160k for which no current budget was provided. The Library Operations and Commissioning Manager was hopeful that it would not be necessary to have fibre-optic arrangements but until testing had taken place it would not be known whether the existing copper cabling could be used. Councillor Benington also highlighted commentary indicating that reducing libraries acquisition expenditure and having fewer items for loan was likely to further impact income hire and fines income; Councillor Benington was concerned that this action would make Libraries less attractive.

Councillor Michael Tickner asked for the current position on reducing library opening hours rather than closing libraries. Members were advised that a range of options continued to be looked at. Councillor Tickner suggested that

residents would prefer a reduction of opening hours. The Director indicated that every opportunity was being explored to meet budget requirements by being creative and doing all possible to maintain front line services.

Councillor David McBride felt that that there was a lot of offsetting with vacant posts. He asked whether all the vacancies had occurred this financial year or whether they were being continuously held open. He asked when vacant posts would be permanently deleted. It was indicated that not so many staff were necessary due to the recession but if activity was to increase the vacant posts would be needed. Referring to posts held vacant in Planning, Councillor McBride suggested that at some point the base budget would have to be reduced and he was concerned that the true savings picture was not coming across. The Director advised that there was a real saving. When a vacancy arose the post was not being filled and a saving was therefore being generated; but increasingly it would be necessary to delete those posts. It was thought that the recession would not last so long. Councillor McBride asked that details be circulated on how long posts had been kept open for.

In response to a question from Councillor Kathy Bance Members were advised that volunteers for the Library service were not replacing paid posts and Libraries were not therefore reliant upon the services of volunteers to remain open. The Portfolio Holder indicated that advertising was underway for Community Groups to run libraries.

In response to an enquiry from Councillor Neil Reddin it was also indicated that the level of planning charges was a matter for Government to decide and local authorities were limited to charging fees prescribed by Government; proposals indicated that new charges would be lower than officers preferred.

**RESOLVED that the Portfolio Holder be recommended to:**

- (1) endorse the latest 2012/13 budget projection for the Renewal and Recreation Portfolio; and**
- (2) note the progress of implementing the Renewal and Recreation projects within the Member Priority Initiatives.**

### **39.B CAPITAL PROGRAMME-2ND QUARTER MONITORING 2012/13**

#### **Report RES12177**

On 24 October 2012, the Executive received the 2<sup>nd</sup> quarterly capital monitoring report for 2012/13 and agreed a revised Capital Programme for the period 2012/13 to 2015/16. Report RES12177 outlined agreed changes in respect of the Capital Programme for the Renewal and Recreation Portfolio and highlighted progress to date on schemes in the 2012/13 programme.

The Chairman highlighted the Bromley MyTime Investment Fund and enquired whether there could be more input to Bromley MyTime on the

provision of sports facilities and whether the funding could be directed to Member priorities.

Members were reminded that a report from Bromley MyTime was presented each year referring to the Investment Fund and proposed schemes, generally capital schemes. It was then a Portfolio Holder decision (with pre-scrutiny by the Committee) on what was spent against the Fund. Councillor Reddin enquired whether Members could first see a draft of what was being proposed and the Director indicated that officers could seek to arrange this. A process was followed with MyTime whereby an adjudication process could be brought into play if no agreement could be reached. Nevertheless, the Director indicated that a conversation could be held with MyTime at an early stage to indicate those schemes considered legitimate to put forward.

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

### **39.C RENEWAL & RECREATION BUSINESS PLAN 2012/13 - MONITORING REPORT FOR QUARTER 2**

#### **Report DRR12/117**

Members considered the Quarter 2 Monitoring Report for the Renewal and Recreation Business Plan 2012/13. This included new actions with milestones and targets related to improving external and internal communications on the Department's work.

In discussion a numbers of comments were made.

Referring to performance on the determination of Planning Applications, Councillor John Ince understood that a couple of applications had been delayed whilst information was awaited from other parts of the Council. The Director indicated that difficulties were sometimes encountered with external bodies providing information. Referring to major planning applications, it was indicated that processing eight major applications was a large workload, often involving other Departments. Councillor Tickner indicated a concern for enforcement and a concern that minor and other applications were not being processed within national targets. He suggested that the Chief Planner be invited to the Committee's next meeting to outline reasons for the performance in these areas.

The Chairman referred to the continuing presence of poorly maintained hoarding at former double glazing premises at Beckenham and she asked when it was likely to be removed. The Director advised that there had been problems reaching agreement and he offered to arrange for an update to be provided on the latest position.

On developing a Business Improvement District (BID) to successful ballot at Orpington and pre-ballot campaign, the Chairman noted that businesses would be offered a 1:1 interview with a Member of the BID Working Group or

Project Team and she asked how many interviews had taken place. Members were advised that the meetings had gone well and further detail could be provided. Councillor Pauline Tunnicliffe asked that Ward Members be copied into any update.

Councillor Benington asked when work might start to extend and improve Bromley Museum. Members were advised that the project was currently being worked on and Portfolio Holder authorisation was expected during week beginning 12<sup>th</sup> November 2012.

Reference was made to GLA's London Office Policy Review 2012 which had recommended that Bromley be downgraded as an office location. A mixed offer was needed and GLA's assessment was counter to Member aspirations. Local agents, Michael Rogers, had been appointed to advise on the office market. It was necessary to be proactive in conveying that Bromley's offer for offices was a key policy aspiration particularly around Bromley South. Councillor Tickner felt it particularly important for Bromley to have offices and he considered Bromley to be a good centre for offices. He sought to understand why the GLA should downgrade Bromley in this regard.

The Director advised that the London Plan gave prominence to Croydon. Officers worked hard to convey that Bromley must maintain its position as a Metropolitan Centre. Officers were now trying other avenues to emphasise this message. The Portfolio Holder felt that it was not possible to have more offices in Bromley unless rents could be elevated and this was obtained from a raised profile on office locations. If the GLA was allowed to continue its approach he suggested that Bromley's office stock would be at risk and offices could be lost to residential purposes.

Referring to the progress update on allocating housing capital funds, Councillor Kathy Bance enquired of the position related to bids from Registered Providers. It was indicated that Registered Social Landlords (RSLs) had been encouraged to submit schemes requiring Council investment but no Registered Provider had tendered for the £896k Payment in Lieu funding. A negotiated tender process would now take place in Quarter 3 and Members were advised of an intention to use the first tranche of RSL funds for Moat Housing Association to come forward with a bid linked to the Westmoreland development. The Chairman requested a report for the Committee's next meeting on the current position of the Portfolio's role in Housing Strategy and privatisation.

Councillor Benington referred to a scheme enabling the provision of loans to those having difficulty paying their mortgage - the homes would then be classified as social housing. The Director advised that details could be included in briefing. Councillor Tunnicliffe referred to the value of such property being reduced by the scheme and she requested that this be included in a report for scrutiny.

Concerning opportunities to improve and modernise the Library offer and plans for a new library service for the Penge/Anerley area, Members were advised that a majority of people wanted a new library offer in Penge.

**RESOLVED that:**

**(1) Report DRR12/117 be noted; and**

**(2) the Portfolio Holder be recommended to -**

- **note progress towards delivering actions agreed in the Renewal and Recreation Business Plan 2012/13 for Quarter 2; and**
- **approve the inclusion of new actions in relation to the improvement of external and internal communications on the work of the department.**

#### **39.D LIBRARY MANAGEMENT SYSTEM - ADJUSTMENTS REQUIRED FOR IMPLEMENTATION**

##### **Report DRR12/123**

As part of the transition to a new computer system to further streamline joint operations between Bromley and Bexley Libraries, it was necessary for a major data cleansing operation to be undertaken. In this regard, authorisation was sought for all items which had been damaged, lost, stolen or missing for more than six years to be deleted from the stock database. Authorisation was also sought for the rationalisation of media hire charges.

**RESOLVED that:-**

**The Portfolio Holder be recommended to:-**

- 1) note the business requirement to cleanse the library database of items outstanding for more than six years and to rationalise media hire charges; and**
- 2) authorise officers to write off/remove the items of stock that have been missing for over six years from the stock database, with an estimated value of £156,086.04 and to create a new simplified charging structure for media items as set out in the table at Paragraph 3.9 of Report DRR12/123.**

#### **39.E COTMANDENE AND MOTTINGHAM CENTRES**

##### **Report DRR12/128**

At the Executive's meeting on 1st February 2012, Members agreed to savings of £170k in 2013/14 from the Cotmandene Community Resource Centre and Mottingham Community and Learning Shop.

It was proposed to undertake a tendering exercise to seek suitable and appropriately qualified organisations to manage and operate both Centres at no cost to the Council. The proposals would therefore generate savings of £142k to £169k, depending on which option was taken forward.

If no suitable tender returns were received the Portfolio Holder was asked to agree to the two Centres closing from 1st April 2013.

Councillor Ince commended the work of the Cotmandene Centre. He suggested that some outreach centres such as Cotmandene and Mottingham were well placed to support and advise people looking to claim the new Universal Credit (when introduced). It was the services he would like kept. Councillor Ince suggested incorporating them with the proposed new Gymnastics Centre in the Cotmandene area. Closing the Cotmandene Centre would also mean losing another unit in the shopping parade. The Chairman suggested providing the services at a nearby location. Using the nearby Children's Centre was also suggested. Members were advised of an intention to relocate as many services as possible around the two shops in the event of closure. If there were no suitable tender returns Councillor Reddin suggested the matter be referred back to the Committee for further consideration.

Councillor Benington supported comments from Councillors Ince and Reddin. Referring to the procurement timetable (paragraph 3.14 of Report DRR12/128) and noting that an advertisement was to appear in the press week commencing 19<sup>th</sup> November 2012, he suggested using the Community Links publication. The Head of Cultural Business Development indicated there would be online advertisements. Existing organisations would also be approached and adverts would be publicised in the usual forms.

Councillor David McBride felt it essential the Cotmandene services continue to be used if tendering was unsuccessful. He suggested the services be provided from the Duke Youth Centre building in the day; by that means the services could be kept local to the area. The Portfolio Holder indicated that the services could be provided elsewhere provided volunteers could be found to run the services.

Referring to current attendances at the two Centres (paragraph 3.9 of report DRR12/128), Councillor Tunnicliffe asked for the number of people represented by the attendances. In response it was thought that this was not currently measured but the shops could be approached to monitor this.

**RESOLVED that the Portfolio Holder be recommended to agree that:**

**1) Officers undertake a tendering exercise for both Cotmandene and Mottingham Centres for a period of five years, noting that a break clause would need to be included in the Mottingham Centre as the current lease expires on 5th November 2014;**

2) subject to the Council receiving suitable returns, Members would either (a) agree to convene a special PDS meeting in March 2013 to consider recommending an award to the Portfolio Holder, or (b) recommend 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; and

3) if the Council failed to receive any suitable tender returns, Members would review the proposed closure of the Centres from 1<sup>st</sup> April 2013.

### **39.F PROVISIONS TO ENCOURAGE USE OF LOCAL/SME SERVICE PROVIDERS IN BROMLEY**

#### **Report RES12176**

The Council's Corporate Procurement Strategy provided for the adoption of arrangements aimed at promoting and stimulating the local economy, based on a principle of realising economic, social and environmental benefits for the community through its contracting activity.

In line with the Strategy, Members considered a proposed protocol for including local small and medium sized enterprises (SME's) when sourcing and selecting organisations to provide quotations to the Council for works, services and supplies where the estimated value was less than £50k.

The Head of Corporate Procurement indicated there would be reference to the Protocol on the Council website and a Press Release about the Protocol.

**RESOLVED that the Portfolio Holder be recommended to agree that the Council adopts use of the protocol for the inclusion of local small and medium sized enterprise (SME) contractors when sourcing and selecting organisations to provide quotations to the Council for works, services and supplies where the estimated value is less than £50k.**

### **39.G TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE**

#### **Report DRR12/129**

Members considered progress in delivering the Town Centres Development Programme.

Councillor Nicky Dykes enquired of the position on extending DLR into Bromley. Members were advised that the TfL Business Plan was due to be ratified in January 2013. Although a pre-feasibility report on a DLR extension had been received, there had been no economic appraisal from TfL. TfL had highlighted three options in their pre-feasibility report subject to economic appraisal.

Councillor McBride suspected a worrying trend and was concerned that Bromley was being downgraded in the eyes of the Mayor and GLA in favour of Croydon. Members were advised that there were indications the GLA would invest in developing hubs/nodes which could be expected to be a focus for public transport. Other metropolitan centres were in a similar position to L B Bromley. Councillor McBride was concerned that there would be an effect if there was no DLR extension or a negative impact for office development (see Minute 39c)

If a DLR extension was being considered as a commuter route, Councillor Benington suggested there were a number of routes into London. If the preference was for people to come to Bromley he felt that Option 1 (Bromley North via Catford and Downham) in the pre-feasibility report was needed – there were heavily populated areas along this route. Councillor Reddin suggested that MPs are lobbied even though a DLR extension was a GLA matter. Councillor Reddin also highlighted Option 1 which appeared to offer less tunnelling - even with viaduct/surface transit to just outside of Bellingham trains could then speed through bored tunnel and cut and covered tunnel to between Burnt Ash and Sundridge Park.

Members were advised that a decision on the Bromley North extension would probably be made in January. A pre-feasibility report was all that officers had. Much thought was also needed on the engineering options. A High Street link to the DLR (bored tunnel) was highlighted with a station possibly under Queens Gardens. Offices were also intended at Bromley South.

The Chairman asked what action could be taken if no economic appraisal was provided by TfL. In response it was proposed that the Leader of the Council write to the most senior GLA politician covering transport investment requesting that L B Bromley be given an opportunity to provide considered comment and that an economic appraisal was needed for this. The Chairman and Councillor Tunnicliffe encouraged the lobbying of MPs to support this request. It was highlighted that Opposition Group Leaders at the Council could also write in support.

**RESOLVED that:**

- (1) the report be noted; and**
- (2) the Portfolio Holder be recommended to note progress achieved to date on the Town Centres Development Programme.**

**40 TOWN CENTRE MANAGEMENT UPDATE NOVEMBER 2012**

**Report DRR12/125**

An update was provided on Town Centre Management activities during the third quarter, 2012/13 with a particular focus on Christmas lights and events in the Borough.

In discussion, the involvement of partnerships was highlighted and such working was encouraged when funds are short. The work of the new Town Centre Manager in her area was also commended.

**RESOLVED that the Town Centre Management activities undertaken and planned for the third quarter be noted.**

**41 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS  
COMMITTEE WORK PROGRAMME 2012/13**

**Report RES12166**

Based on previous discussion at the meeting it was agreed to include the following in the Committee's Work Programme:

- a report for the Committee's next meeting on the current position of the Portfolio's role in Housing Strategy and privatisation (to also include details of a scheme enabling loans to those with difficulty paying their mortgage and the homes being classified as social housing with a consequent reduction in the property's value);
- a briefing report on performance associated with planning enforcement and minor and other planning applications; and
- an opportunity to consider at an early stage proposed schemes to be funded by the Bromley MyTime Investment Fund.

For the Committee's meeting on 26<sup>th</sup> February 2013 it was also agreed to have:

- a report of the Beckenham and West Wickham Working Group and
- a report on proposals using resources from the Biggin Hill Heritage Fund.

**RESOLVED that the Work Programme for the remainder of the municipal year be agreed with the addition of the items highlighted above.**

**42 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.

**43 EXEMPT MINUTES OF THE RENEWAL AND RECREATION  
PDS COMMITTEE HELD ON 2 OCTOBER 2012**

**RESOLVED** that the exempt Minutes of the meeting held on 2nd October 2012 be agreed.

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

**44.A NORMAN PARK MULTI HUB SITE**

**Report DRR12/127**

Members considered the outcome of a tendering process in relation to a new multi sport hub site at Norman Park.

## **APPENDIX A**

### **QUESTION TO THE PORTFOLIO HOLDER FROM MR MIKE FOX, PRODUCER, THEATRE MUSIC COMEDY FOR ORAL REPLY**

I understand that the Royal Bell in Bromley High Street is about to be leased to a chain of Chinese Restaurants. Does the Portfolio Holder agree with me that Bromley Town Centre has greater need for an Arts Centre than another Chinese Restaurant? I have a group of supporters and backers wanting to take this on. What help is he able to give me to bring this about?’

#### **Reply**

Thank you for your question regarding the development of the Royal Bell and the possibility of using the premises as an arts centre.

I understand that you met Officers, including the Assistant Director for Leisure and Culture, on the 18<sup>th</sup> September to discuss your ideas and proposals, on bringing the Royal Bell back into use as an arts-based centre. Although the Council would be supportive of the idea in principle, I believe it was outlined to you that the Council could not support this initiative financially, noting that it was a commercial venture being proposed. Officers subsequently provided advice on external funding to you along with a list of potential funding sources. I understand that you have not yet responded back to Officers, who I am sure would be happy to further discuss your ideas should you wish to do so.

Additionally another group of town centre businesses have taken an interest in the building but more as a community arts based centre run by the community for the community. A meeting with interested parties is due to take place on 21<sup>st</sup> November to discuss the way forward. I understand that you are not part of this group. The group has been advised that the rental for the property would be £70k p.a. and additionally a significant capital injection would be required to convert and turn the building into an arts venue (the cost of which is currently being determined by a surveyor). The Town Centre Manager is currently working and liaising with the group on these proposals, but to date a business plan has not been developed to demonstrate how the proposals may be viable.

The value of having a community arts centre in the Town Centre is appreciated by the Council, noting that we already have the Churchill Theatre, however there are concerns around the capital and revenue costs required to develop and sustain such a facility in such a large building. Whilst there are already a number of restaurants in the Town Centre, an additional Chinese Restaurant that would be bring in additional footfall and income to the Bromley North Village, is perhaps preferable to having the building lying empty, if this is currently what the market will support.

### **Supplementary Question**

In his Supplementary Question Mr Fox explained that he was suggesting a Community Arts Centre involving community and diverse talent and providing a high quality service for the locality. He was proposing a mixture of public, private and philanthropic enterprise and indicated that the proposal was not too dissimilar to that proposed for a community arts centre run by the community for the community. Referring to the building's reference in the classic "Pride and Prejudice" novel, he felt it a shame that the building was being laid to fallow. Mr Fox referred to the Council having been able to secure Outer London funding. He also indicated that a local MP would support a scheme such as his. Mr. Fox indicated that he could bring 75% of what was needed.

### **Reply**

The Portfolio Holder indicated that there was less likelihood of financial support from the Council than might have been the case 12 months previously. Funding had been allocated and the programme for Bromley North Village did not include proposals for the Bell – further Bromley North Village schemes were using TfL funding.

Mr Fox's proposal interested the Portfolio Holder; however revenue funding was unavailable and a return necessary on any capital sum. The Portfolio Holder suggested that discussions continue and he referred to a possible suggestion of the building's ground floor being operated as a commercial venture with an arts centre above. He further indicated the difficulty of financial support but nevertheless expressed a willingness to continue discussions.

The Meeting ended at 9.15 pm

Chairman

# Agenda Item 5

Report No.  
RES13006

London Borough of Bromley

PART 1 - PUBLIC

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

**Date:** 17 January 2013

**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

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1. Reason for report

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

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**2. RECOMMENDATION**

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

<b>Non-Applicable Sections:</b>	Policy, Financial, Legal and Personnel Implications
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>
<b>27c. R&amp;R Business Plan 2012/13 - Monitoring Report for Q1</b> (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	To be considered at a future meeting	Assistant Director, R&R	To be confirmed
<b>28. Town Centres Development Programme Update</b> (2 October 2012)	Report to be provided outlining the formal remits of the R&R Department and the Environmental Services Department	As reported	Assistant Director, R&R	January 2013
<b>36. Cray Valley Gymnastics Centre</b>	Update on proposals for Cray Valley Gymnastics Centre to be provided to Members by the end of 2012		Assistant Director, R&R	To be confirmed
<b>36. Westmoreland Car Park</b>	Updates on progress to be reported together with date of closure of the car park		Assistant Director, R&R	To be confirmed
<b>39c. R&amp;R Business Plan 2012/13 - Monitoring Report for Q2</b>	Update requested on removal of poorly maintained hoarding at former double glazing premises at Beckenham		Assistant Director, R&R	To be confirmed
<b>39c. R&amp;R Business Plan 2012/13 - Monitoring Report for Q2</b>	Report requested on the PH's current role in Housing Strategy and Privatisation together with information on availability of loan schemes for people experiencing difficulty paying mortgages and whose homes were being classified as social housing with a consequent reduction in value	To be submitted in February 2013	Assistant Director, R&R	February 2013
<b>41. Development of the R&amp;R PDS Committee Work Programme 2012/13</b>	Briefing report on performance associated with planning enforcement, minor and other planning applications	As reported	Jim Kehoe, Deputy Chief Planner	January 2013
<b>41. Development of the R&amp;R PDS Committee Work Programme 2012/13</b>	A report to be submitted to the February meeting on proposals using resources from the Biggin Hill Heritage Fund	To be submitted in February 2013	Assistant Director, R&R	February 2013
<b>44/1 Norman Park Multi-Hub</b>	Further report to be submitted to a future R&R PDS meeting	To be submitted in February 2013	Assistant Director, R&R	February 2013

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Subsequent to the Renewal and Recreation PDS meeting held on 13 November 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	Decision Taken	Contact Officer
7a	DRR12/124	23-31	Budget Monitoring 2012/13	As recommended in the report.	Claire Martin
7b	RES12177	33-38	Capital Programme - 2 <sup>nd</sup> Quarter Monitoring 2012/13	As recommended in the report.	Martin Reeves
7c	DRR12/117	39-68	Renewal & Recreation Business Plan 2012/13 - Monitoring Report for Quarter 2	As recommended in the report.	Hannah Jackson
7d	DRR12/123	69-74	Library Management System - Adjustments Required for Implementation	As recommended in the report.	Colin Brand
7e	DRR12/128	75-81	Cotmandene and Mottingham Centres	(1) As recommended in the report. (2) Amended to read: 'Subject to the Council receiving suitable returns, an award be recommended for approval in March 2013.' (3) Amended to read: 'In light of the budget proposals agreed by the Executive on 1 <sup>st</sup> February 2012, if the Council fails to receive any suitable tender returns, alternative accommodation and volunteers will be sought to run the services currently provided and a further report will be submitted before implementation of the closures proposed.'	John Gledhill
7f	DRR12176	83-89	Provisions to Encourage Use of Local/SME Service Providers in Bromley	As recommended in the report.	Dave Starling
12a (Exempt Report)	DRR12/127	129-137	Norman Park Multi Hub Site	2.1 and 2.2 as recommended in the report. The remainder of the recommendations were amended.	John Gledhill

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Report No.  
DRR13/006

London Borough of Bromley

PART 1 - PUBLIC

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

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

**Date:** 17 January 2013

**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](mailto:claire.martin@bromley.gov.uk)

**Chief Officer:** Marc Hume, Director of Renewal and Recreation

**Ward:** Boroughwide

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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 30<sup>th</sup> November 2012. This shows a projected underspend of £10k for the total portfolio budget.

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

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2. **RECOMMENDATION(S)**

2.1 The Portfolio Holder is requested to 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
  4. Total current budget for this head: £13.5m
  5. Source of funding: Existing revenue budgets 2012/13
- 

### Staff

1. Number of staff (current and additional): 301ftes
  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 26<sup>th</sup> March 2012 approved the setting aside of £2.260m in an earmarked reserve for Member priority initiatives. The Renewal and Recreation Portfolio is responsible for the delivery of three initiatives as detailed below: -

<b>Member priority Initiatives</b>	<b>£'000</b>
Investing in small shopping parades	250
Becekenham 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 Although the total Portfolio budget shows a projected underspend of £10k, the controllable budget for the Renewal and Recreation Portfolio is projected to be overspent by £20k by the year end based on financial activity to 30th November 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 additional income of £50k from pre-application meetings and savings from management action including holding the equivalent of 6.6fte posts vacant (Cr £280k). Further savings of £12k from part year vacancies and running expenses are projected within the Renewal section of Planning.
- 5.4 As part of the responsibility of collecting the Mayor's Community Infrastructure Levy (CIL) on behalf of the Mayor, initial set up costs have been incurred for the purchase of special software to monitor the income and slower than anticipated receipt of the CIL income. It is hoped that income generated in the next two years will offset these costs in accordance with the legislation.
- 5.5 There are several variations within the library service as detailed in Appendix 1, however a balanced budget is projected overall.
- 5.6 As a result of the deferral of one of the savings initiatives within the Housing strategy and Development team has meant that a small overspend is projected of £12k.
- 5.7 Appendix 2 shows that £57k has been spent or 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.

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

## 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
	<b>R&amp;R PORTFOLIO</b>							
73	<b>Housing Strategy &amp; Development</b>							
	Housing Strategy & Development	(16)	(16)	(4)	12	1	12	0
<b>73</b>		<b>(16)</b>	<b>(16)</b>	<b>(4)</b>	<b>12</b>		<b>12</b>	<b>0</b>
	<b>Planning</b>							
15	Building Control	(22)	17	17	0	2	0	0
(169)	Land Charges	(281)	(168)	(168)	0		0	0
1,011	Planning	801	803	823	20	3	0	0
1,264	Renewal	1,167	1,229	1,217	(12)	4	(12)	0
<b>2,121</b>		<b>1,665</b>	<b>1,881</b>	<b>1,889</b>	<b>8</b>		<b>-12</b>	<b>0</b>
	<b>Recreation</b>							
2,610	Culture	2,315	2,313	2,313	0		0	0
5,285	Libraries	4,816	4,842	4,842	0	5	0	0
374	Town Centre Management & Business Support	294	312	312	0		0	0
<b>8,269</b>		<b>7,425</b>	<b>7,467</b>	<b>7,467</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>10,463</b>	<b>TOTAL CONTROLLABLE R&amp;R PORTFOLIO</b>	<b>9,074</b>	<b>9,332</b>	<b>9,352</b>	<b>20</b>		<b>0</b>	<b>0</b>
	<b>Non Controllable Expenditure</b>							
4,181	Non Controllable Expenditure	2,207	2,211	2,181	(30)	6	0	0
2,294	Excluded Recharges	1,957	1,957	1,957	0		0	0
<b>16,938</b>	<b>TOTAL R&amp;R PORTFOLIO</b>	<b>13,238</b>	<b>13,500</b>	<b>13,490</b>	<b>(10)</b>		<b>0</b>	<b>0</b>

## 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

Allocation from Contingency Inbucon Pay Awards

8

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

13,500

## **Renewal & Recreation - Budget Monitoring Notes as at 30 November 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 3.7ftees vacant.

### **3) Planning Dr £20k**

Income from non-major planning applications is £235k below budget for the first eight months of the year and a deficit of £300k is projected for the year. The actual income for the April to November 2012 is £60k higher than that received for the first eight 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 taken into account the statutory price increase in November. Full year effect of the price increase is expected to be around Cr £130k and will not therefore offset the current deficit forecast.

£159k has been received for major applications this year, compared to £137k for the same period last year. Planning officers within the major team have provided a schedule of potential future income that may be received before the year end of approximately £155k, 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, (which could be as high as £60k), 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, which fully meet the income deficit.

There will be a £20k overspend on the Community Infrastructure Levy (CIL), a new scheme introduced in 2012/13. This is partly due to initial set-up costs of £10k for the purchase of a new computer software package and slower than anticipated receipt of CIL income. This is not expected to occur in future years. In accordance with legislation, it is hoped that future CIL income received during the next 2 years will cover these set up costs.

**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)
CIL overspend	20
<b>Total variation for planning</b>	<b>20</b>

**The full year effect of the shortfall of income is likely to be £290k and Officers have reviewed income, staffing and supplies and services in order to ensure that there will be a balanced budget in future years.**

#### **4) 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.

#### **5) Libraries £0k**

There is an anticipated overspend on the Library IT budgets of £103k. 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 involved 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.

There is a projected under achievement of income of £60k. The main areas of shortfall are library fines £30k, DVD hire and CD hire £25k, with a net £5k 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.

Within the staffing budget, there is a projected underspend of £90k. 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.

There is a projected overspend across general supplies & services budgets of £22k. Within this, £12k relates to photocopier expenses, with the remaining net £10k across other budget lines.

<b>Summary of variations within Libraries</b>	<b>£'000</b>
Overspend within IT budgets	103

Income deficit	60
Underspend from libraries acquisition fund	(40)
Underspend within staffing budget	(90)
Underspend within premises costs	(50)
Underspend within transport costs	(5)
Overspend within general supplies & services	22
<b>Total variation for libraries</b>	<b>0</b>

#### **6. Non-controllable budgets Cr £30k**

For information here, the variation relates to a net surplus within property rental income budgets across the division. Property department are accountable for these variations.

Analysis of Members' Initiatives - Earmarked Reserves @ 30.11.2012

## APPENDIX 2

Item	Divison / Service Area	Responsible Officer	Allocation £'000	Spend To Date £'000	Commitments £'000	Total Spend & Commitments £'000	Balance Available £'000	Comments on Progress of Scheme
Investment in small shopping parades	Recreation - Town Centre Management & Business Support	Martin Pinnell	250	0	7	7	243	Bids have been received for shopping parades in Sunridge Park, Chislehurst and Keston Village and are currently being assessed by officers. Further bids are expected. Officers anticipate that £30k will be spent by 31st March 2013.
Tackling youth unemployment	Recreation - Business Support	Hannah Jackson	500	0	0	0	500	Tendereing process completed. Expected start date 1st April 2013.
Beckenham Town Centre public realm improvements	Planning - Renewal	Kevin Munnely	250	20	30	50	200	In progress, as highlighted in the R & R business plan report to the PDS November Committee..
<b>TOTAL</b>			<b>1,000</b>	<b>20</b>	<b>37</b>	<b>57</b>	<b>943</b>	

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# Agenda Item 9

Report No.  
DRR13/001009

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** 17<sup>th</sup> January 2013

**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

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## 1. Reason for report

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

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## 2. RECOMMENDATION(S)

2.1 The Renewal and Recreation PDS Committee and Portfolio Holder are asked to note this report and endorse the detailed design of the Bromley North Village Public Realm Improvements.

### 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: N/A
  3. Budget head/performance centre: Renewal and Capital Programme
  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.

#### Churchill Place (Site G)

- 3.2 Following a competitive selection process Montagu Evans have been appointed as the Council's new development advisors. Officers have held clarification meetings 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. Montagu Evans have advised that in the light of challenging market conditions it would be prudent to simplify the procurement process into one detailed phase. A development brief has been prepared which will be used as the basis by the three potential developers to prepare their detailed submissions. The development brief will cover the following the following topic headings:

- their team (internal and external) and leadership/PM
- their occupational strategy
- their phasing strategy
- their short term commitment of £'s
- their appraisal/viability model
- their masterplan
- their detail on quality/elevations
- their basic heads of terms/deal structure
- their funding strategy

#### Revised process and timetable:

- 3.3 In discussions with Montagu Evans officers have revised the delivery timetable and the first cut revision is set out below. This will be subject to further detailed revisions as the process evolves and the Committee meeting cycle is agreed.

Date	Action
w/b 7th January	Home team present to the Developers setting out the vision, work done to date, objectives, process and timeframe
w/b 7th January	Issue Development Brief
w/b 11th February	Workshop 1 / Presentation by Developers to Home team and Members
w/b 18th February	Written Feedback from Home team
w/b 4th March	Receive Submission
w/b 4th and 11th March	Initial Evaluation
April 2013	Identify preferred development partner

## **Bromley North Village**

3.4 Bromley North Village (BNV) has completed its outline design, which was approved by R&R PDS Committee in March 2012. The designs have now progressed through to the detailed design phase whereby traffic and engineering details have been added and final estimates calculated. The scheme design has been amended to take in to account concerns raised by stakeholders such as the Bromley North Village traders, who requested two-way traffic working in the evenings on High Street North. A set of plans detailing the final scheme design objectives and proposals is attached as **Appendix 2**. The scheme consists of three main components:

- East Street. This is set become Bromley's premier restaurant and café precinct through the creation of a new order on East Street. The removal of through running buses has allowed the creation of a shared space which sets the scene for a thriving entertainment zone with opportunity for outdoor dining, an active night time economy and specialist retailers.
- Market Square. Securing the Outer London funding has allowed the design treatment to be extended to the whole of the Market Square area. The choice of materials has been rationalised to concentrate on natural granites, centred around a radiating band of black granite that follows the form of the central Market Square buildings. The Market Square will be transformed with the introduction of floor lighting and new market infrastructure, which will activate the space and create improved linkages with Bromley North Village.
- High Street North. The focus here has been to increase the essential footfall that is needed to stimulate the growth and expansion of important independent businesses. Improved pedestrian crossings to Market Square are proposed along with wider pavements and lighting. Additional car parking and loading spaces will also be created alongside improvements to the pedestrians links to the Hill multi-storey carpark.

## **Funding Schedule and Approvals**

3.5 Transport for London have agreed the business case for the project and are due to consider the final design sign off on 14<sup>th</sup> January 2013. Following the successful sign off by TfL's Programme Board they will formally release the £3m of funding that has been allocated to this scheme. The Executive on 9<sup>th</sup> January are requested to endorse the overall design and release the Council match funding contribution, subject to the TfL approval being secured on 14<sup>th</sup> January 2013. The Council is seeking confirmation from Design for London on a reprofiling of the 2012/13 OLF budget, including match funding requirements and agreement that this funding can be paid on the raising of orders. This will allow the Council to purchase materials that then can be charged to the 2012/13 Outer London funding allocation.

## **Implementation**

3.6 The Council's highway term contractor, Conways have prepared the scheme's detailed drawings, costings and implementation plan, working alongside the urban design team at Studio Egret West. A detailed specification of the scheme was sent to Conways and the new Transport for London highway term contractor Enterprise Mouchal for pricing. A comparison of costs and programming by the Council's engineering team concluded that Conways offered the best price. It is therefore proposed to commission Conways, under

the terms of the existing term contract, to carry out the build contract for this project. Implementation could start in February 2013 with the placing of material orders and de-cluttering, 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 that will occur during construction. The preliminary programme timetables works for Market Square and East Street in 2013/14 and High Street North in 2014/15. The detailed implementation programme is currently being drafted and this will be presented to the Renewal and Recreation PDS for consideration once it has been finalised. It is proposed to engage a project engineer on a two year temporary contract to manage the project. The cost of this post has been incorporated in to the main budget.

3.7 The Outer London funds are being used to deliver the following projects:

### **OUTER LONDON FUND ROUND 2 BROMLEY PROJECTS**

<b>Project name:</b>	<b>Project Objectives:</b>	<b>Total Capital Spend £</b>
<b>BROM 1a Public Realm Improvements to Market Square and North village</b>	<ul style="list-style-type: none"> <li>• Lift the quality and visual appeal of the public realm in the North Village and the strategically important open space at Market Square.</li> <li>• Create better and more legible linkages between the North Village, Market Square and the rest of the town and key transport interchanges.</li> <li>• Introduce additional and improved infrastructure for town centre markets.</li> <li>• Improve pedestrian linkages between the North Village areas and the main town centre to drive footfall increases.</li> </ul>	<b>744,000</b>
<b>BROM 1b Public realm improvements and roadway alterations from Bromley South Station area to Market Square.</b>	<p>To improve the sense of arrival at Bromley South Station and provide ease of movement to other parts of the town, including the key leisure site at Bromley South Central.</p> <p>Improvements to the Bromley South station area, concentrating on pedestrian connections up down and diagonally, but not to include alterations to the station forecourt; and 'Bromley Boulevard', possible addition of better placed pedestrian crossing and trees to the central reservation (though only if possible in-ground). The interventions delivered in the road and pavement surface will not compete, but co-ordinate with signage and public welcome implementation.</p>	<b>375,349</b>
<b>BROM 1c: Bromley North Shop Frontage Improvement Scheme.</b>	The OLF Round 2 provides capital funding to support the establishment of the scheme to provide shop frontage improvements based around the historic core of Bromley North Village.	<b>250,000</b>
<b>BROM 1d: Public Realm Welcome Strategy and implementation from South Bromley Station to the south side of the Market Square.</b>	<p>This project will concentrate primarily on developing building based signage, lighting and orientation and focus on the area from Bromley South to south of Market Square.</p> <p>Inconsistent signage and confusion about distances between areas can dissuade people from walking and exploring the area around them.</p>	<b>460,000</b>

Regular progress on the development and delivery of these projects will be made to the Renewal & Recreation PDS at the appropriate time.

#### **4.0 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.

#### **5.0 FINANCIAL IMPLICATIONS**

- 5.1 In May 2012 Executive agreed that additional funding of £150k be set aside from uncommitted PSA/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 £55k has been spent, leaving an uncommitted balance of £178k to fund specialist advice for the remaining part of the procurement process.
- 5.2 The Executive on 2<sup>nd</sup> February 2011 as part of the Capital Programme Review approved a capital scheme for Bromley Town Centre improvement programme of £6.667m funded from three principle sources: The Council's capital reserves (£1.5m), Transport for London (£3.3m), a contribution from the Outer London Fund 2012/14 Grant (£1.829m) and private sector contributions of £38k.
- 5.3 The table below sets out the estimated costs, spending profile and funding for all the schemes within the Bromley Town Centre improvement programme: -

<b>Bromley Town Centre Improvement Programme</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Total</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>Bromley North Village Public Realm Improvements</b>					
<u>Expenditure</u>					
Capital works	0	1,584	2,424	1,038	<b>5,046</b>
Design fees	128	270	0	0	<b>398</b>
Project Management (Temp fte)	0	0	50	50	<b>100</b>
<b>Total estimated costs</b>	<b>128</b>	<b>1,854</b>	<b>2,474</b>	<b>1,088</b>	<b>5,544</b>
<b>Bromley South Station to Market Square</b>	0	187	188	0	<b>375</b>
<b>Bromley North Village shop frontage improvements</b>	0	94	194	0	<b>288</b>
<b>Public Realm Welcome Strategy &amp; Implementation</b>	0	90	370	0	<b>460</b>
<b>Total estimated cost of Bromley TC Improvements</b>	<b>128</b>	<b>2,225</b>	<b>3,226</b>	<b>1,088</b>	<b>6,667</b>
<u>Funding</u>					
<b>Bromley North Village Public Realm Improvements</b>					
TfL funding (to be confirmed 14.1.13)	128	840	2,242	90	<b>3,300</b>
LBB Capital receipts	0	0	500	1,000	<b>1,500</b>
Outer London Funding	0	744	0	0	<b>744</b>
	<b>128</b>	<b>1,584</b>	<b>2,742</b>	<b>1,090</b>	<b>5,544</b>
<b>Other Bromley TC Improvements</b>					
Outer London Funding	0	352	733	0	<b>1,085</b>
Private sector contributions as match funding	0	19	19	0	<b>38</b>
	<b>0</b>	<b>371</b>	<b>752</b>	<b>0</b>	<b>1,123</b>
<b>Total Capital Funding</b>	<b>128</b>	<b>1,955</b>	<b>3,494</b>	<b>1,090</b>	<b>6,667</b>

5.3 Members should note that no orders will be placed or contracts agreed until the following confirmations have been received from TfL and Design for London, to ensure that LBB is not at risk of meeting any additional costs other than the £1.5m contribution already agreed: -

- Written confirmation from TfL after 14 January 2013 that £3m funding is available to meet the spending profile of the scheme.
- Written confirmation from Design for London that the revised spending profile of the individual projects has been agreed along with the requirement that the match funding is provided in 2013/14.
- Confirmation from Design for London that funding will be paid on the evidence of orders having been placed before 31<sup>st</sup> March 2013 in order to secure the OLF funding.

5.4 In respect of the Shop Frontage improvement scheme, Officers will ensure that the required level of match funding is obtained from the shop owners, prior to any orders being raised for the works, to ensure that the grant criteria is met in order to release funding from Design for London.

## 6 LEGAL IMPLICATIONS

6.1 None for the purposes of this report.

## 7. PERSONNEL IMPLICATIONS

- 7.1 As part of the implementation of the improvement programme it is proposed to engage a project engineer on a two year temporary contract. The cost of this post has been incorporated in to the main budget.

<b>Non-Applicable Sections:</b>	Legal Implications, Personnel Implications
Background Documents: (Access via Contact Officer)	

**DRR12/143 - Appendix 1 - Town Centres Individual Site Updates – January 2013**

Site	Lead Officer	Background	Position Statement
<b><u>Bromley</u></b>			
<b>Site A: Bromley North</b>	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. It is anticipated that the next round of consultations with take place in from September 2012, with the final plan to be submitted for Independent Examination in Spring 2013.</p>	<p><b>Position</b></p> <p>A strategic option to re-examine land uses for the redevelopment of the Bromley North Station site was included in the papers considered by the LDF Sub-committee on 13th December 2012.</p> <p>Officers are continuing to work with TfL to examine the business case underpinning a potential extension of the DLR to Bromley North. The Council are anticipating that TfL will agree to fund and promote this business case work and engage in further discussions with the Borough.</p>
<b>Site B: Tweedy Rd</b>	The Council  Lead: KM /HH	<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</p>	<p><b>Position</b></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>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>Timescale: Officers from the Environmental Services department are currently 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>
<b>Site C: Town Halls</b>	<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><b>Position</b></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 27<sup>th</sup> Sept which confirmed that the current scheme design is acceptable before submission to the Council for approval.</p> <p>Timescale: A preliminary development timetable has been agreed with the developers, which seeks to agree draft Heads of Terms by January 2013.</p>
<b>Site F: Civic Centre</b>	<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 substantially complete with ICT cabling currently being completed.</p> <p>Staff should start to reoccupy the block in July 2012.</p>	<p><b>Position</b></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 23<sup>rd</sup> May 2012. Members agreed to a first phase of works to provide additional spaces. These cleared sites are in the second phase of 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</p>

			following the implementation of the Phase 1 works to provide additional parking.
<b>Site G: West of High street</b>	Various Lead: KM	<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><b>Position</b> Members at the Executive meeting on 24<sup>th</sup> October 2012 agreed, following the successful conclusion of the Pre-Qualification stage of the procurement process, to invite <b>Muse Developments, Barratt Developments and Kier Property</b> 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><b>November 2012</b> Montagu Evans appointed as the Council's new development advisors.</p> <p><b>December 2012</b> Initial meetings with 3 developers (purpose: to discuss the process, their concerns, their team, programme etc)</p> <p><b>January 2013</b> Issue Development Brief.</p> <p><b>February 2013</b> Workshop 1 / Presentation by Developers to Home team and Members and written feedback from Home team</p> <p><b>March 2013</b> Receive Submission and evaluation</p> <p><b>April 2012 Identification</b> of preferred developer.</p>

<b>Site J: Bromley South</b>	Network Rail  Lead: KM	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.	<b>Position</b>  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 December 2012.  Work is also progressing on establishing a permanent kiss and drop off point on the Waitrose access road as part of the Outer London Fund round 2 allocation..
<b>Site K: Westmoreland Road car park</b>	The Council  Lead: HH	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.	<b>Position</b>  Planning permission for the scheme was granted in March 2011..  Work on the demolition of the Car Park is unlikely to commence before February/ March 2013..  A comprehensive publicity campaign is being drafted by the Press Office to deal with the parking issues arising from the closure and this will be discussed with local ward members.
<b>Site L: Former DHSS</b>	Land Securities /Trillium Bromley Christian Centre.  Lead: KM	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.	<b>Position</b>  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). 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.
<b>Bromley North Village</b>	Lead: KM	In support of transformational public realm improvements an Area Based bid to the Transport for London, as part of the Mayor's	<b>Position</b>  Bromley North Village (BNV) has completed its outline design, which

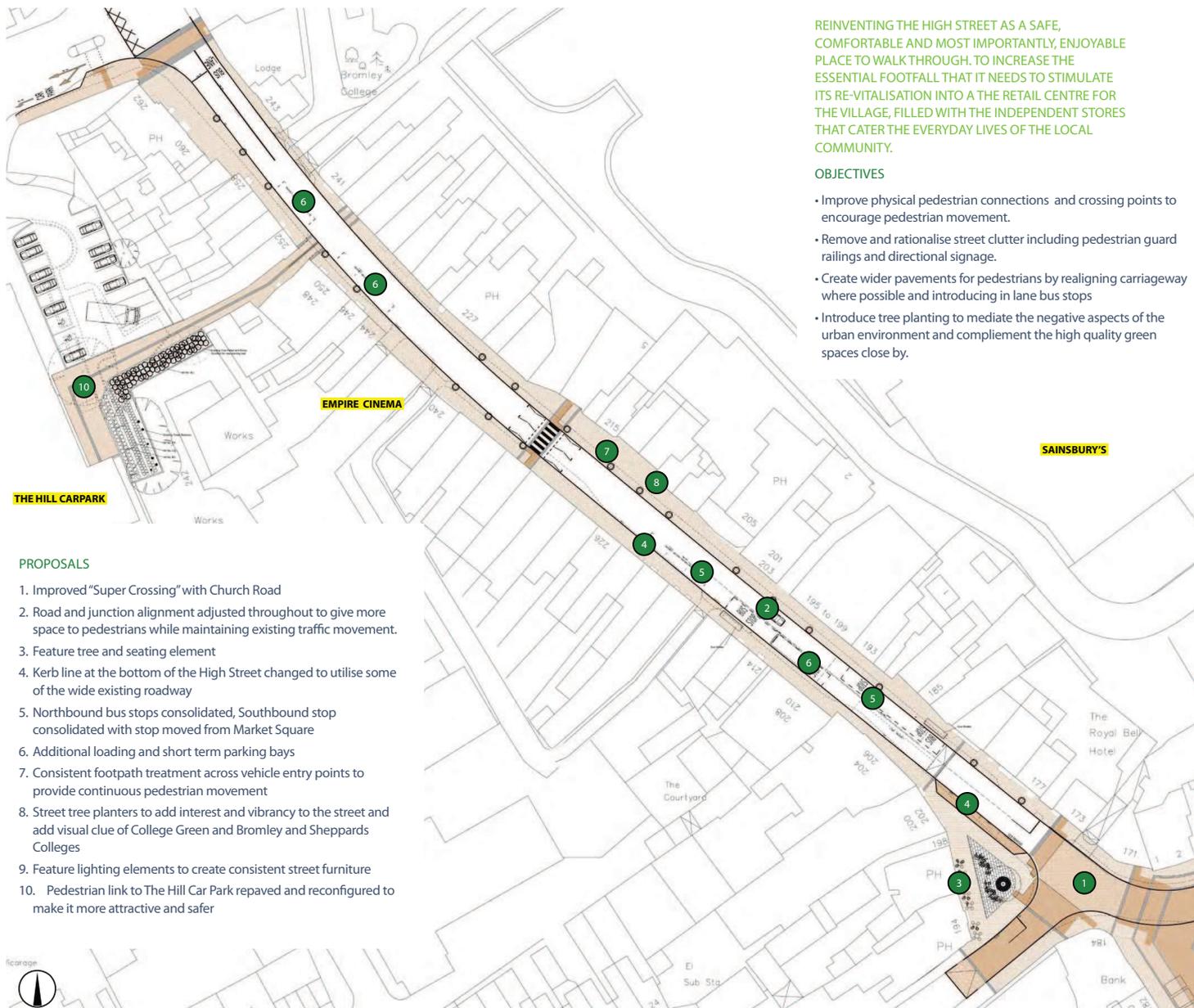
		<p>'Great Spaces' initiative, has been successful in providing access to £300k for detailed design work. A further allocation of £3m has been made available by TfL subject to the Council meeting a number of design gateways.</p> <p>£1.5m has been allocated in the Council's Capital Programme 2012/13 in support of this project.</p>	<p>was approved by R&amp;R PDS Committee in March 2012. The designs have now progressed through to the detailed design phase whereby traffic and engineering details are added and final estimates calculated. The scheme design has been amended to take in to account concerns raised by Bromley North Village traders regarding evening two way traffic working in High Street North.</p> <p>Bromley North Village (BNV) has completed its outline design, which was approved by R&amp;R PDS Committee in March 2012. The designs have now progressed through to the detailed design phase whereby traffic and engineering details are added and final estimates calculated. The scheme design has been amended to take in to account concerns raised by stakeholders such as the Bromley North Village traders who requested two-way traffic working in the evenings on High Street North.</p> <p>Transport for London have agreed the business case for the project and are due to consider the final design sign off on 14<sup>th</sup> January 2013. Following the successful sign off by TfL's Programme Board they will formally release the £3m of funding that has been allocated to this scheme. The Executive considered a report on 9<sup>th</sup> January 2013, seeking authority to release the Council match funding contribution, subject to the TfL approval being secured on 14<sup>th</sup> January 2013. Normally, a report would be brought to the R&amp;R PDS for consideration prior to be approved by the Executive. However, the Council needs to agree the scheme funding so as to allow the purchase of materials that can be charged to the 2012/13 Outer London funding allocation, which may be lost if it is not defrayed before the end of March 2013. It is proposed that all Members of the R &amp; R Committee and local ward members are invited to attend the Executive on 7<sup>th</sup> January for the consideration of this report. A manned presentation of the full scheme design will be held in Committee Room 5 on Friday 4<sup>th</sup> January from 2-6pm to which all R&amp;R and Local Ward members will be invited to attend. Accompanied walks will also be available on the day to visit the material test panels which are located at the entrance to White Hart Slip in the town centre.</p>
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			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.
<b>Orpington</b>			
<b>Orpington Town Centre</b>	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>The block paving materials that were used for the raised areas in the carriageway have deteriorated through traffic loadings.</p>	<p><b>Position</b></p> <p>The new consortium is seeking to implement a comprehensive improvement programme for the Walnut Shopping Centre which will see Crown Buildings redeveloped for additional retail floorspace and a cinema. Planning permission has been granted for the scheme. Authority has been obtained to sell the Council's freehold interest in an area adjoining Crown Building which is required for the scheme. The applicant has submitted prior notification documentation to demolish the Job Centre building.</p> <p>Discussions are ongoing with the designers and block manufactures to identify the cause of the failures and a permanent solution. In the short term the main area has been resurfaced in 'tarmac' to maintain safety. Permanent repairs are due to be completed in 2013.</p>
<b>Beckenham</b>			
<b>Public Realm Improvements</b>	Lead: KM	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	<p><b>Position</b></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 7<sup>th</sup> Sept 12.</p>

		<p>Schemes bid.</p> <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.</p>	<p>On 14<sup>th</sup> December 2012 TfL announced the Area Based Programme settlement for 2013/14. This did not include any allocation for Beckenham and officers are seeking further feedback from TfL.</p> <p>A verbal update will be provided at the meeting.</p>
<b>Penge</b>			
<b>Penge Renewal Strategy</b>	Lead: Colin Brand	Renewal Strategy has been published.	<p><b>Position</b></p> <p>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.</p> <p>Timescale: Ongoing</p>
<b>Office and Employment Floorspace.</b>			
<b>Office Floorspace</b>	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</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</p>

		demand for employment floorspace and current and future designation of employment sites.	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.
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# HIGH STREET NORTH PLAN



REINVENTING THE HIGH STREET AS A SAFE, COMFORTABLE AND MOST IMPORTANTLY, ENJOYABLE PLACE TO WALK THROUGH. TO INCREASE THE ESSENTIAL FOOTFALL THAT IT NEEDS TO STIMULATE ITS RE-VITALISATION INTO A THE RETAIL CENTRE FOR THE VILLAGE, FILLED WITH THE INDEPENDENT STORES THAT CATER THE EVERYDAY LIVES OF THE LOCAL COMMUNITY.

## OBJECTIVES

- Improve physical pedestrian connections and crossing points to encourage pedestrian movement.
- Remove and rationalise street clutter including pedestrian guard railings and directional signage.
- Create wider pavements for pedestrians by realigning carriageway where possible and introducing in lane bus stops
- Introduce tree planting to mediate the negative aspects of the urban environment and complement the high quality green spaces close by.

## PROPOSALS

1. Improved "Super Crossing" with Church Road
2. Road and junction alignment adjusted throughout to give more space to pedestrians while maintaining existing traffic movement.
3. Feature tree and seating element
4. Kerb line at the bottom of the High Street changed to utilise some of the wide existing roadway
5. Northbound bus stops consolidated, Southbound stop consolidated with stop moved from Market Square
6. Additional loading and short term parking bays
7. Consistent footpath treatment across vehicle entry points to provide continuous pedestrian movement
8. Street tree planters to add interest and vibrancy to the street and add visual clue of College Green and Bromley and Sheppards Colleges
9. Feature lighting elements to create consistent street furniture
10. Pedestrian link to The Hill Car Park repaved and reconfigured to make it more attractive and safer



CHURCH ROAD CORNER EXISTING



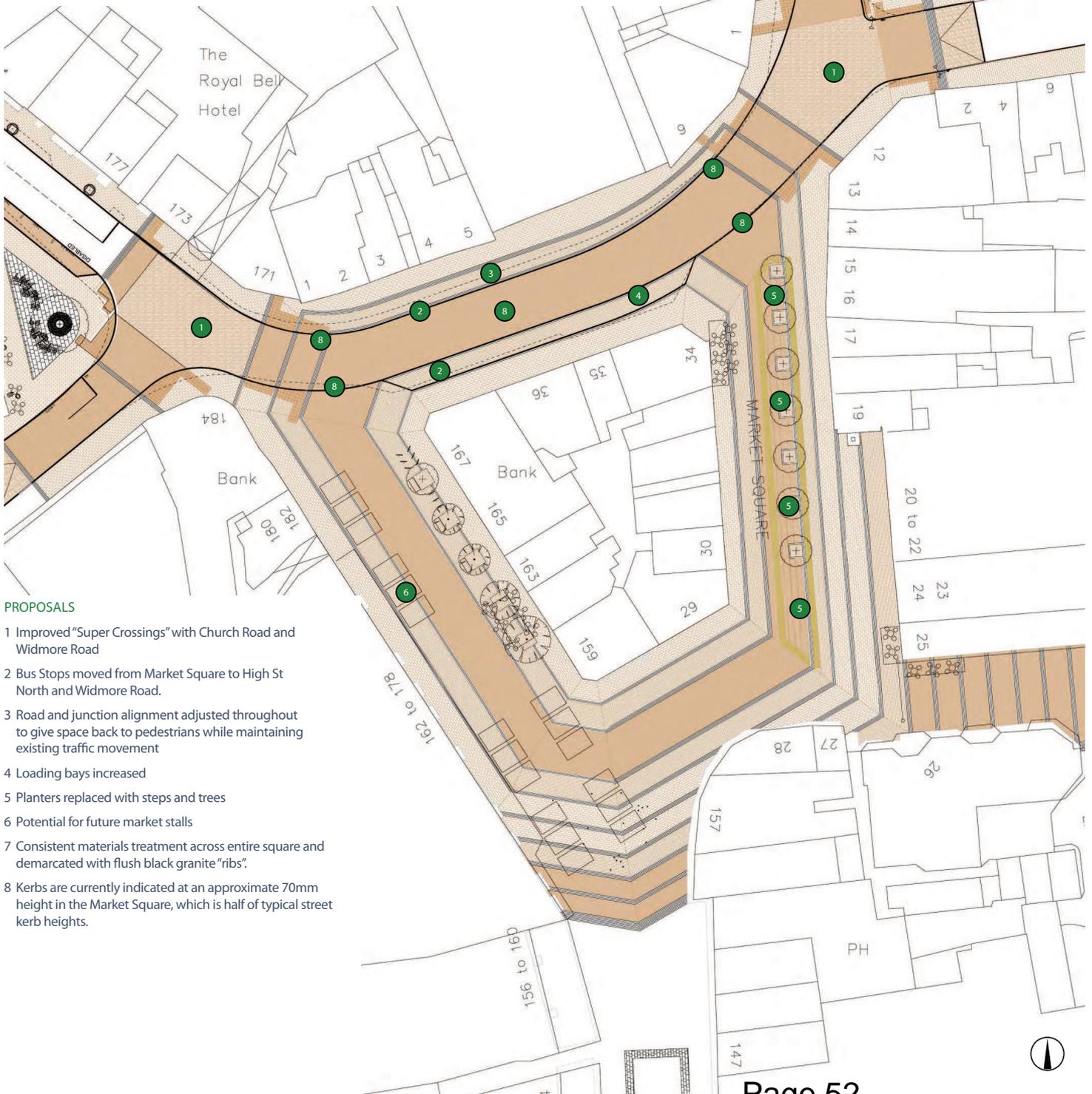
CHURCH ROAD CORNER PROPOSED

# MARKET SQUARE PLAN

COMPLETING THE SQUARE BY IMPROVING THE PEDESTRIAN ENVIRONMENT AND RECONSIDERING THE TRANSPORT CONFIGURATION IS THE KEY TO RE-CONNECTING THE VILLAGE BACK TO THE TOWN CENTRE, AND THE FIRST STEP TO START THE ECONOMIC RENAISSANCE OF BROMLEY NORTH VILLAGE.

## OBJECTIVES

- Create visual connection from pedestrianised High Street to High Street North and East Street by using consistent pavement materials across Market Square.
- Improve physical pedestrian connections and crossing points to encourage pedestrian movement into Bromley North Village from Bromley Town Centre and reduce traffic accidents.
- Improve pedestrian connections by tightening road and junction geometry, widening crossings and investigating potential to introduce all green crossing phases in signal phasing
- Remove and rationalise street clutter including pedestrian guard railings and directional signage
- Re-organise and rationalise vehicular circulation to give priority back to pedestrians and create a civilised flexible space for buses, taxis, private vehicles, bicycles and pedestrians.
- Relocate bus stops to High Street/Widmore Road



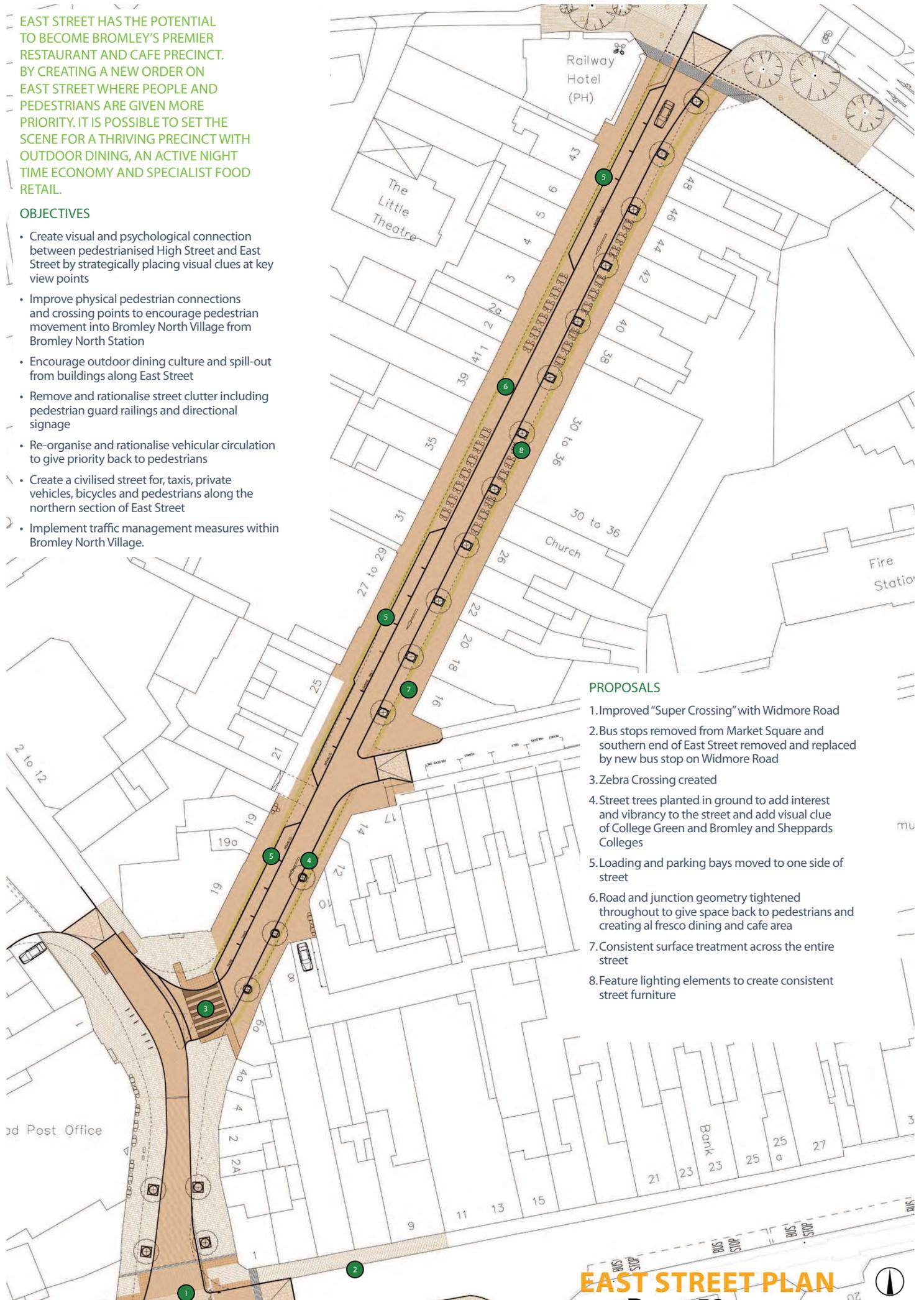
## PROPOSALS

- 1 Improved "Super Crossings" with Church Road and Widmore Road
- 2 Bus Stops moved from Market Square to High St North and Widmore Road.
- 3 Road and junction alignment adjusted throughout to give space back to pedestrians while maintaining existing traffic movement
- 4 Loading bays increased
- 5 Planters replaced with steps and trees
- 6 Potential for future market stalls
- 7 Consistent materials treatment across entire square and demarcated with flush black granite "ribs".
- 8 Kerbs are currently indicated at an approximate 70mm height in the Market Square, which is half of typical street kerb heights.

EAST STREET HAS THE POTENTIAL TO BECOME BROMLEY'S PREMIER RESTAURANT AND CAFE PRECINCT. BY CREATING A NEW ORDER ON EAST STREET WHERE PEOPLE AND PEDESTRIANS ARE GIVEN MORE PRIORITY. IT IS POSSIBLE TO SET THE SCENE FOR A THRIVING PRECINCT WITH OUTDOOR DINING, AN ACTIVE NIGHT TIME ECONOMY AND SPECIALIST FOOD RETAIL.

**OBJECTIVES**

- Create visual and psychological connection between pedestrianised High Street and East Street by strategically placing visual clues at key view points
- Improve physical pedestrian connections and crossing points to encourage pedestrian movement into Bromley North Village from Bromley North Station
- Encourage outdoor dining culture and spill-out from buildings along East Street
- Remove and rationalise street clutter including pedestrian guard railings and directional signage
- Re-organise and rationalise vehicular circulation to give priority back to pedestrians
- Create a civilised street for, taxis, private vehicles, bicycles and pedestrians along the northern section of East Street
- Implement traffic management measures within Bromley North Village.



**PROPOSALS**

1. Improved "Super Crossing" with Widmore Road
2. Bus stops removed from Market Square and southern end of East Street removed and replaced by new bus stop on Widmore Road
3. Zebra Crossing created
4. Street trees planted in ground to add interest and vibrancy to the street and add visual clue of College Green and Bromley and Sheppards Colleges
5. Loading and parking bays moved to one side of street
6. Road and junction geometry tightened throughout to give space back to pedestrians and creating al fresco dining and cafe area
7. Consistent surface treatment across the entire street
8. Feature lighting elements to create consistent street furniture



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Report No.  
DRR13/007

## London Borough of Bromley

### PART 1 - PUBLIC

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

**Date:** 17<sup>th</sup> January 2013

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

**Title:** **DRAFT 2013/14 BUDGET**

**Contact Officer:** Claire Martin, Head of Finance  
Tel: 020 8313-4286 E-mail: [claire.martin@bromley.gov.uk](mailto:claire.martin@bromley.gov.uk)

**Chief Officer:** Marc Hume, Director of Renewal and Recreation

**Ward:** Boroughwide

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#### 1. Reason for report

- 1.1 The prime purpose of this report is to consider the Portfolio Holder's Draft 2013/14 Budget which incorporates future cost pressures and initial draft budget saving options which were reported to Executive on 9 January 2013. Members are requested to consider the initial draft budget savings proposed and also identify any further action that might be taken to reduce cost pressures facing the Council over the next four years.
- 1.2 Executive are requesting that each PDS Committee consider the proposed initial draft budget savings and cost pressures for their Portfolio and the views of each PDS Committee be reported back to the next meeting of the Executive, prior to the Executive making recommendations to Council on 2013/14 Council Tax levels.
- 1.3 There are still outstanding issues and areas of uncertainty remaining. Any further updates will be included in the 2013/14 Council Tax report to the next meeting of the Executive.

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#### 2. **RECOMMENDATION(S)**

The PDS Committee are requested to:

- (a) Consider the update on the financial forecast for 2013/14 to 2015/16;
- (b) Consider the initial draft saving options proposed by the Executive for 2013/14.
- (c) Consider the initial draft 2013/14 Budget as a basis for setting the 2013/14 Budget;
- (d) Provide comments on the initial draft 2012/13 Budget for the February meeting of the Executive.

## Corporate Policy

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

## Financial

1. Cost of proposal: N/A
  2. Ongoing costs: Recurring cost.
  3. Budget head/performance centre: Renewal and Recreation Portfolio Budgets
  4. Total current budget for this head: £12.7m
  5. Source of funding: Draft revenue budget for 2013/14
- 

## Staff

1. Number of staff (current and additional): full details will be available with the Council's 2013/14 Financial Control Budget published in March 2013
  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):
  2. The 2013/14 budget reflects the financial impact of the Council's strategies, service plans etc which impact on all of the Council's customers (including council tax payers) and users of the services.
- 

## Ward Councillor Views

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

### 3. COMMENTARY

#### Approach to Budgeting

- 3.1 Forward financial planning and financial management is a key strength at Bromley and this has been recognised previously by our external auditors. This report continues to forecast the financial prospects for the next 4 years but some caution is required in considering any projections beyond the 4 year Comprehensive Spending Review period i.e. 2015/16 and 2016/17. The report identifies the significant changes which impact on the Council's finances from 2013/14 arising from the final outcome of the Local Government Resources review which includes the localisation of business rates and the new council tax support scheme.
- 3.2 The Budget Strategy has to be set within the context of a reducing resource base, with ongoing Government funding reductions continuing till beyond 2020 – the ongoing need to reduce the size and shape of the organisation to secure priority outcomes within the resources available. There is also a need to build in flexibility in identifying options to bridge the budget gap as the gap could increase further. The overall updated strategy has to be set in the context of the national state of public finances, unprecedented in recent times, and the high expectation from the Government that services should be reformed and redesigned. There is also an ongoing need to consider “front loading” savings to ensure difficult decisions are taken early in the budgetary cycle, provide some investment in specific priorities and to support invest to save opportunities which provide a more sustainable financial position in the longer term, ensuring stewardship of the Council's resources . Any budget decisions will need to consider the finalisation of the 2013/14 Budget but also consider the longer time frame where it is now clear that a longer period of austerity up to 2020 and beyond is inevitable. Members will need to consider decisions now that can have a significant impact on the future year's financial position which ultimately will help to protect key services

#### Changes that could impact on longer term financial projections

- 3.3 In considering the next four years there remain many variables which will impact on any final outcome. Some examples are highlighted below:
- (a) Impact of “recession” factors likely to continue in the foreseeable future, as the economy continues to face an unprecedented period of low/negative growth and further uncertainty. This includes, for example, losses of income and increased demands for services;
  - (b) Interest rates will remain low in the medium term, which results in lower investment income for the Council – the deleveraging of banks, quantitative easing and “funding for lending” have resulted in a reduction in interest earnings over the last few months;
  - (c) The Government has also confirmed additional spending reductions of 2% (in addition to previous planned reductions) in 2014/15;
  - (d) The Government have previously indicated that the planned reductions in funding in 2015/16 and 2016/17 are significantly greater than the equivalent annual reductions for the period 2011/12 to 2014/15;
  - (e) The Government has also confirmed additional spending reductions in 2017/18 in the recent Autumn Statement;
  - (f) The Government has confirmed in the Chancellors Autumn Statement that “detailed plans for spending in 2015/16, including the breakdown by department, will be set out in first half of next year” – it is therefore not possible to accurately predict the funding reductions for 2015/16 and future years;
  - (g) Inflation remains higher than previously predicted by many economists which is mainly due to “external factors” (e.g. commodity and oil prices etc.);
  - (h) Impact of demographic factors including an increasing older population;

- (i) Ongoing consequences of protecting many elements of government spending (mainly education and health) results in spending reductions being intensified in remaining “unprotected areas” – local government is currently the largest non ring fenced area of spend.

### Latest Financial Forecast

- 3.4 The report to the Executive in January 2013 identified a budget gap of £106K in 2013/14, £12,602k in 2014/15, and £25,561k in 2015/16 increasing to £39,277k by 2016/17. This assumes that all savings on Appendix 4 of the Executive report are agreed.

### Growth Pressures & Real Changes

- 3.5 A breakdown of the growth pressures and real changes over the next four years for the Renewal and Recreation Portfolio is shown below:-

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Absorption of inflation increases for statutory planning fees	38	78	118	160
Reduction in funding of operational costs for Mytime	(305)	(305)	(305)	(305)
<b>Total real changes</b>	<b>(267)</b>	<b>(227)</b>	<b>(187)</b>	<b>(145)</b>

### Saving Options

- 3.6 A summary of the new savings options relating to the Renewal and Recreation Portfolio is shown in Appendix 1 of this report. Appendix 2 includes the draft estimate summary sheet, budget variations, notes on the budget variations and the subjective analysis.
- 3.7 It should be noted that Members have deferred the decision on the budget option to close the Cotmandene and Mottingham Learning Shops to allow Officers time to explore the alternative options available to continue to provide the services at no cost to the Council.

## 4. COMMENTS FROM THE RENEWAL AND RECREATION SERVICES DIRECTOR

- 4.1 Expenditure pressures in relation to services for the Renewal and Recreation Portfolio are detailed below: -
- 4.2 Income from Planning Applications  
 Planning fees are currently projected to show a deficit of £350-380k for the year 2012/13 and this is being contained by keeping posts vacant and reducing other expenditure. The future fee income is dependent on the economic situation in general and the number of major applications that we receive. The Government consulted on whether fees for planning applications should increase nationally or by enabling Local Authorities to set fees locally to recover costs. This resulted in a 15% national fee increase as from 22 November 2012 but there is now no prospect of locally set fees for the near future. Adjustments will be made to expenditure and income to realign budgets to ensure realistic budgets are set from 2013/14.

#### 4.3 Income from Building Control

Income from building control notices and first inspection is currently projected to show a deficit of £160-180k below budgeted income for 2012/13 due to a fall in the number of building projects started during this period. This is currently being offset by reductions in expenditure and by holding posts vacant.

### 5. **POLICY IMPLICATIONS**

5.1 The Council's key priorities are included within the Council's "Building a Better Bromley" statement and include:

- Safer Communities
- A quality environment
- Vibrant, thriving town centres
- Supporting independence, especially of older people
- Ensuring all children and young people have opportunities to achieve their potential
- An Excellent Council

5.2 "Building a Better Bromley" refers to aims/outcomes that include "remaining amongst the lowest Council tax levels in Outer London" and achieving a "sustainable council tax and sound financial strategy".

### 6. **FINANCIAL IMPLICATIONS**

6.1 The financial implications are contained within the overall report.

### 7. **LEGAL IMPLICATIONS**

7.1 The Local Authorities (Standing Orders)(England) Regulations 2001 deal, amongst other things, with the process of approving the budget. Under these provisions and the constitution, the adoption of the budget and the setting of the council tax are matters reserved for the Council upon recommendation from the Executive. Sections 73-79 of the Localism Act 2011 has amended the calculations billing and precepting authorities need to make in determining the basic amount of Council tax. The changes include new sections 31 A and 31 B to the Local Government Finance Act 1992 which has modified the way in which a billing authority calculates its budget requirement and basic amount of Council Tax.

### 8. **PERSONNEL IMPLICATIONS**

8.1 The Corporate Trade Union and departmental Representatives' Forum receives regular updates on the Council's finances and the associated policy implications and challenges. Staff and their trade union representatives will be consulted individually and collectively on any adverse staffing implications arising from the budget options. Managers have also been asked to encourage and facilitate staff involvement in budget and service planning

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact Officer)	Finance Monitoring, Estimate Documents etc all held in Finance Section

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Service area	2012/13	2013/14	Detail of proposal	Possible impact on service/notes
	<b>Budget £'000</b>	<b>Saving £'000</b>		
<b>MANAGEMENT SAVINGS</b>				
<u>Senior Management</u>				
Departmental wide management review	1,276	65	Review of management	
<b>Sub-Total</b>		<b>65</b>		
<u>Other Staff Savings</u>				
Planning - Admin including LLPG	375	94	Staffing review	May result in reduced customer satisfaction. There could be a risk that the Council's land use database would not be promptly maintained and may compromise the drive to achieve a paperless office.
Recreation & Culture	474	41	Staffing review	
<b>Sub-Total</b>		<b>135</b>		
<b>REDUCTION IN SERVICE/CEASING OF SERVICE</b>				
Planning - Development Control	1,074	80	The deletion of two career graded planning posts.	The deletion in total of 2 career graded planning posts could lead to the Planning Advisory Service investigating if performance dropped below the standard required.
<b>Sub-Total</b>		<b>80</b>		
<b>OUTSOURCING/SHARED SERVICES/SERVICE REDESIGN</b>				
Recreation - Town Centre Management & Business Support (TCM & BS)	294	23	Savings will be achieved through a re-organisation of the TCM and BS team to ensure it is fit for purpose in terms of the current challenges - the need to generate income and reduce costs, the need to engage with and support struggling traders - and opportunities for example, the enormous changes envisaged through the AAP, increased potential for project funding through the Outer London Fund.	Impact is likely to be minimal - depending on the decision making timetable and consultation requirements, it may not be possible to achieve full year savings in 2012/13. Officers are in the process of preparing a BID for Orpington TC (subject to Member approval), with the aim to expand the BID approach to cover all TCM funding. However, if this proves to be unsuccessful, then a future budget option could be to delete the TCM service from April 2014.
<b>Sub-Total</b>		<b>23</b>		
<b>TOTAL</b>		<b>303</b>		

## FULL YEAR EFFECT OF 2011/12 SAVINGS IDENTIFIED OVER FOUR YEARS 2012/13 - 2015/16

Department	Budget 2012/13 £'000	Budget Option Identified	Savings 2013/14 £'000	Savings 2014/15 £'000	Savings 2015/16 £'000
<b>Renewal &amp; Recreation</b>					
Recreation	35	Remove subsidy to Norman Park Track	0	35	35
Recreation	180	Amalgamate Penge and Anerley Libraries (delay in savings as no suitable building has been identified to date)	50	50	50
Planning	1,074	Deletion of 2 career graded posts within development control	50	80	80
Planning	803	Review of staffing. The Core strategy is a key part of the LDF. This will be further informed by ongoing work in respect of development control and planning administration.	32	32	32
Planning	313	Potential additional savings from planning administration	0	38	38
		<b>TOTAL</b>	<b>132</b>	<b>235</b>	<b>235</b>

Renewal and RecreationDRAFT REVENUE BUDGET 2013/14 - SUMMARY

2011/12 Actual £	Service Area	2012/13 Budget £	Increased costs £	Other Changes £	2013/14 Draft Budget £
73,100	Housing Strategy & Development	Cr 16,260	Cr 1,610	0	Cr 17,870
	<b>Planning</b>				
14,675	Building Control	Cr 22,360	1,750	11,000	Cr 9,610
Cr 168,806	Land Charges	Cr 280,470	0	112,000	Cr 168,470
1,010,642	Planning	800,730	Cr 31,590	Cr 262,760	506,380
1,264,493	Renewal	1,167,170	1,590	Cr 34,160	1,134,600
2,121,003		1,665,070	Cr 28,250	Cr 173,920	1,462,900
	<b>Recreation</b>				
2,609,867	Culture	2,315,030	30,340	Cr 369,000	1,976,370
5,285,201	Libraries	4,816,660	11,860	Cr 50,000	4,778,520
374,116	Town Centre Management & Business Support	293,670	Cr 830	0	292,840
374,116		7,425,360	41,370	Cr 419,000	7,047,730
2,568,219		9,074,170	11,510	Cr 592,920	8,492,760
4,181,373	TOTAL NON CONTROLLABLE	2,206,700	14,530	Cr 213,130	2,008,100
2,293,434	TOTAL EXCLUDED RECHARGES	1,957,670	0	234,690	2,192,360
9,043,026	PORTFOLIO TOTAL	13,238,540	26,040	Cr 571,360	12,693,220

**RENEWAL & RECREATION PORTFOLIO****SUMMARY OF BUDGET VARIATIONS 2013/14**

Ref		VARIATION IN		ORIGINAL
		2013/14	2012/13	BUDGET
		£'000	£'000	£'000
<b>1</b>	<b>2012/13 BUDGET</b>		13,238	
<b>2</b>	<b>Increase in Costs</b>		26	
	<b>Full Year Effect of Allocation of Central Contingency</b>			
<b>3</b>	Contingency allocation - Land Charges & Building Control		150	Cr 302
	<b>Movements Between Portfolios/Departments</b>			
<b>4</b>	Rental Income Budget Adjustments across Portfolios / Departments		4	
<b>5</b>	Staff car parking	Cr 3	1	
	<b>Real Changes</b>			
	<i>Savings Identified for 2013/14 as part of 2012/13 Budget Process (subject to approval)"</i>			
<b>6</b>	Reduction in the Town Centre Management & Business Support budget (TCMBS)	Cr 23		67
<b>7</b>	Introduction of new charges for Local Land & Property Gazetteer	Cr 25		0
<b>8</b>	FYE of deletion of 3 posts within Policy/Heritage and Urban design planning team	Cr 32		83
<b>9</b>	Projected savings from the amalgamation of Penge and Anerley libraries	Cr 50		198
<b>10</b>	Review of departmental management posts	Cr 65		65
<b>11</b>	Reduction in planning staff	Cr 69		375
<b>12</b>	Deletion of 4 career graded planners from Development Control	Cr 130		1,074
<b>13</b>	Bromley Mytime grant reduction	Cr 305	Cr 699	305
	<i>New Savings Identified for 2013/14 (subject to approval)"</i>			
<b>14</b>	Baseline Review		Cr 41	474
<b>15</b>	Variations in Capital Charges		Cr 263	1,483
<b>16</b>	Variations in Recharges		235	1,958
<b>17</b>	Variations in Building Maintenance		Cr 23	671
<b>18</b>	Variations in Insurances		69	140
	<b>2013/14 DRAFT BUDGET</b>		<u>12,693</u>	

**RENEWAL & RECREATION PORTFOLIO****Notes on Budget Variations in 2013/14****Ref Comments****Full Year Effect of Allocation of Central Contingency**

- 3 Contingency allocation - Land Charges & Building Control (Dr £150k)  
Drawdown of the contingency allocation of £150k to reduce income budgets directly relating to the FYE of changes in legislation which has meant that fees have been set to recover actual costs.

**Movements Between Portfolios/Departments**

- 4 Rental Income Budget Adjustments across Portfolios / Departments (Dr £4k)  
This relates to the reallocation of rental income budgets across departments/portfolios. There are corresponding adjustments in other portfolios and these net out to zero in total.
- 5 Distribution of shortfall of staff parking income (Cr £3k)  
Shortfall in staff car parking income due to the decision not to charge essential car park users

**Real Changes**

- 6 Reduction in the Town Centre and Business Support team budget (Cr £23k)  
Savings from the reduction of budgets within the TCM & BS section within Recreation.
- 7 Introduction of new charges for Local Land & Property Gazetteer (Cr £25k)  
It is expected that additional income of £25k could be generated by the introduction of new charges for street name and numbering work undertaken by the LLPG staff.
- 8 FYE of deletion of 3 ftes within the Policy/HUD division of Planning (Cr £32k)  
This is the full year effect of the deletion of 3 posts within the policy/Heritage and Urban Design team within planning.
- 9 Amalgamation of Penge and Anerley libraries (Cr £50k)  
It is expected to generate full year savings of £50k when the Penge and Anerley libraries are merged in 2013/14.
- 10 Review of departmental management posts (Cr £65k)  
Full year effect of the deletion of two management graded posts, one within Development Control and the other in Building Control.
- 11 Reduction in planning staff (Cr £69k)  
Savings from the deletion of 3 vacant posts within the planning division.
- 12 Deletion of 4 career graded planning posts within Development Control (Cr £130k)

Part year effect of savings relating to the deletion of 4 career graded planning posts within the Development Control Section. Full year effect will be £160k.

- 13 Bromley Mytime grant reduction (Cr £305k)  
Savings as a result of the full year effect of the removal of the management fee payable to Bromley Mytime.
- 14 Savings from Baseline Review (Cr £41k)  
This relates to proposals to delete a post within the recreation and culture division.
- 15 Variations in Capital Charges (Cr £263k)  
The variation on capital charges, etc is due to a combination of the following:
- (i) Depreciation – the impact of revaluations or asset disposals in 2011/12 (after the 2012/13 budget was agreed) and in the first half of 2012/13 (total reduction of £156k across the Council):
  - (ii) Revenue Expenditure Funded by Capital Under Statute (REFCUS) – mainly due to slippage of expenditure previously planned in 2011/12 and to a significant general reduction in the value and number of schemes in our Capital Programme from 2013/14 onwards (total reduction of £8,300k across the
  - (iii) Government Grants Deferred – from 2011/12, credits for capital grants receivable in respect of schemes where expenditure is treated as REFCUS (see (ii) above) are required to be allocated to service revenue accounts, rather than as non-specific grant income in the CI & E Account. There was no budget for 2012/13, as this was finalised before this accounting change was confirmed, but the 2013/14 budget has been prepared in accordance with the new requirements (total reduction (credit entry) of £1,170k across the Council).
- The depreciation and REFCUS charges are required to be made to service revenue accounts, but an adjustment is made below the line to avoid a charge on Council Tax.
- 16 Variation in Recharges (Dr 235k)  
Variations in cross-departmental recharges are offset by corresponding variations elsewhere and therefore have no impact on the overall position.
- 17 Variation in Building Maintenance (Cr £23k)  
This relates to the realignment of repairs and maintenance budgets to reflect business priorities.
- 18 Variations in Insurance (Dr £69k)

Insurance recharges to individual portfolios have changed between years, in some cases significantly, partly because we have factored in an extra year of claims experience since the 2012/13 budget was finalised. Due to premium reductions, insurance recharges initially reduced by £33k across the Council. As has previously been reported to the E&R PDS Committee, however, the balance on the Insurance Fund has been reducing steadily in recent years. In order to stabilise the position, the estimated contribution to the Fund in 2013/14 has been increased from £500k to £800k. A total of £208k of this is reflected in 2013/14 insurance budgets allocated to service revenue accounts (the balance of £92k is chargeable to schools) and insurance budgets, therefore, show an

**Renewal and Recreation**  
**DRAFT REVENUE BUDGET 2013/14 - SUBJECTIVE SUMMARY**

Service area	Employees	Premises	Transport	Supplies and Services	Third Party Payments	Income	Grant Related Recharges	Total Controllable	Capital Charges/ Financing	Repairs, Maintenance & Insurance	Property Rental Income	Not Directly Controllable	Recharges In	Total Cost of Service	Recharges Out	Total Net Budget
	£	£	£	£	£	£		£	£				£	£	£	£
Housing Strategy & Development	266,880	0	650	15,350	0	Cr 300,750	0	Cr 17,870	0	0	0	0	156,730	138,860	Cr 29,330	109,530
<b>Planning</b>																
Building Control	896,450	0	28,910	88,880	0	Cr 1,023,850	0	Cr 9,610	0	0	0	0	244,770	235,160	Cr 102,380	132,780
Land Charges	169,130	0	10	16,630	0	Cr 354,240	0	Cr 168,470	0	0	0	0	286,560	118,090	Cr 51,290	66,800
Planning	1,712,920	9,610	12,560	168,220	0	Cr 1,396,930	0	Cr 506,380	0	0	0	0	2,222,760	2,729,140	Cr 1,541,100	1,188,040
Renewal	1,001,320	0	6,850	127,070	0	Cr 640	0	Cr 1,134,600	0	0	0	0	874,160	2,008,760	Cr 887,320	1,121,440
	<b>3,779,820</b>	<b>9,610</b>	<b>48,330</b>	<b>400,800</b>	<b>0</b>	<b>Cr 2,775,660</b>	<b>0</b>	<b>1,462,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,628,250</b>	<b>5,091,150</b>	<b>Cr 2,582,090</b>	<b>2,509,060</b>
<b>Recreation</b>																
Culture	646,960	51,980	13,460	252,830	1,210,250	Cr 166,360	Cr 39,140	1,976,370	937,000	205,500	Cr 83,640	1,058,860	450,030	3,485,260	Cr 441,980	3,043,280
Libraries	3,352,960	731,550	45,170	929,850	165,240	Cr 446,250	0	4,778,520	282,000	667,240	0	949,240	845,610	6,573,370	Cr 61,680	6,511,690
Town Centre Management & Business Support	229,960	0	3,430	178,630	0	Cr 119,180	0	292,840	0	0	0	0	226,820	519,660	0	519,660
	<b>4,229,880</b>	<b>783,530</b>	<b>62,060</b>	<b>1,361,310</b>	<b>1,375,490</b>	<b>Cr 731,790</b>	<b>Cr 39,140</b>	<b>7,047,730</b>	<b>1,219,000</b>	<b>872,740</b>	<b>Cr 83,640</b>	<b>2,008,100</b>	<b>1,522,460</b>	<b>10,578,290</b>	<b>Cr 503,660</b>	<b>10,074,630</b>
	<b>8,276,580</b>	<b>793,140</b>	<b>111,040</b>	<b>1,777,460</b>	<b>1,375,490</b>	<b>Cr 3,808,200</b>	<b>Cr 39,140</b>	<b>8,492,760</b>	<b>1,219,000</b>	<b>872,740</b>	<b>Cr 83,640</b>	<b>2,008,100</b>	<b>5,307,440</b>	<b>15,808,300</b>	<b>Cr 3,115,080</b>	<b>12,693,220</b>

Report No.  
DRR 13/004

London Borough of Bromley

PART 1 - PUBLIC

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

**Date:** 17<sup>th</sup> January 2013

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

**Title:** Planning Application and Planning Enforcement Performance

**Contact Officer:** Jim, Kehoe, Deputy Chief Planner  
Tel: 020 8313 4441    E-mail: jim.kehoe@bromley.gov.uk

**Chief Officer:** Marc Hume, Director of Renewal & Recreation

**Ward:** All

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1. Reason for report

- 1.1 At its November 2012 meeting, the Committee requested a report on Planning performance on minor applications, other applications and Planning enforcement. This follows in particular performance on these applications falling into the 'red' level.
- 

2. **RECOMMENDATION(S)**

- 2.1 That the Renewal and Recreation PDS consider the contents of the report and provide comments in respect of the actions to date and the proposed actions.

### Corporate Policy

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

### Financial

1. Cost of proposal: N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Planning
  4. Total current budget for this head: £1.484m
  5. Source of funding: Existing revenue budget 2012/13
- 

### Staff

1. Number of staff (current and additional): 53ftes (excluding Building Control, Land Charges)
  2. If from existing staff resources, number of staff hours: 14
- 

### Legal

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

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

#### 3.1 Planning Application Performance

The Council's performance on the time taken to determine planning applications is important to a large number of its customers and to the local economy. We determine about 3,000 planning applications each year and these represent a substantial value of construction work to the local economy. We do not want to delay projects unnecessarily.

The time taken also indicates our general efficiency in dealing with applications

The pattern of performance is shown in Appendix One.

In order to guide remedial action, it is relevant to analyse some of the main factors that can influence performance and this information is summarized at Appendix One. From this, we can see that the trends in the volume of applications and level of income are relatively steady when compared to the time taken to determine applications.

We can also use a benchmark of around 190 cases per Development Control case officer to measure whether staff workload is reasonable. This benchmark is based on the analysis of performance of a wide range of planning councils carried out for Central Government. At present, the Council has about 200-210 cases per D.C. case officer which is not an unreasonable level.

However, the number of cases that are in a 'backlog' (awaiting a decision and beyond the target date for decision) is significantly higher than the national average.

In that context, we have focused on the stages of application processing and already commenced with remedial action.

At the early stages – receipt of an application and its initial processing – it is clear that the time taken for a planning application to be validated and reach the case officer is too long.

We therefore completed a review of the planning validation process in November/early December 2012. Our objective is to achieve a 'receipt to D.C. Case Officer' time for 80% of applications in 5 working days.

The main changes needed to reach this objective are:-

- to introduce a new method of processing the applications – focused on a multi-tasked team rather than specialist roles.
- reductions in the high proportion of applications that are invalid upon receipt and more rapid resolution of reasons for invalidity.
- to ensure that our consultees normally accept electronic details rather than paper copies.

The new methods of working have been introduced in December.

The next steps will be:- the phased review of other parts of the planning application process in a similar way; the monitoring of the success of the 'validation' stage actions. In addition, the Development Control Committee is due to receive a wider report on planning at its late January meeting and an outline general improvement plan is attached at Appendix 2.

## Planning Enforcement

Planning Enforcement information is attached at Appendix 3. This shows that the Council is active in pursuing cases to formal notices. This is important to avoid undermining planning controls in general. Nevertheless, it is also appropriate in some cases to seek remedial action where there is a breach of control without recourse to formal action. In many cases, reports of breaches of planning control are found not to be a breach and this is reflected in the total of around 900 queries received by the Planning Enforcement Team each year.

In common with many Council Planning Enforcement services, issues arise in Bromley from the powers available to Councils and from communicating progress with the stages of enforcement action. This includes both development in breach of planning control and the 'untidy sites' cases. To address this, it is proposed that Planning Enforcement be included in the outline Improvement Plan shown at Appendix 2 as a specific topic.

### 5. FINANCIAL IMPLICATIONS

5.1 There are no direct revenue implications arising from this report.

5.2 A breakdown of the latest budget monitoring position is shown below for information: -

Type of expenditure/income	2012/13 Latest budget £'000	2012/13 Projected outturn £'000	2012/13 Projected variance £'000
Employees	2,027	1,772	(255)
Premises	10	10	0
Transport	12	20	8
Supplies & services	179	146	(33)
Income	(1,425)	(1,125)	300
<b>Controllable budget</b>	<b>803</b>	<b>823</b>	<b>20</b>
Net recharges	681	681	0
<b>Total Net Budget</b>	<b>1,484</b>	<b>1,504</b>	<b>20</b>

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

## INCOME FROM PLANNING APPLICATIONS

Appendix 1

Year	Income from Planning Applications	Planning Applications - numbers per year	% applications decided in 8 weeks	% applications decided in 8 weeks
	<u>Actual</u>		<u>Minor</u>	<u>Other</u>
2008-09	948,955	3309	74	84
2009-10	1,037,749	3140	70	85
2010-11	916,961	3076	67	81
2011-12	897,964	3168	57	75
2012-13	Estimated £900,000	Estimated 3200	49	66

### Notes

- (1) From 2008 to November 2012 there was no national fee increase.
- (2) Planning application data is from national return 'PS1'.

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## **PLANNING IMPROVEMENT - PROJECT – DRAFT**

### **Appendix 2**

#### **Objectives**

1. Support Economic Growth.
2. Improve Customer Service.
3. Improve efficiency, producing savings.
4. Pressure to change e.g., National Planning Policy Framework and Development Plan.
5. Improve quality of Councillor/Officer decision making and the quality of the completed development.
6. Training and Development programmes for staff and Councillors.
7. Planning Enforcement and Untidy Sites Communication

#### **Actions – Draft**

1. **Support Economic Growth.**
  - Approve more applications, especially major and minor categories;
  - Speed up application processing, so projects can get the certainty they need;
  - Seek interim policy changes to be more flexible to changing circumstances;
  - Identify stalled sites due to site viability;
  - Bring forward Development Plan adoptions to increase certainty about the Council's intentions and a clear policy lead.
  - Ensure clarity of the Council's requirements for validation of applications;
  - Review Development Team approach from pre-application stage.
2. **Improve Customer Service**
  - Improve ease of website use (analysis of actual usage);
  - Increase amount of information available on the Council website to avoid other more costly methods (e.g., by phone or personal email);
  - Ensure phone call and written responses by planning are done on time;

- Reduce time taken over applications, changes to improve quality;
- Complete Customer Surveys and act on results;
- Promote Agents and developer forum feedback;
- Review communications – internal/external, including to Ward Councillors.

3. **Improve efficiency, producing savings**

- Check newspaper adverts – cost;
- Check budgets for efficiency;
- Check staff levels for efficiency;
- Ensure we are adopting Best Practice wherever appropriate e.g., GIS/Land Charges;
- Identify relevant management indicators:- e.g., former NI157, backlog of time expired applications time taken to validate;
- Enhance the efficiency driving role in service;
- Review pre-application service processes including participation of parties outside planning and Section 106 obligations.

4. **Pressure to change e.g., National Planning Policy Framework (NPPF) and Development Plan.**

- NPPF – consider position on Development Plan adoption;
- Update Local Development Scheme (adopted vs. latest estimates);
- 5 year land supply – ensure it is kept robust and up to date;
- Prepare Community Infrastructure Levy Plans;
- Establish a method for deciding on any action arising from pressure to change e.g., ministerial announcements;

5. **Improve quality of decision making and the quality of the completed development.**

- Review the lessons to be learnt from Planning Appeals;
- Review the ‘Public face’ of Plans Sub-Committees and call-in process to Committees;
- Expand the level of Royal Town Planning Institute RTPI (or equivalent) membership;
- Complete an assessment of quality of decision – making.

6. **Training and Development programmes for staff and Councillors**

- Ensure Continuing Professional Development is maintained by officers
- Consider obtaining RTPI Learning Partner status for Bromley Council;
- Short updates for staff e.g., lunchtime, by staff for staff;
- Circulation of professional updates e.g., Planning Magazine;

- Councillors – Training before participating in decisions on Applications or Policy for new Councillors as necessary;
- Tour and assessment of completed developments;
- Annual programme of Councillor updating, seminars, training on Planning.
- Consider attendance at Planning Summer School;

7. **Planning Enforcement and Untidy Sites Communication**

- Finalise and adopt an Enforcement and Compliance Strategy
- Improve the information available to Councillors on the progress with enforcement and untidy site cases, through an increase in the frequency and detail of reports to DCC and updating of Councillors interested in specific cases.
- Agree a package of performance monitoring information on enforcement/untidy site cases.
- Identify a manageable volume of priority issues where we monitor compliance e.g., types of planning conditions.
- Arrange Councillor Seminars on selected Planning Enforcement/Untidy Site topics

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**Planning Enforcement : Formal Notices 10/11 and 11/12**

	<b><u>10/11</u></b>	<b><u>11/12</u></b>
Number of enforcement notices issued	83	61
Number of contravention notices served	12	8
Number of Breach of Condition notices served	12	12

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Report No.  
DRR13/005

London Borough of Bromley

PART ONE - PUBLIC

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

**Date:** Thursday 17 January 2013

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

**Title:** TOWN CENTRE MANAGEMENT UPDATE JANUARY 2013

**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);

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1. Reason for report

Members have requested an update on Town Centre Management and business support activities during Quarter 3 2012/13, and on activities planned for Quarter 4.

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2. **RECOMMENDATION(S)**

**Members of the Renewal and Recreation PDS Committee are asked to note the Town Centre Management and business support 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

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

<b>Non-Applicable Sections:</b>	Personnel, Legal
Background Documents: (Access via Contact Officer)	Town Centre Management Update report November 2012 (DRR12/125)

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## Summary of activities in Quarter 3 2012/13

### 1. Christmas 2012 events

#### 1.1 Beckenham

##### **Saturday 17 November**

The Town Centre Manager worked closely with Beckenham Business Association and Copers Cope residents Association. The majority of the event was held on Beckenham Green, however some performances also take place along the High Street. The event included a Christmas parade from the George pub to St Georges Church, traditional carol singing, stage performances from various local groups and also professional acts. There were also various traditional food stalls, children's rides, face painting and other craft activities for children. Father Christmas, the Pearly King and Queen and members of the cast from the Churchill Theatre pantomime assisted the Deputy Mayor and the Beckenham MP to switch on the lights on the Christmas tree on the green at the end of the afternoon.

An estimated 2000 people attended the event on the Green throughout the afternoon and usage of the St Georges car park was 14% up on the previous week. Feedback from local traders and residents associations has been very positive. Col Bob Stewart MP said after the event: "A really worthwhile celebration. Proud to be involved."

#### 1.2 Bromley

##### **Sunday 2nd December**

More than 500 runners took part in a 2k 'Santa Dash' run through Bromley as part of the event, which finished in the High Street and was organised in partnership with Bromley Mytime. Market Square was the centre of the event – with a stage which featured entertainment from both local schools and amateur groups along with professional acts, and an appearance from the Peter Pan pantomime stars. There was also carol singing, a festive parade with Santa, live reindeer and a spectacular fireworks display from the roof of Bonmarche in Bromley North.

A giant Christmas tree was in Market Square throughout the festive period, sponsored by EW Payne Fine Jewellers. A large static Nativity scene was also on display in the town centre. Bromley town centre's Christmas celebration was organised in partnership with Bromley Mytime, with additional contributions from the Churchill Theatre and a number of local businesses – who donated prizes for the Santa Dash.

The weekly market was augmented by a Christmas Market, which ran from Thursday 13th December to Christmas Eve

Feedback from the Glades suggests that 25% more people visited the shopping centre on the day of the event than the equivalent Sunday in 2011. There was an increase of 40% on numbers of people in the town centre on the day of the event compared to the same day the week before. Many businesses also reported an increase in numbers through the door and trade on the day. Numbers in the car park also increased by 11% on the equivalent Sunday in December 2011. In addition to this over £1,000 was raised for the youth charity JusB through sponsorship of the Santa Dash.

### 1.3 Orpington

#### **Wednesday 21st Nov**

This Community event – organised in partnership with Churches Together, Walnuts shopping centre and Orpington College – comprised a stage with local schools and Churches performing, an Italian Market, Sainsburys food tasting, craft stalls, face painting and a mini fun fair. The event culminated in a spectacular firework display from the roof of the Walnuts Shopping Centre.

Sponsorship for the event came from McDonalds, Sainsbury, Cargo, Walnuts Shopping centre, Crofton Residents Association, Knoll Residents and Park Avenue Residents Association. The Rotary Club also kindly provided the stewards.

Around 3,500 people were in attendance at the climax of event. The Walnuts Shopping Centre reported an increase on the previous weeks footfall of 54%. Feedback from local traders has been positive, with one local business owner (who had a promotional stall at the event) stating: “I think it may have been the

best Christmas festival yet. The turnout was particularly impressive, given the very poor weather. As a business, we felt it was a very worthwhile evening with significant interest in our work.” The Royal British Legion also attended as a stall holder and raised £200 for the Poppy Appeal. The Orpington MP, Jo Johnson, commented: "St Olaves brass band did brilliantly to fire up Orpington on a wet and windy afternoon. Congratulations to Orpington Town Centre Manager, as well as the Street Pastors for organising such a great event."

## **1.4 Penge**

### **Thursday 22 November**

The event included a stage in Empire Square which featured performances from a local primary school, dancing, and local bands ‘The Rise’ and 2011 X-Factor contenders ‘Rough Copy’. Children’s rides, face painting and food stalls also featured, along with appearances from Father Christmas and the traditional Penge Town Crier. The event included a switch-on the Penge Christmas Tree by Father Christmas and ‘Rough Copy’ band members.

TCM worked in partnership with Penge Traders to deliver the Christmas event, with input and sponsorship from Penge Partners and Penge Forum. Designer Drapes and Urban Chain Studios also provided sponsorship.

Whilst estimated numbers of attendees are not available at time of writing, the town centre was extremely busy during the event, and for much of the time Empire Square was at capacity during the various performances. The Chairman of the Penge Traders Association commented: “the event was the best ever (the word from the street!)”.

## **1.5 Small town centres**

Community events took place during November and December in 6 smaller town centres across the borough, supported by Town Centre Management. These were Biggin Hill, Chislehurst, Hayes, Petts Wood, St Mary Cray and West Wickham.

## **2. Christmas lights**

Christmas lights schemes were in place for the 4 main town centres thanks to funding from the Town Centre Management Initiative Fund along with contributions from local businesses and residents. Town Centre Management also provided donations of £500 to 10 smaller town centres across the

borough, but the majority of the costs for these schemes were found through business and community fund raising.

The Town Centre Managers were able to arrange enhancements to the basic schemes in some of the towns, thanks to additional contributions from external partners. For example a 20ft Christmas tree on Beckenham Green was possible due to funding from Copers Cope Residents Association and a contribution from the Beckenham short term improvements fund. There was also a similar sized Christmas tree in Penge thanks to the generosity of local groups such as Penge Partners, Penge Forum and the businesses of the Penge Traders Association. For the first time a lights scheme has been installed in Sundridge Park Parade, with the lights and installation paid for from the Local Shopping Parades Improvement Initiative. It should be noted that traders in the Sundridge Park Parade will need to collect together all the required finances for the installation of the lights (now owned by the Council) for 2013.

Officers will provide more detail on the outcome of efforts to obtain sponsorship and other contributions to the Christmas Lights schemes, and possible spending requirements in 2012/13 financial year as part of the February Town Centre Management update report.

### **3. Other Town Centre Management highlights**

**3.1 Starting the Business Improvement District (BID) campaign for Orpington.** Now that the BID ballot is confirmed for 21 February 2013, officers continued to assist the BID Working Group with:

- Preparing legal agreement drafts
- Setting up a campaign action plan
- Undertaking a voter registration mailing
- Maintaining a publicity campaign material including the first of a monthly BID newsletter
- Managing the ongoing BID campaign
- Liaising with Electoral Services on the Ballot arrangements

The Orpington Town Centre Manager has focussed much of her time on the campaign which involves direct contact with all 350 business rates payers. The aim of the campaign is to offer one to one meetings, and have these with at least half of the business rates payers – to ascertain voting intentions. At time of writing (early December) around 170 initial contacts have been made with

ratepayers, and 100 one to one meetings or telephone conversations have taken place. As at early December there were 37 businesses with the intention of voting 'Yes' and 11 intending to vote 'No'. The majority of those contacted to date are undecided at present. Although all local decision makers (voters) have at least had initial contact, at least 200 of the 350 businesses have ratepayers not located within the BID area and there is much work still to do in terms of identifying and engaging with voters at the remote address.

To assist with the very intense campaign stage an external consultant, who is a local businessman with strong links to the town, has been engaged to work alongside Officers and the BID Working Group members. An administrative assistant has also been employed on a temporary basis to assist with the data management aspects of the BID campaign, which are complex.

It is expected that the campaign phase will run into mid- to late-January. The ballot papers will be issued on the 24 January and the registered voters will have until 21 February to send these back to Bromley Electoral Services. During this period the BID Working Group and the Town Centre Management team will be involved in canvassing the voters to encourage as high a turn out for the ballot as possible.

As the BID campaign involves a very fast-changing situation, Officers will welcome the opportunity to provide Members with a verbal update at the R&R PDS Committee Meeting on 17 January.

### **3.2 Environmental issues**

During Quarter 3 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**

At the latest count (December) the number of vacant shops in each centre was:

	Ground floor voids (no.)	Percentage of total ground floor units
Beckenham	8	3.3%
Bromley	16	4.8%
Orpington	22	8.3%

Penge

5

3.8%

Note that the national retail vacancy rate is 14.4% (source: Local Data Company).

After negotiations with Town Centre Management, the leaseholders of the former Zenith Windows unit in Beckenham High Street, have undertaken (at their own cost) the design, production and installation of a bespoke vinyl window decoration for the unit, which is expected to remain empty until 2014. They have also given over the copyright of the image so that this design can be adapted and used in other vacant units in Beckenham town centre.

TCM are engaging landlords for other vacant units across the borough to press for the installation of shop window vinyls or temporary use for displays / pop up shops.

#### **3.4 Beckenham & West Wickham Working Group**

Officers are 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 meetings 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 (Christmas lights, hanging baskets, tree planning and village sign) and Keston Village (a village sign). An application has been received for Anerley Hill (and proposals included are in the process of being costed up). Proposals are also in early draft stage for St Mary Cray High Street and 2 Biggin Hill area parades.

#### **3.6 Remembrance poppies**

Poppies were installed in Bromley High Street and Mottingham village for the season of Remembrance as in 2011, with some additional poppy dressing taking place in Beckenham town centre for the first time. The displays receive many compliments and thanks from members of the public.

#### **3.7 Bromley Town Team**

The Bromley TCM continues to work closely with the Bromley Town Team. 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. A proportion of this will be used to contribute to a business support scheme (encompassing workshops and one to one mentoring) for both existing and new businesses for Bromley Town Centre, which is paid for mainly from the Outer London Fund round 2. Alongside the business support programme, due to launch in January or February 2013, the Town Team will also be overseeing a joint marketing project (a Bromley town centre visitor map) also paid for from Outer London Fund.

#### **4. Plans for Quarter 4 2012/13**

The Town Centre Management & Business Support team's main priorities for Quarter 4 of 2012/13 will be as follows:

- Concluding a successful campaign in favour the Orpington Business Improvement District (BID) Undertaking the canvassing stage of the BID project to ensure maximum possible turnout for the ballot, taking place on 21 Feb
- In the event of a 'Yes' result, putting in place necessary arrangements for the Orpington 1st BID to begin trading from 1 April 2013.
- Following up on successful Christmas events and lights schemes in 2012 with fund raising and requests for funding from partners and businesses – looking for contributions towards both the 2012 schemes and events and for the 2013 season.
- Engaging with and strengthening partnerships with local businesses and other town centre stakeholders – especially in the 4 main towns.
- Undertaking initial consultation and feasibility work for possible BID proposal in Beckenham town centre.
- Leading on Town Centre Management elements of the short term improvements programme for Beckenham, working with Town Centre

Development on capital projects. Liaising with the Beckenham and West Wickham Working Group about potential improvements to the town.

- Continue delivery of the events programme across the borough (including planning and preparation for 2012/13 events) and running a spring event funded by the Outer London Fund round 2 in Bromley Town Centre.
- Launch and promote a business support programme for Bromley Town Centre, funded by the Outer London Fund and the Bromley Town Team.
- Maintain regular business communication channels and publications – including the business e-bulletin, Bromley Business Guide and Directory (2013/14 edition due out March 2013) and the 2013 edition of the ‘A to Z Guide to Services for Business’.
- Work with local commercial property agents to develop a joint campaign to promote Bromley as a location for commercial space occupiers, including a possible promotional event.

Report No.  
RES13007

## London Borough of Bromley

### PART 1 - PUBLIC

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

**Date:** **17 January 2013**

**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](mailto:lisa.thornley@bromley.gov.uk)

**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** N/A

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1. Reason for report

1.1 This report updates the Committee's work programme.

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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**.

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

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## 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					
<b>Renewal and Recreation Policy Development and Scrutiny Committee - 17 January 2013</b>									
Matters Arising from Previous Meetings	LT	No			4 Dec (10.00 am - B43)	21 Dec 12	21 Dec 12	8 Jan 13	15 Jan (4.30 pm - E50)
Portfolio Holder Decisions	LT	No							
R&R PDS Work Programme	LT	No							
Budget Monitoring 2012/13	CM	Yes							
Town Centres Development Programme Update	KM	Yes							
Draft 2013/14 Budget	CM	No							
Planning Application and Planning Enforcement Performance	JK	No							
Town Centre Management Update	CB/MP	No							
<b><u>Exempt Reports</u></b>									
Mytime Annual Report 2011/12 and Investment Fund	JG	Yes							
Extension of Consultancy Commission for the Completion of the Public Realm Scheme Design for Bromley Town Centre	KM	No							

Report Title	Report Author	PH Decision? (Y/N)	Referred		Officers Draft Agenda	Reports to Director	Reports to Democratic Services	Agenda Dispatch	Chairman's Callover
			From	To					
<b>Renewal and Recreation Policy Development and Scrutiny Committee - 26 February 2013</b>									
Matters Arising from Previous Meetings	LT	No			15 Jan (9.30 am - B43)	12 Feb (10 am)	15 Feb (noon)	19 Feb	21 Feb (4 pm - E50)
Portfolio Holder Decisions	LT	No							
R&R PDS Work Programme	LT	No							
Budget Monitoring 2012/13	CM	Yes							
Town Centre Management Update	CB/MP								
Town Centres Development Programme Update	KM	Yes							
Contracts Register Report	CPimm								
Beckenham and West Wickham Working Group report									
Biggin Hill Heritage Centre Update									
Exempt									
Norman Park Multi Hub									
<b>Bromley Economic Partnership - 9 April 2013</b>									
<b>Other Items to be Scheduled</b>									
Orpington Leisure Centre - Roof (post-completion report)									

# Agenda Item 15

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# Agenda Item 17

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

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# Agenda Item 19

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

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