



THE LONDON BOROUGH
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DATE: 18 November 2013

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

Councillor Ian F. Payne (Chairman)
Councillor Julian Benington (Vice-Chairman)
Councillors Kathy Bance MBE, Nicky Dykes, John Ince, Paul Lynch, David McBride,
Alexa Michael, Sarah Phillips, Michael Tickner and Michael Turner

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 **TUESDAY 26 NOVEMBER 2013**
AT 7.00 PM

MARK BOWEN
Director of Corporate Services

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

PART 1 AGENDA

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

STANDARD ITEMS

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
- 3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC
ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5 pm on Wednesday 20 November 2013.

- 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 18 SEPTEMBER 2013** (Pages 5-18)
- 5 **MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES** (Pages 19-22)

HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT

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

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

- a **BUDGET MONITORING (R&R)** (Pages 23-30)

POLICY DEVELOPMENT AND OTHER ITEMS

- 7 **RENEWAL AND RECREATION BUSINESS PLAN 2013/14 MONITORING REPORT FOR QUARTER 2** (Pages 31-52)
- 8 **BUSINESS IMPROVEMENT DISTRICT STRATEGY FOR TOWN CENTRES** (Pages 53-72)
- 9 **TOWN CENTRE MANAGEMENT UPDATE REPORT NOVEMBER 2013** (Pages 73-84)
- 10 **TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE** (Pages 85-102)
- 11 **RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (NOVEMBER 2013-APRIL 2014)** (Pages 103-108)

PART 2 (CLOSED) AGENDA

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

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

Items of Business

Schedule 12A Description

13 EXEMPT MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE HELD ON 18 SEPTEMBER 2013 (Pages 109-110)

14 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.

15 MYTIME ANNUAL REPORT 2012/13 AND PREVIEWING 2014/15 (Pages 111-152)

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 18 September 2013

Present:

Councillor Ian F. Payne (Chairman)
Councillor Julian Benington (Vice-Chairman)
Councillors Kathy Bance MBE, Nicholas Bennett J.P., Ellie Harmer,
David McBride, Alexa Michael, Sarah Phillips, Michael Tickner and
Michael Turner

Also Present:

Councillor Peter Morgan

20 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Before the meeting began, Councillor Payne thanked Councillor Benington for acting as Chairman at the previous meeting.

Apologies for absence were received from Councillors Nicky Dykes and John Ince; Councillors Ellie Harmer and Nicholas Bennett JP attended as their respective substitutes. Apologies for absence were also received from Councillor Paul Lynch and Ross Stanford.

21 DECLARATIONS OF INTEREST

Councillor Payne declared a personal interest in Items 7f (Town Centres Development Programme Update) and Item 8 (Town Centre Management Update) as he was:-

- Manager of the Bexleyheath Business Improvement District (BID);
- a member of the British BIDS;
- an Advisory Board Member of the Association of Town and City Managers; and
- an Executive Member of The Salvation Army Bromley, within Site G of the Area Action Plan.

Councillor Morgan declared a personal interest in Item 7f (Town Centres Development Programme Update), as his daughter was a Director of Kier Property and he was Trustee of Bromley and Sheppards Colleges.

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

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

No questions were received.

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

No questions were received.

**25 MINUTES OF THE RENEWAL AND RECREATION PDS
COMMITTEE MEETING HELD ON 11 JUNE 2013**

Minute 8, page 6 - Development of the R&R PDS Committee Work
Programme 2012/13

The meeting to discuss proposals for the use of funds for the Biggin Hill Heritage Trust was cancelled. An update report would be given to the Committee at the November meeting.

Minute 8, page 7 - Cotmandene and Mottingham Learning Shops

The closing date for the receipt of tenders for the management of the two Learning Shops was Friday 13 September. A post tender report would be submitted to the November meeting of the R&R PDS.

Minute 10B, Page 9 - Renewal & Recreation Business Plan

With the successful outcome of the Orpington BID, Town Centre Management input had decreased. A scoring exercise had been carried out on the suitability of BIDs for Bromley and Beckenham and funding was currently being sought. An update would be given at the R&R PDS meeting in November.

Minute 10B, Page 10 - Renewal & Recreation Business Plan - Penge Library

Following a meeting of the Executive in February 2013, the Council's interest in going forward with the lease had progressed. After some initial setbacks, the owner of the premises had accepted the Council's offer on a lease of 35 years. Detailed design work was now underway and the service would go out to tender in the New Year. Various options such as a payment system and an electronic library system were currently being explored. It was anticipated that the library would open in May or June 2014. It was likely that the future of Anerley Town Hall would be reported to a future meeting of the R&R PDS.

Minute 10B, page 10 - Renewal & Recreation Business Plan

A presentation on the opportunities for regeneration projects at Crystal Palace Park would take place shortly after the Full Council Meeting on 23 September.

Minute 14, page 16 - Queens Gardens Appeal - Update on Progress of the Public Inquiry

The penultimate and final lines of the fourth paragraph were amended to read '.....to the next meeting of the Development Control Committee to be held on 12 September 2013'; this item was subsequently considered at that meeting.

Page 20 - Any Other Business

Councillor Morgan confirmed that a second Bromley Town Centre Working Party was required and agreed to discuss the option of a joint Working Party with the Chairman of the Environment PDS Committee. Councillor Benington commented that consideration of providing free car parking periods would apply solely to car parks. It was proposed that Councillors Benington, Turner and Dykes together with three Members from the Environment PDS Committee form the Working Party; Councillor Morgan agreed to sit as Chairman and would inform Members when a date for the meeting had been arranged.

Councillor Bance had agreed to Chair the Penge Town Centre Working Party which would discuss the potential for establishing a BID and consider required improvements to the town. A meeting date had yet to be arranged. However, before the meeting took place, it was agreed that advice on the viability of a BID would be sought from officers who would look at the rateable value of a BID and the impact it may have on the town.

RESOLVED that subject to the amendments outlined above, the Minutes of the meeting held on 11 June 2013 be confirmed and signed as a true record.

26 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES

The Community Development Manager gave the following update on the proposals for the restoration and development of Bromley Museum at the Priory, Orpington.

Following the success of an application for Heritage Lottery funding in 2012, design and architectural options for the project had been considered. The restoration would preserve the heritage of the Priory, have a landscaped approach and the addition of a café. Caroe Architecture had been hired to assist in the second round concept design proposals. Unfortunately, structural issues had been uncovered in regard to the concrete frame of the library extension built in 1959. The roof also required replacements, asbestos

had been found and the windows needed to be replaced. Furthermore, mechanical and electrical installations were inappropriate for the site and at the end of their physical and economic life. A further budget would be required to resolve these issues. A report would be submitted to a future meeting of the Executive for Members to consider: a) an increase in the Council's contribution towards the restoration; or b) authorisation for a reduced remedial works scheme. Heritage Lottery funding was capped as the project was considered to be of regional not national interest. Due to the above issues, a second round application for funding would not be submitted until March 2014.

As the library was part of the listed building, Councillor Morgan believed the Council had a duty to maintain it.

Members were informed that the green court at the front of the building would be restored however, the arts and crafts gardens to the north of the Priory did not form part of the project.

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

27 RENEWAL AND RECREATION PORTFOLIO - PREVIOUS DECISIONS

Councillor Bennett suggested that for reasons of efficiency and financial saving, it was not necessary for previous decisions to be included in agendas as they were well documented and available for viewing at any time.

RESOLVED that the decisions taken by the Portfolio Holder at the previous meeting held on 11 June 2013 be noted.

28 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

28A BUDGET MONITORING 2013/14 (R&R)

Report DRR13/116

Members considered the latest budget monitoring position for 2013/14 based on expenditure and activity levels up to 31 July 2013. The total portfolio budget showed a projected underspend of £35k.

Consideration was also given to progress achieved with regard to the implementation of the Renewal and Recreation projects within the Member Priority Initiatives.

In order to fund the preparation of the Borough's Local Plan, approval was sought for the release of the carry forward sum of £60k held in the central contingency.

RESOLVED that the Portfolio Holder be recommended to:-

- 1) endorse the latest 2013/14 budget projection for the Renewal and Recreation Portfolio;**
- 2) note the progress of the implementation of the Renewal and Recreation projects within the member Priority Initiatives; and**
- 3) approve the drawdown of the carry forward sum of £60k held in the central contingency, to be used to fund the preparation of the Borough's Local Plan.**

28B CAPITAL PROGRAMME MONITORING - 1ST QUARTER 2013/14

Report RES13171

On 24 July 2013, the Executive received the 1st quarterly capital monitoring report 2013/14 and agreed a revised Capital programme for the four year period 2013/14 to 2016/17. This report highlighted the changes agreed by the Executive in respect of the Capital Programme for the Renewal and Recreation portfolio.

The entry under 'Variations approved by Executive 24/07/13' (the table on page 37), was amended to read: 'Net underspendings in 2012/13 rephased into 2013/14 (see para 3.2)'.

It was reported that £1,500 remained to be paid in regard to the Biggin Hill Heritage Centre Feasibility Study (page 40).

Problems with the air-conditioning chillers at the Churchill Theatre (page 40), had been investigated. The fluid found within the chillers was non-compliant with current regulations and would soon become illegal to use. It was therefore anticipated that the funds shown in the capital programme would now be drawn down to resolve this outstanding project.

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

28C RENEWAL & RECREATION BUSINESS PLAN 2013/14 MONITORING REPORT FOR QUARTER 1

Report DRR13/106

Members considered the Renewal and Recreation Business Plan 2013/14 monitoring Report for Quarter 1.

The report outlined progress made towards the delivery of actions agreed in the Plan and identified actions as priorities for delivery in Quarter 1.

Councillor Michael requested an update on the current position regarding discussions with the Bromley Arts and Community Initiative (BACI) to bring the Royal Bell back to use (page 52). Councillor Benington reported that he had recently attended a meeting of BACI, Chaired by Mr Peter Martin. At that meeting, options to support the establishment of an arts centre were discussed, including provision of teaching studios, performance areas and a bar/café. The key issue remained the cost and acquisition of the property.

As a financial means of supporting the arts centre, Councillor Michael suggested that the small part at the rear of the property could be converted for residential use.

The Head of Renewal reported that BACI were examining the options of applying for a National Heritage Fund Enterprise Grant which could contribute up to 90% of total costs of repair, which have been estimated at between £4m-£4.5m. The Council's role in this project was a watching brief and updates would be included in future Town Centre Update reports.

Councillor Benington suggested that Mr Martin be invited to address Members at a future meeting of the Committee.

The Assistant Director for Leisure and Culture agreed to provide Members (via e-mail) with an update on the current position with regard to The Studio in Beckenham.

Referring to Aim 2b (page 56), the Chief Planner referred to the improved performance in determining major applications and reported that, however, application validation time on other applications had been increased due to priority and resources being given to customer telephone responses; the current situation should improve following the employment of two additional members of staff. A new telephone system would be installed in order to improve the efficiency of customer service within the planning department and case officers were now contactable from 8.30 am until 4.45 pm.

Councillor Michael praised planning officers for the improvements introduced which enabled targets to be met. .

Commenting on Aim 3d (page 62), Councillor Bennett referred to a report considered at an Education PDS Committee meeting in January 2013 concerning young people who were not currently engaged in Education, Employment or Training (NEET). As there were approximately 1,000 young people who were NEET, there was clearly an issue which needed to be addressed and Councillor Bennett suggested that a joint meeting with the Education PDS Committee be held towards the end of the year; he would discuss this further with the Chairman of the Education PDS Committee.

Councillor McBride reported that a Working Party had been established in 2009 to examine the same issue.

RESOLVED that the Portfolio Holder be recommended to endorse the progress made towards the delivery of actions agreed in the Renewal and Recreation Business Plan 2013/14 for Quarter 1 as described in the Monitoring Report.

28D COMMUNITY HALLS FUND: APPLICATION FROM HAYES VILLAGE HALL

Report DRR13/115

Members considered an application for grant aid received from the Hayes Village Hall Management Committee in respect of roof recovering work.

RESOLVED that the Portfolio Holder be recommended to approve the award of a grant of £2,500 towards the costs of reroofing Hayes Village Hall subject to the successful completion of the works.

28E SALE OF LAND IN PLOTS OFF KEMNAL ROAD, CHISLEHURST - PROPOSED ARTICLE 4 DIRECTION

Report DRR 13/117

Members considered a request to endorse the making of an Article 4 Direction to remove specific forms of permitted development in regard to plots of Green Belt land offered for sale via the internet. The land, situated within a Conservation Area just off Kemnal Road, Chislehurst, was regarded as a site of importance for nature conservation. In order to prevent the erosion of the amenity of the area and to protect the appearance and character of the countryside, it was deemed necessary to seek an Article 4 Direction.

Councillor Michael reported that this matter was considered at a meeting of the Development Control Committee (DCC) held on 12 September 2013. Having considered and debated the item, Members had resolved to endorse the making of an Article 4 Direction. It was further resolved that the recommendation be amended to issue the Direction with immediate effect. Copies of an update following the DCC meeting and the draft DCC Minutes together with a revised map of the area were circulated to Members.

The Chief Planner referred to the update to the agenda in which he recommended a Non-Immediate Direction so as to minimise the risk of compensation. In response to Member questions, the Chief Planner added that the type of development that would be affected was set out in paragraph 3.4 (p77) of the report and that risk of compensation was related to the withdrawal of permitted development rights for that type of development. He commented that the land was shown in 84 sub-divided plots. As sales were internet based, it was difficult to identify how many plots had actually been

sold. The making of an Article 4 Direction would serve as a message to people abroad that certain restrictions had been placed on the land.

It was noted that projects of this kind could facilitate alleged criminal activity and should be brought to the attention of relevant authorities when identified. In this particular case, initial advice would be sought from the Council's legal officers.

Councillor McBride, along with other Members, considered there would be minimal risk of claims for compensation against the Council and as it would prove difficult to serve Notice on the owner who lived abroad, he moved that the Article 4 Direction be issued with immediate effect.

RESOLVED that the Portfolio Holder be recommended to authorise the making of an Article 4 Direction with immediate effect.

28F TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE

Report DRR13/120

Members considered the progress achieved in delivering the Town Centres Development Programme.

It was reported that a planning application by Telereal Trillium for the redevelopment of the Crown Buildings (Site L), would be submitted to the Development Control Committee meeting on 8 October 2013.

In regard to Bromley North (page 86), the programmed works in East Street were progressing well and on programme. Drainage issues had been resolved and work would commence on laying the granite setts in two weeks' time. Whilst works commenced on time in High Street North, there had been significant issues with the current Thames Water pipes that had seriously disrupted the programme. The existence of three cast iron water mains in the main road at a height of 300mm had required a programme revision. Discussions had taken place with Thames Water and it had been agreed that they would replace the current supply by laying a new 10" main at a depth of 1.8m. Thames Water Utilities (TWU) had indicated that work on the replacements could commence in early October 2013 but the precise date would need to be agreed with local businesses given the level of disruption that would ensue. It was proposed that all the existing lead fittings leading to properties along the road would also be replaced. Officers were confident that the project would still finish on time. These additional works would not impact on the next phase of works to be carried out in Market Square.

Members were informed that although utility searches had been undertaken along the High Street, the three water mains had not been identified on the maps and Thames Water had not reported their existence on the survey maps they sent back to the Council. Intrusive surveys had been carried out on the footpaths but not in the carriage way as these areas would not be subject to alterations. The issue of compensation was being discussed with Thames

Water. Traders were aware of the current issues and received updates on a weekly basis and a monthly update meeting with traders was arranged for Monday 23 September 2013. Members of the wider public were informed by way of a public notice board.

It was agreed that a further technical note would be prepared and circulated to Members of the Committee.

Following questions from Councillor Morgan, the Head of Renewal responded as follows:-

- Discussion would take place with the contractors in regard to commencing works in Naval Walk as soon as possible;
- TWU had indicated that the earliest date for completing the work on replacing the main would be October and it would take approximately five days to replace the pipes. However, this was subject to further consultation with local businesses.
- Issues around the untidiness and condition of the site would be addressed.
- To compensate for any loss of trade and inconvenience during works, traders had been advised to seek a reduction in business rates. The Valuation Office had offered a 5% reduction for traders in North Street and a 7.5% reduction for traders in East Street.

Councillor Morgan noted that buses continued to have access to North Street and as long as the street remained open to pedestrians, there should be no loss of trade.

Members were informed that all work would cease between 30 November and 6 January to avoid impacting on Christmas trade. Confirmation of the timescale of works would be discussed with the contractors and a briefing note would be circulated to Members. Residents would be informed prior to any night works being undertaken. If water had to be disconnected, this would take place during the early hours of the morning.

Councillor McBride requested an update on The Walnuts scheme, in particular, the issues with regard to the cinema. He was advised that an agreement had been signed however, the building was subject to a number of pre-lets and negotiations were taking place in relation to this. Miller Developments had invested substantially in The Walnuts and were confident of the scheme's success.

The position statement for Site B: Tweedy Road (page 83) was amended to read: 'It is being used as a (temporary) compound for storing materials and plant relating to Bromley North Village for a two year period before being returned to its existing policy use as a housing site'.

With regard to Site G: West of High Street (page 84), it was reported that as soon as the partnership arrangement with Muse had progressed, a presentation relating to the initial plans for the site would be given to all Members.

In response to a question from Councillor Benington, Jenny Whyte, Communications Officer, informed Members that blocks would not be relaid in Orpington High Street. The tarmac currently in place was coloured to differentiate between the road and the footpath. Discussions had taken place with regard to cost recovery for the failed block works. An update would be obtained and circulated to Members.

A pre-application discussion with Planners for the redevelopment of the former Orpington Police Station to include a medical facility and residential provision had been requested.

Councillor Bennett referred to four proposed schemes for Swan Junction in West Wickham and suggested that these be included in the regular update on Town Centre Development.

Councillor McBride thanked the Head of Renewal and the Communications Officer for their impressive knowledge and for the feedback given to Members.

The Head of Renewal reported very positive feedback on the artificial lawn which had been laid at the front of the Churchill Theatre.

Councillor Michael was in favour of promoting an Article 4 Direction relating to offices in Bromley Town Centre (page 88) as the Council would retain some degree of control. Members were informed that a report in relation to this would be submitted at the Development Control Committee meeting on 8 October.

RESOLVED that the Portfolio Holder be recommended to note the progress made on the delivery of the Town Centres Development Programme.

29 TOWN CENTRE MANAGEMENT UPDATE SEPTEMBER 2013

Report DRR13/113

Members received an update on activities undertaken by the Council's Town Centre Management and Business Support Team since June 2013. The report also summarised priorities for Quarter 2 of the 2013/14 Municipal Year.

Councillor Phillips had attended a concert held at Croydon Road Recreation Ground on 15th September to celebrate musician David Bowie, a former Beckenham resident and co-founder of the Arts Laboratory. The concert was organised to raise funds for much needed repair work to the ground's bandstand. The event was extremely successful and raised a profit of £6,500.

An application for funding would also be requested. Councillor Tickner commented that the event was well-organised with plenty of activities to keep visitors entertained and with an entry cost of just £5, this made for a great day out.

RESOLVED that the delivery of the Town Centres Development Programme be noted.

30 PLANNING SERVICE IMPROVEMENTS AND PROGRESS WITH ACTION TO MINIMISE PLANNING APPEAL COSTS

Report DRR 13/118

In January 2013, Members of Development Control Committee endorsed a revised Outline Planning Improvement Plan as a framework for improvement. Customer Service and Planning Enforcement were identified as priority areas. This report contained updates on the progress achieved so far and Members considered proposals to support economic growth. An updated version of the Improvement Plan was also attached.

At the DCC meeting held in June 2013, it was agreed that a Panel Group be formed to assist with the preparation of an action plan to minimise future planning appeal costs awarded against the Council. Members received an update on the progress achieved so far; they were also requested to endorse informal Guidelines for Members sitting on Planning Committees.

This report was also considered by the Development Control Committee on 12 September 2013. After consideration of the various concerns raised in relation to the content of the informal guidance on proposed methods of good practice for Members (Appendix 3), Members resolved that Appendix 3 be withdrawn, reviewed and amended to incorporate Member comments and suggestions. Copies of the draft DCC Minute were circulated to Members.

Referring to the enforcement action statistics at Appendix 1 (page 103), Councillor Michael noted that Bromley was clearly the most active Borough compared with Sevenoaks and Tandridge. With the average enforcement team consisting of 4-6 members of staff, it appeared that Bromley carried out more work with less staff. The Chief Planner confirmed that further administrative assistance would be provided to assist in the Planning Section.

Councillor Tickner reported that his residents were concerned that certain sites, when served with a Notice, were ignored and the Council did little more than write a letter. The Chief Planner informed Members that this was a matter discussed by the DCC Working Party who studied several cases of this nature. It was decided that enforcement cases where there was a lack of action, should be brought back for Committee consideration. The Chief Planner stated that when recipients of Notices sought repeatedly to submit retrospective planning applications, the matter should be brought to his attention and/or a Planning Committee for a decision to be made on the action

to be taken. The Council could recover costs through putting a charge on the land concerned.

It was agreed that the table at Appendix 1 include a final column to indicate the total number of cases where formal notice had been served.

It was noted that at the DCC meeting, various concerns were raised in relation to the content of the informal guidelines (Appendix 3) and Members had resolved that the document be withdrawn, reviewed and amended to incorporate Member comments and suggestions.

Referring to page 113 of the report, Councillor Michael stated that nearly one-third of people who responded to the customer satisfaction survey were dissatisfied with the ease of contacting the service however, once they had done so, 85% of people were satisfied with the service they received. Councillor Michael commented that ongoing improvements should alleviate these difficulties.

RESOLVED that:-

- 1) the Planning Service Improvements be noted;**
- 2) the next priorities set out in the report be endorsed; and**
- 3) the informal Guidelines for Committee Members set out in Appendix 3 of the report, be withdrawn, reviewed and amended to incorporate Member comments and suggestions as agreed at the DCC meeting held on 12 September 2013.**

**31 BECKENHAM AND WEST WICKHAM TOWN CENTRES –
PROGRESS UPDATE**

Report DRR13/121

Members were updated on the work of the Beckenham and West Wickham Town Centres Working Group.

The Chairman was pleased to note this 'good news' report.

Councillor Tickner reported positive involvement at meetings by residents' associations, business associations and a wide range of local organisations. Meetings were held alternately in Beckenham and West Wickham local libraries and Councillor Tickner thanked the Committee Clerk for attending to take the Minutes of the meetings. Councillor Tickner suggested that the Working Party may need to reconvene if TfL funding for works to improve West Wickham High Street/Glebe Way Transport for London Route Network was approved.

Councillor Phillips referred to the funding bid submitted to Transport for London in September 2012 in relation to concept designs for public realm improvements in Beckenham Town Centre and was advised by the Head of Renewal that the application had been unsuccessful at that time because Bromley had already submitted an application on a different scheme. He advised Councillor Phillips that the bid could be resubmitted.

In response to a statement from Councillor Bennett, Members were informed that a list of recommendations decided by the Working Party, together with the name of the responsible officer would be appended to the next Town Centre Management Update.

Councillor Bennett would like to see a Business Improvement District (BID) application for West Wickham to be considered and would be more than happy to reconvene the Working Party in this regard.

The Assistant Director of Leisure and Culture would send Councillor Benington details of the launch event for the new Town Heritage Trail to be held on 19 October 2013.

RESOLVED that the following be noted:-

- 1) The submission of the revised Beckenham Town Centre's Step 1 bid to Transport to London (TFL);**
- 2) The progress made on the Council's improvements to way finding, heritage and Town Centre Management in Beckenham;**
- 3) A report would be presented to Development Control Committee on 8 October concerning the conservation area extension for Beckenham;**
- 4) The ongoing work with TfL to develop proposals for improvement to West Wickham High Street/Glebe Way Transport for London Route Network (TLRN); and**
- 5) A report would be submitted to the October Executive to seek approval for the match funding required for the TfL bid submission.**

**32 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS
COMMITTEE WORK PROGRAMME
(SEPTEMBER 2013-APRIL 2014)**

Report RES 13159

Members considered the Committee's work programme for September 2013-April 2014.

The Bromley MyTime Annual Report would be submitted to the PDS meeting in November.

RESOLVED that the work programme for the period September 2013-April 2014 be agreed.

33 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 item 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.

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

35 NORMAN PARK ATHLETICS TRACK - OUTCOME OF TENDER PROCESS

Report DRR13/119

Members considered an update on the outcome of the tender process undertaken by officers to identify a suitable company to manage and operate the Athletics Track at Norman Park from April 2014.

Members considered the report and supported the recommendations.

The meeting ended at 9.28 pm

Chairman

Agenda Item 5

Report No.
RES13204

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 26 November 2013

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

Title: **MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES**

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

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

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

2. RECOMMENDATION

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

Non-Applicable Sections:	Policy, Financial, Legal and Personnel 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: £363,070
 5. Source of funding: 2013/14 revenue budget
-

Staff

1. Number of staff (current and additional): There are 10 posts (8.55 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>
25 (18.09.13) - Development of the R&R PDS Committee Work Programme 2012/13	Update on proposals for the use of funds for the Biggin Hill Heritage	Meeting to discuss proposals cancelled.	Assistant Director, R&R	Subject to Biggin Hill Airport finalising proposals for a Heritage offer
25 (18.09.13) - Renewal and Recreation Business Plan	Suitability of a BID for Bromley and Beckenham	Scoping exercise carried out and funding being sought	Assistant Director, R&R	November 2013
70 (26.02.13) - Strategic Housing Update	Information Briefings on progress achieved throughout the compilation of the Council's Strategic Housing Framework to be submitted	As and when available	Head of Housing Development and Strategy/Working Party Members	Ongoing
25 (18.09.13) - Renewal & Recreation Business Plan - Penge Library	Options for Anerley Town Hall to be reported at a future meeting of the R&R PDS	As and when available	Assistant Director R&R	Ongoing

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Report No.
DRR13/146

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

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

Date: 26 November 2013

Decision Type: Non-Urgent Executive Non-Key

Title: BUDGET MONITORING 2013/14

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

Chief Officer: Marc Hume, Director of Regeneration and Transformation
Nigel Davies, Executive Director of Environment and Community Services

Ward: Boroughwide

1. Reason for report

This report provides an update of the latest budget monitoring position for 2013/14 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to 30th September 2013. This shows a projected underspend of £37k 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.

2. **RECOMMENDATION(S)**

2.1 The Portfolio Holder is requested to endorse the latest 2013/14 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: £13m
 5. Source of funding: Existing revenue budgets 2013/14
-

Staff

1. Number of staff (current and additional): 229.6ftes
 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 2013/14 projected outturn is detailed in Appendix 1, with a forecast of projected spend for each division compared to the latest approved budget and identifies in full the reason for any variances.
- 3.2 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendix 1. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has, in general, direct control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include, for example, building maintenance costs and property rents which are managed by the Property Division but are allocated within individual departmental/portfolio budgets to reflect the full cost of the service. As such, any variations arising are shown as “non-controllable” within services but “controllable” within the Resources Portfolio. Other examples include cross departmental recharges and capital financing costs. This approach, which is reflected in financial monitoring reports to budget holders, should ensure clearer accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations relating to portfolios in considering financial performance. These variations will include the costs related to the recession.
- 3.3 Council on 26th March 2012 approved the setting aside of £2.260m in an earmarked reserve for Member priority initiatives. The Renewal and Recreation Portfolio is responsible for the delivery of three initiatives as detailed below: -

Member priority Initiatives	£'000
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 2013/14 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 2013/14 to minimise the risk of compounding financial pressures in future years.
- 4.4 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

5. FINANCIAL IMPLICATIONS

- 5.1 The controllable Portfolio budget shows a projected underspend of £37k based on financial activity to 30th September 2013. 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 from the chargeable service is expected to be £40k below budget and is being offset by £40k savings as a result of reduced hours worked and part vacant posts. Within the non-chargeable service, an underspend of £17k is projected mainly due to delays in appointing to vacant posts.
- 5.3 Income for planning applications is above budget and a surplus of £100k is projected. This is mainly due to a large number of applications that require a higher fee. Other minor variations total Cr £25k.
- 5.4 Delays in the installation of the new library management system and extra costs incurred for the transfer of data to the new system has resulted in an overspend of £65k. There is also a projected shortfall of income of £30k from library fines.
- 5.5 Appendix 2 shows that £391k 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.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	2013/14 budget monitoring files within ES/R & R finance section

Renewal & Recreation Portfolio - Budget Monitoring - 30 September 2013

Summary of latest financial position

2012/13 Actuals £'000	Division Service Areas	2013/14 Original Budget £'000	2013/14 Latest Approved £'000	2013/14 Projection £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	R&R PORTFOLIO							
0	Commissioning Fund							
	Commissioning Fund	0	0	0	0		0	0
0		0	0	0	0		0	0
	Housing Strategy & Development							
(4)	Housing Strategy & Development	(18)	(16)	(16)	0		0	0
(4)		(18)	(16)	(16)	0		0	0
	Planning							
3	Building Control	(7)	1	(16)	(17)	1	0	0
(165)	Land Charges	(169)	(168)	(168)	0		0	0
939	Planning	582	693	568	(125)	2	(115)	0
1,240	Renewal	1,127	1,163	1,173	10	3	15	0
2,017		1,533	1,689	1,557	(132)		(100)	0
	Recreation							
2,313	Culture	2,036	2,049	2,049	0		0	0
4,841	Libraries	4,762	4,798	4,893	95	4	65	0
304	Town Centre Management & Business Supt	249	251	251	0		0	0
7,458		7,047	7,098	7,193	95		65	0
9,471	TOTAL CONTROLLABLE R&R PORTFOLIO	8,562	8,771	8,734	(37)		(35)	0
22,045	TOTAL NON-CONTROLLABLE	1,812	2,007	2,007	0		0	0
2,052	TOTAL EXCLUDED RECHARGES	2,260	2,201	2,201	0		0	0
33,568	TOTAL R&R PORTFOLIO	12,634	12,979	12,942	(37)		(35)	0

Reconciliation of latest approved budget

£'000

Original budget 2013/14

12,634

Repairs & Maintenance (carried forward from 2012-13)

195

Allocation of Localisation & Conditions Pay Award

94

Centralisation of training budgets

(4)

Carry forward sum for Local Plan

60

Latest Approved Budget 2013/14

12,979

1) Building Control Cr £17k

For the chargeable service, an income deficit of £40k is anticipated based on information to date. This is being offset by a projected underspend within salaries of £40k arising from reduced hours being worked and vacancies.

Within the non-chargeable service, as a result in delays in not appointing to vacant posts, there is a projected underspend of £17k.

2) Planning Cr £125k

Income from non-major planning applications is £13k below budget for the first six months of the year, and a deficit of £25k is projected for the year. Actual income for the period April to September 2013 is £18k higher than that received for the same period last year, and is largely attributable to the 15% price increase that was introduced in November 2012.

For major applications, £277k has been received as at 30th September. Additionally, a further £33k has been received during early October. Therefore, total income to date is £310k. Planning officers within the majors team have provided a schedule of additional potential income that may be received in the coming months of approximately £200k, and therefore a surplus of £125k is projected from major applications at this stage of the year, allowing for delays to a few of the proposed developments.

This projected surplus is due to a large number of major applications that require a higher fee. There appears to be growing optimism in the market but the trend is relatively volatile, and therefore this surplus is not currently expected to continue into 2014-15.

There is a projected deficit within income from the address management service of £10k due to lower volumes than previously expected.

There are projected surpluses within pre-application income of £30k, and income from discharge of planning conditions of £5k, both due to higher activity levels than previously anticipated.

At this stage no additional costs are projected for appeals lost. New processes and procedures were introduced at the start of this year and it is hoped these costs will be reduced compared to previous years. The situation will be closely monitored and any major variations reported back to Members.

Summary of variations within Planning

Surplus income from non-major applications	£'000
Surplus income from major applications	25
Income deficit within address management	(125)
Surplus income from pre-applications	10
Surplus income from discharge of conditions	(30)
Total variation for Planning	(5)
	(125)

3) Renewal £10k

There is a projected overspend within Renewal salaries of £10k. This is largely due to employing more expensive agency cover as backfill for a secondment to the planning section.

4) Libraries Dr £95k

There is an overspend within Library IT budgets of £65k. This is largely due to delays incurred in the replacement of the Library Management System (LMS) and additional costs associated with the transfer of data between the current and incumbent LMS suppliers.

There is a projected income deficit of £30k. This comprises of a deficit of £36k on income from library fines, and a net surplus of £6k across other items. Year on year customers are borrowing fewer items overall which is having an adverse effect on income budgets.

The net overspend across Libraries of £95k is being more than offset by additional income generated within planning.

Details of virements since last monitoring report

None

Analysis of Members' Initiatives - Earmarked Reserves @ 30.9.13

Item	Divison / Service Area	Responsible Officer	Allocation £'000	Total spend during 2012/13 £'000	Spend to Date 2013/14 £'000	Commitments & planned expenditure £'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	17	15	198	230	20	At this stage, it is anticipated that the remaining balance of £20k will be spent in 2014/15.
Tackling youth unemployment	Recreation - Business Support	Hannah Jackson	500	0	0	61	61	439	This is a 3 year project. Estimated spend for 2014/15 is £230k and for 2015/16 £209k.
Beckenham Town Centre public realm improvements	Planning - Renewal	Kevin Munnely	250	45	13	42	100	150	Remaining balance of £150k to be spent during 2014/15.
TOTAL			1,000	62	28	301	391	609	

Agenda Item 7

Report No.
DRR13/134

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 26 November 2013

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

Title: RENEWAL & RECREATION BUSINESS PLAN 2013/14
MONITORING REPORT FOR QUARTER 2

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

Chief Officer: Marc Hume, Director of Regeneration & Transformation
Nigel Davies, Executive Director of Environment & Community Services

Ward: (All Wards);

1. Reason for report

1.1 This report outlines the Renewal & Recreation Business Plan 2013/14 Monitoring Report for Quarter 2 (**Appendix 1**).

2. **RECOMMENDATION(S)**

2.1 The Renewal & Recreation Policy Development and Scrutiny Committee and Renewal & Recreation Portfolio Holder is asked to note the progress made towards the delivery of actions agreed in the Renewal & Recreation Business Plan 2011/12 for Quarter 2 as described in the monitoring report (**Appendix 1**)

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Renewal & Recreation Portfolio, external funding as detailed in Section 5, Earmarked Reserve for Member Priority Initiatives and capital receipts
 4. Total current budget for this head: £19.8m
 5. Source of funding: Existing revenue budgets, capital receipts, grant funding and other external funding as detailed in paragraph 5.1
-

Staff

1. Number of staff (current and additional): 229 FTE (excluding Strategic Property).
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): all those resident in the London Borough of Bromley
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 This report outlines the Renewal & Recreation Business Plan 2013/14 Monitoring Report for Quarter 2 (Appendix 1). Actions in the Renewal & Recreation Business Plan 2013/14 identified as priorities for delivery in Quarter 2 are reported together with updates provided by lead officers.
- 3.2 The Committee previously agreed the continued implementation of a traffic light system for the monitoring of the Renewal & Recreation Business Plan to provide a clear indication of the level of achievement in relation to milestones and targets set therein. This has been applied to those set for attainment in Quarter 2 of 2013/14.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

- 5.1 The Renewal & Recreation Business Plan 2013/14 is being implemented using the agreed controllable revenue budget for 2013/14 for the Renewal & Recreation Portfolio together with any additional external funding that officers have already secured as well as other funding secured through the year, as detailed below:

2013/14 Budgets and Funding	£'000
R&R Portfolio latest approved controllable budget	8,711
Earmarked Reserve for Member Priority Initiatives	938
Contributions from Care Portfolio and Environmental Portfolio	39
S106 Contributions	5,095
Outer London Fund Round 2	1,697
TfL LIP funding	2,242
Thyme Out Big Lottery funding	101
LBB Capital receipts towards Priory/Bromley North/Crystal Palace Park schemes	591
Economic Development Fund	170
Heritage Lottery funding	186
	<hr/>
	19,770
	<hr/>

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Renewal & Recreation Business Plan 2013/14 Monitoring Report for Quarter 2. Renewal & Recreation Business Plan 2013/14. Building a Better Bromley 2013/14.

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Renewal & Recreation Business Plan 2013/14

MONITORING REPORT

Quarter 2: 05/07/13 – 04/10/13

INTRODUCTION

Renewal & Recreation Business Plan monitoring reports are designed to track progress made against actions identified in the Renewal & Recreation Business Plan 2013/14. The completion of these actions is integral to the delivery of the department's strategic outcomes for 2013/14 and for our key priority: 'a vibrant, thriving borough'.

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

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

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Outcome 4 Supply good quality affordable housing that best meets local statutory and priority housing needs	16

OUTCOME 1:	VIBRANT AND THRIVING TOWN CENTRES
-------------------	--

Aim 1a: Continue to support the vitality of Bromley town centre, including through the delivery of the first phase of the Bromley Area Action Plan				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Select a development partner for Site G (Churchill Place) to bring forward a retail-led development in line with the proposals outlined in the Bromley Area Action Plan.	Kevin Munnelly	Identify and recommend a preferred development partner for Site G to the Council's Executive Committee by September 2013.	Officers are continuing to work with Muse Developments on agreeing a viable scheme proposal and partnering arrangements that will deliver the Council's objectives.	G
Deliver public realm improvements to Bromley North Village supported by an area based bid to Transport for London.	Kevin Munnelly	Complete the first phase of improvements to East Street and High Street North by Quarter 2.	First phase works are underway and on-schedule in East Street. However, the issue with the water main in the High Street has caused some programming issues. Thames Water will commence replacing the main from January 2014, which is scheduled to take 3 months. The remaining works are being reprogrammed to 'catch up' and to reduce the impact of road closures. Additional gangs will be utilised where possible and currently the scheduled finish remains as winter 2014.	G
Support the development partner Cathedral Group/ Land Group to develop Site C (Old Town Hall) for mixed	Kevin Munnelly Heather	Negotiate the terms of the lease and report to the Council's Executive Committee in Quarter 2.	Authority has been obtained to enter into the agreement for lease and exchange is expected imminently. Cathedral aim to submit their planning application within 6 months of entering	G

use (hotel and offices)	Hosking		into the conditional contract. They aim to open the hotel and conference centre in the Spring of 2016.	
Review land use options and resources for Site F (Civic Centre)	Kevin Munnelly Heather Hosking	Report on options for short term use of Anne Springman and Joseph Lancaster buildings to the Council's Executive Committee in July 2013.	A report on options for the short term use of Ann Springman and Joseph Lancaster blocks is being prepared.	A
Support Network Rail to implement public realm improvements at Site J (Bromley South Station)	Kevin Munnelly	Assess development potential	The development potential of the station site is being reconsidered as part of the Local Plan review, which will include supporting massing and viability assessments. The results of the review will form part of the Local Plan draft policies consultation which will commence in January 2014.	G
Create a welcoming strategy for Bromley Town Centre	Kevin Munnelly	Present designs for sign off by the Renewal & Recreation Portfolio Holder and Greater London Authority in Quarter 2.	The design stage has been completed and implementation begun.	G

Aim 1c: Continue to support and develop the vitality of Beckenham				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Resubmit an application for funding to Transport for London to implement public realm improvements	Kevin Munnelly	Resubmit a bid to Transport for London for public realm improvements in Beckenham.	A bid was resubmitted. Officers are awaiting the outcome of the funding bid to the Transport for London Area Based Programme which is due to be announced in early December 2013.	G
Continue the delivery of a programme of environmental improvements in Beckenham town centre and implement in partnership with Beckenham Town Team.	Martin Pinnell	Work with the Town Centre Development Team to implement improvements to the town centre. Initial improvements to be implemented by end of August 2013.	Two new town signs were installed and a special launch event took place on 6 th July with the Mayor, local Councillors and the Member of Parliament in attendance. Officers have also been working towards launch of heritage trail and other improvements such as notice boards.	G
Aim 1d: Promote and support the vitality of all town centres				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Explore the opportunities to support town centre partnerships to establish Business Improvement Districts in the borough.	Martin Pinnell	Undertake initial feasibility studies for establishing Business Improvement Districts in Beckenham and Bromley Town Centres. Report options and issues, including resource requirements by end September 2013	Feasibility work – involving analysis of business rates database for Beckenham and Bromley and some face to face interviews with key businesses – took place during July and August. A draft strategy for extending the BID approach to town centres, including options and potential costs, has been under development during September – with reporting to Renewal & Recreation Policy Development and Scrutiny Committee planned for November.	G

Continue to maintain and further improve the appearance, tidiness and quality of town centres	Martin Pinnell	Quarterly environmental monitoring visits to Beckenham, Bromley and Penge with issues tackled in conjunction with relevant Council colleagues.	In Beckenham, the Town Centre Manager facilitated the removal of shutter adverts stickers and has passed the issue to Street Scene enforcement to keep incidents down. The Town Centre Management also reported an increased number of rats on Beckenham Green which resulted in additional bating operations. Bromley Brush Up day took place in August involving volunteers from local businesses, churches and residents working with the local authority. In Penge increased litter noted and action taken in the form of a 'blitz' by environmental enforcement officers. New street bin will be introduced as part of the Local Parades Initiative. In Bromley, the Town Centre Manager supported the installation of an artificial lawn and responded to the vandalism of associated benches. A spate of graffiti was also reported which has now been resolved.	G
		Implement vinyl schemes to help improve the appearance of empty shop fronts, subject to external funding and monitor quarterly.	Monitoring of empty units and liaison with landlords and agents has continued.	G
		Investigate options for temporary use of empty shops and monitor quarterly.	Monitoring of empty units and liaison with landlords and agents on possible temporary uses continued.	G

Develop town centre partnerships	Martin Pinnell	Facilitate and support meetings, at least quarterly, of the Beckenham Town Team, Penge Traders Association and Bromley North Village town team. Assist the development of partnership activities.	In Beckenham, the Town Centre Manager supported the inaugural meeting of the new Beckenham Town Centre Team in September, and also worked with the Beckenham Business Association for their September meeting. The Penge Traders Association had two meetings during this quarter. The Town Centre Manager for Bromley maintained close liaison with Bromley North Village traders through the Town Team and Traders groups. A special meeting with traders regarding Bromley North Village works was facilitated in September.	G
		Develop a partnership steering group for Bromley Town Centre to incorporate key businesses, business groups and other town centre stakeholders. Inaugural meeting by to take place by end Sept 2013 – with quarterly meetings thereafter.	Invitations for the first key stakeholder meeting were dispatched in September – with the meeting itself taking place in October.	A

Aim 1e: Promote business investment and development, particularly in the borough's key commercial and industrial areas.				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Deliver an invest Bromley workshop to promote office accommodation in Bromley and to highlight Bromley as a business location.	Kevin Munnelly	Building on the success of the Invest Bromley event in 2011/12, deliver an event to raise the profile of Bromley as an office location on 17 th July, to coincide with the property agents workshop.	An event was delivered. The Development Control Committee at their October meeting approved a proposal to promote an Article 4 Direction on offices in Bromley town centre to restrict their permitted development right to convert to residential. It is proposed that the Direction should be applied to enhanced Business Improvement Areas centred around Bromley South and Bromley North Rail Station, where a majority of the Class A office floor space is located. It is proposed that these enhanced Business Improvement Areas will form part of a revised policy response which will form part of the Local Plan draft policies consultation which will commence in January 2014.	G
Encourage take up and reuse of commercial space in town centres	Martin Pinnell	Facilitate the Commercial Property Agents Forum at least twice per annum.	Commercial Property Agents forum was delayed until October due to diary commitments of participants.	A
Work with business support agencies and private sector partners through the Economic Partnership to encourage and develop business support provision in the borough	Martin Pinnell	Facilitate meetings of the Economic Partnership four times per annum in April, July, October and January.	An Economic Partnership meeting took place in July with issues such as support for young people into employment and support for employers wishing to take on young people, inward investment and town centre development under discussion.	G

OUTCOME 2: PROTECTION, CONSERVATION AND ENHANCEMENT OF THE NATURAL AND BUILT ENVIRONMENT				
Aim 2b: Improve customer service through higher quality and speedier decisions on development applications				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Perform at a level which while acknowledges national targets in relation to the processing of planning applications, focuses on delivering a quality outcome for Bromley.	Jim Kehoe	<ul style="list-style-type: none"> Major applications: to determine 60% within 13 weeks of receipt Minor applications: to determine 65% within 13 weeks of receipt Other applications: to determine 80% within 8 weeks of receipt 	In quarter 2, 91% of major applications were determined on time; for major applications the target is exceeded.	G
			49% of minor applications and 63% of other applications have been responded to within the specified timeframe. The performance for those applications has not improved in the same way.	R
			This was due to the combined effect of significant staff turnover, a significant increase in workload and a greater priority and resource being given to customer telephone responses in this period. This outweighed the earlier improvements we made on validation. However, remedial action has been taken and validation rates are now improving.	R

OUTCOME 3:		ENHANCING OPPORTUNITIES FOR LEISURE, RECREATION, ARTS AND EMPLOYMENT AND SKILLS		
Aim 3a:	Identify further opportunities to modernise/improve the library offer			
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Develop the volunteer programme in libraries to provide added value to the library service.	Tim Woolgar	Increase the number of young volunteers participating in the Summer Reading challenge for 2013 and report on the increase in September 2013.	The number of volunteers assisting with the Summer Reading Challenge was doubled this year with 72 volunteers providing over 1500 hours over the summer.	G
Explore opportunities to offer a broader range of services from libraries	Tim Woolgar	Work with partners to identify how Libraries can assist with the Council's channel shift priority and introduction of Universal Credit.	The Library Service is actively working with partner organisations and preparing to support the roll out of Universal Credit which has been delayed nationally from its original date of October 2013.	A
Aim 3b:	Improve the borough's sports and leisure offer			
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Support communities, voluntary clubs and individuals in the development and planning of sports and physical activities and initiatives to raise the levels of participation and to contribute to healthy lifestyles	John Gledhill	Support Pro-Active Bromley to submit a bid to the Big Lottery Fund for a capacity building officer to support the work of Pro Active Bromley and support community and voluntary groups external grant applications. Facilitate quarterly meetings of Pro Active Bromley.	The bid to the Big Lottery Fund has been written and agreed. It is now planned to apply to Pro Active South London before Big Lottery Fund bid to secure match funding for the submission. Regular Pro Active Bromley meetings took place in this quarter to ensure the development of actions within the strategic framework.	G

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Develop proposals for Bromley Valley Gymnastics and Cotmandene sites	John Gledhill	Appoint external consultant to develop Business Plan during Quarter 2.	Officers are working with the Council's property division to appoint external consultants to develop feasibility proposals for the sites. It is now expected that this appointment will occur in Quarter 3.	A

Aim 3c: Develop the borough's cultural assets				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Develop detailed proposals for the restoration and development of Bromley Museum at the Priory, Orpington to support a successful second round application to the Heritage Lottery Fund	Hannah Jackson	Complete RIBA C (Outline Design) Review with appointed specialists and Heritage Lottery Fund by August 2013.	A review of the concept design proposals for the Priory Revisited project was completed with the Heritage Lottery Fund in September 2013. The review of the designs was positive with feedback stating that they would be favourably viewed. However a number of issues affecting project costs were identified and a confidential report was considered by the Executive Committee in October 2013 to determine the future direction of the project. The Executive requested that officers review the business case and provide some supplementary information at a future meeting in order that a fully considered and informed decision could be made.	G

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Continue to explore opportunities for regeneration projects at Crystal Palace Park in discussion with the community and key stakeholders, including the submission of a first round application to the Heritage Lottery Fund.	Hannah Jackson	Submit a first round application to the Heritage Lottery Fund's Parks for People Programme in August 2013.	A first round application was submitted to the Heritage Lottery Fund in August 2013 and it is expected that the Council will be notified of a decision in December 2013. The total value of the project is estimated at £7.2m with partnership funding committed in principal by both the Greater London Authority and the Council. The project restores the legibility of the park, placing Sir Joseph Paxton's Central Axis as the focus. By re-uniting upper and lower areas, the project tackles the physical and visual barriers that currently blight the park, improving connections from park entrances and the many fragmented areas of character. By converting the large areas of car parking that currently dominate the centre of the park to green space, active park uses can return. Alongside this, heritage assets are revealed and a new visitor centre with gardens alongside provides a destination in the heart of the park. These facilities will improve provision for skills development and allow inspirational interpretation of the many historical, educational and horticultural layers accumulated over the park's 150 year history.	G

Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
		Review a draft of the first round application with the Heritage Lottery Fund in July 2013.	Prior to submission, officers met with the London Development Manager and Senior Grants Officer at the Heritage Lottery Fund to review the first round application to ensure that the appropriate level of detail was provided in the application and to receive feedback on application proposals. This feedback was reviewed and accommodated within the bid to ensure that the application met the requirements of the Heritage Lottery Fund.	G
		Apply to formally commit the Greater London Authority's partnership funding: Round 2 – Quarter 2	Officers worked with Greater London Authority Officers to commit their partnership funding to the Heritage Lottery Fund scheme. This was committed in principle in July 2013.	G
		Facilitate the Crystal Palace Park Management Board to consider options for future management and regeneration in the park and hold quarterly meetings of Stakeholder Groups.	The Community Stakeholder Group met on 12 th August and on 19 th September. Discussions focused on the news reported in July that an investor was interested in Crystal Palace Park in addition to discussion around the recruitment of replacement members for their group. The Heritage and Environment Stakeholder Group met on 18 th July to review progress with the Heritage Lottery Fund application, discuss a community project to record oral histories relating to the Crystal Palace Subway and to support the creation of a Friends of the Dinosaurs Group who are looking at the on-going conservation needs of these historic models and at ways of raising funds.	G

			<p>The Site Management Stakeholder Group met on 19th July to review the Heritage Lottery Fund proposals.</p> <p>In addition to this, several briefings were facilitated for stakeholders, including neighbouring Borough Councils, in response to news that the ZhongRong Group were in early discussions with the Greater London Authority and the Council in respect of Crystal Palace Park.</p>	
<p>Develop proposals for a Battle of Britain Heritage Centre at Biggin Hill</p>	<p>Colin Brand</p>	<p>Identify design options for the development of a Heritage Centre at Biggin Hill Airport and analyse cost implications and sustainability of these options.</p> <p>Report on options to the Council's Executive Committee in July 2013.</p>	<p>Further details on the proposals from the Airport and the Supports Club are required and have been requested. Once these have been received a report will be drafted setting out the options for consideration by the Executive Committee.</p>	<p>A</p>

OUTCOME 4:	SUPPLY GOOD QUALITY AFFORDABLE HOUSING THAT BEST MEETS LOCAL STATUTORY AND PRIORITY HOUSING NEEDS
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Aim 4a: Produce a Housing Strategy setting out the Council's Housing objectives over the next 5 years				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Produce and maintain the new London Borough of Bromley Housing Strategy	Kerry O'Driscoll	Produce a final draft of the key themes document and complete consultation on the document by the end of Quarter 2.	A Member Group meeting was held on 23 rd July and draft housing framework document developed subsequently. A further Member Group meeting was undertaken on 9 th October to consider contents of draft in detail.	G
Work with the Council's Housing development partners to deliver the Council's strategic housing objectives.	Kerry O'Driscoll	Develop review criteria and set up meetings for review during Quarter 2.	Procurement and legal advice sought to inform the nature of meetings. Subsequently, Chief Executives of each Registered Provider with significant stock or a development programme within the Borough and development partners have been invited separately to informal discussions with lead members and senior housing staff. The meetings (to be held in Quarter 3) will consider shared commitments to the provision of housing that reflects local housing requirements, and more specifically will cover intermediate housing, temporary accommodation, lettings and stock management, and future development and investment.	G

Aim 4b: Encourage the supply of good quality affordable housing that best meets local, statutory and priority housing needs				
Action	Lead Officer	What we said we would do in Quarter 2:	Progress Update	RAG Status (if applicable)
Allocate housing capital funds	Kerry O'Driscoll	Seek necessary internal approvals for allocating Payment In Lieu (PIL) monies. Seek strategic approval from the Care Services Policy Development and Scrutiny Committee and the Environment Portfolio. Seek final approval to proceed from the Executive & Resources Policy Development and Scrutiny Committee and the Executive Committee during Quarter 2.	Approval was granted by Executive for allocation of £1million for residential property acquisitions to be used as temporary accommodation and help to offset nightly paid accommodation costs. Delegated authority was granted for the Directors of Finance and Transformation & Regeneration, in consultation with Resources Portfolio Holder, to approve individual purchases as they arise. A corporate officer acquisitions project group now taking forward the process of indentifying, inspecting and pursuing suitable properties. Feeding back to the Renewal & Recreation Portfolio Holder on progress on a monthly basis.	G
Seek to secure alternative forms of accommodation to reduce the reliance on nightly paid accommodation.	Kerry O'Driscoll	Work strategically with Registered Providers to minimise affordable stock disposals on an ongoing basis – progress to be reported quarterly.	A meeting with Registered Providers was hosted at the end of September to discuss their proposed asset management and investment strategy. Further dialogue on options regarding stock disposal and reinvestment is to continue in Quarter 3.	G

Pursue affordable housing funding opportunities available from Government Agencies ensuring that new housing investment from external sources reflects strategic housing objectives	Kerry O'Driscoll	Report to the Council's Executive Committee advising of consultation process on external funding by the end of Quarter 2.	This has been postponed as this process will now be covered by a future report to the Executive when seeking approval for the 2014-17 Housing Strategy. This report is anticipated to go to the Executive on 2 nd April 2014.	N/A
Work closely with the Housing Needs Division to ensure that new affordable housing supply reflects local strategic housing objectives.	Kerry O'Driscoll	Explore new housing opportunities that generate supply to assist in meeting the Council's statutory housing duties – progress to be reported quarterly.	Options for converting various Council-owned sites or buildings to temporary accommodation were assessed alongside other options for use. A decision is expected to be taken by Resources Portfolio holder in Quarter 3.	G
Implement new Trading Account arrangements and continue to pursue new opportunities to maximise income	Kerry O'Driscoll	Explore feasibility of options, seeking necessary approvals as required and implement agreed options – to be monitored on a quarterly basis.	Trading account arrangements are now being implemented as agreed.	G

Agenda Item 8

Report No.
DRR13/111

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE / EXECUTIVE COMMITTEE

Date: Tuesday 26 November 2013 / Wednesday 15 January 2014

Decision Type: Non-Urgent Executive Key

Title: BUSINESS IMPROVEMENT DISTRICT STRATEGY FOR TOWN CENTRES 2014 - 2015

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

Chief Officer: Nigel Davies, Director of Environmental & Community Services

Ward: Bromley Town; Copers Cope; Kelsey & Eden Park; Clockhouse

1. Reason for report

In the light of the successful Business Improvement District (BID) ballot and the subsequent establishment of the Orpington 1st BID, this report outlines the feasibility of extending the BID approach to other town centres in the borough – specifically the potential for implementing BIDs in Bromley and Beckenham town centres. The report explores the business case for the Council to invest in the introduction of further BID areas, and a summary of issues arising in each town, how a BID could assist with tackling these, potential barriers to a successful introduction of BIDs in these towns and a suggested road map to implementation.

2. **RECOMMENDATION(S)**

That members of the Renewal & Recreation PDS:

2.1 Note and provide comments upon the suggested strategy for the introduction of BIDs beyond Orpington town centre.

That the Executive:

2.2 Notes the outcome of the initial feasibility study on the potential for a BID in Bromley town centre and supports in principal the formation of a BID at the earliest opportunity, bearing in mind the constraints and risks outlined in paragraphs 3.12 – 3.15,

2.2 Notes the outcome of the feasibility study on the potential for a Beckenham BID, and supports the strategy not to start the BID process in that town centre at this time, but for officers to revisit the feasibility for a BID in Beckenham before the end of 2014.

2.3 Approves the allocation of up to £110k from the Economic Development and Investment Fund to cover the costs of the proposed Bromley BID project (as set out in more detail in paragraph 5.2).

2.4 Notes the projected timescales for the establishment of a BID in Bromley Town Centre as outlined in paragraph 3.16, and the potential personnel implications of the BID.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost £110k
 2. Ongoing costs: Potential saving of £30k per annum should the Bromley BID be established
 3. Budget head/performance centre: Economic Development and Investment Fund and Town Centre Management
 4. Total current budget for this head: £32.04m and £227.6k
 5. Source of funding: Economic Development and Investment Fund and 2013/14 existing revenue budget
-

Staff

1. Number of staff (current and additional): 3 + 2 temporary staff during BID project
 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): Beckenham: occupiers of up to 422 rateable properties; Bromley: occupiers of up to 1083 rateable properties
-

Ward Councillor Views

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

Initially an email was sent to Councillors in the affected wards which solicited a response from one of the Bromley Town Ward Members. To summarise this was broadly in support of the suggested approach, but asked that a separate briefing for Ward Councillors be arranged as the project starts, to help them understand the process and issues arising.

Further engagement was undertaken with Councillors for the Beckenham Wards to ascertain their views on the proposal that a Beckenham BID project was not started in 2014. This involved providing a briefing note and a map of the potential BID area to all local Members, and inviting these Councillors to a briefing meeting on 4 November. The views of the Members expressed at the meeting and in subsequent correspondence supported the view that the timing is not yet right to start working towards the establishment of a BID in Beckenham, but that Officers should revisit the feasibility for a BID in that town centre before the end of 2014.

3. COMMENTARY

- 3.1 The following paragraphs outline the feasibility for the Council to work with the business communities in Beckenham and Bromley town centres to explore the establishment of Business Improvement Districts (BIDs). Background is provided on BIDs generally and how one was established in Orpington. Recent initial research into the comparative financial and community benefits of BIDs in Beckenham and Bromley is explored, with the conclusion expressed that, initially at least, the possibility of a BID should be explored for Bromley town centre only. The remainder of the report explores a draft plan for implementation, including possible risks and barriers, a draft project plan and also provides information on the costs and potential budgetary implications of the initiative.

BACKGROUND

- 3.2 A Business Improvement District (BID) is now a tried and tested model to deliver sustainable investment, through a levy of rateable properties based on typically 1-2% of rateable values. There are now over 160 formal BIDs in operation in the UK and Republic of Ireland – the majority of which are retail-led and focussed on town centres and over 60 of which are into a second, or even third term. Legislation which became law in 2004 provides the regulatory underpinning for BIDs which means that they can only be established or renewed after a majority of ratepayers vote in favour in an official postal ballot (operated under conditions similar to political election). Once a BID is established or renewed the occupiers of any eligible property must by law pay the levy annually for the term of the BID (usually 5 years) – providing a level of financial sustainability and certainty not usually present with less formal partnership arrangements. BIDs have been strongly endorsed by the Mayor of London in his Economic Development Strategy, because they deliver the following business benefits:

- BID levy money is ring-fenced for use only in the BID area.
- Businesses decide and direct what they want for the area.
- Business cost reduction, for example reduced crime and joint procurement.
- Help in dealings with Local Councils, the Police and other public bodies.
- Increased footfall and staff retention.
- Place promotion
- Facilitated networking opportunities with neighbouring businesses.

- 3.3 The 150th BID to be formally established following a ballot in February 2013 was the Orpington 1st BID. Over the term of the BID the town is expected to benefit from the investment of over £1m – a quarter of which is due from sources other than the BID levy. The themes for the BID – which are based solidly on the expressed needs of the local businesses – are to promote the town to a wider range of customers, to take steps to make the town more attractive, safe and welcoming to visitors, improve accessibility and reduce the costs of doing business through collective purchasing. Although it is still early days for Orpington 1st – initial benefits include a brand new hub website for the town, free cardboard and plastic recycling for all businesses, a spring public showcase event, a revamped and heavily promoted ‘Orpington’s Finest’ Competition and most recently an agreement in principle for the BID to take over, refurbish and operate the town’s public toilets. Further information on Orpington 1st and its plans for the town can be found on the BID website: www.orpington1st.co.uk.

CONDITIONS FOR SUCCESS IN ORPINGTON

- 3.4 The project to promote and develop a BID for Orpington town centre was initiated and led by a group of businesses from the already established Orpington Business Forum, driven by a desire to see the town move forward following a very challenging trading period. This coincided with the Council’s own aspirations for the town. On the back of some significant capital investment

into the town centre, including a comprehensive public realm improvement scheme, the move of the Library into the town centre, and major improvements to Bromley College's Orpington campus, the time appeared right to look for an additional source of investment which could help deliver some of the aspirations of the town's businesses and provide a sustainable alternative to the traditional Town Centre Management model, increasingly under threat due to public sector funding cuts. This background provided favourable conditions for a BID to be explored, debated and finally adopted after a ballot in February 2013. From an early stage the Town Centre Management team were involved, and following agreement from the Renewal & Recreation Portfolio holder in October 2011, were in a position to provide both financial and staff resources to back the BID. Working alongside a core steering group of businesses and an external consultant specialising in BIDs, Council officers were able to ensure that all necessary stages of preparation for the ballot and for the establishment of the BID company were completed successfully. The process, especially in the run up to the ballot, was highly resource intensive and it should be noted that from an initial feasibility study in March 2011 through to formal establishment of the BID took over 24 months.

FEASIBILITY STUDY METHODOLOGY AND OUTCOMES

- 3.5 Given the successful establishment of Orpington 1st, Members have asked Officers to explore the business case for establishment of BIDs in other town centres. This is not simply due to the intrinsic benefits of the BID model, but also driven by the increasing financial constraints faced by the Council – which may threaten the continuance of Council funding for the Town Centre Management function in the medium term. Encouraging the formation of BIDs fits well with the Council's aspirations for thriving, vibrant town centres, whilst encouraging town centre businesses and their communities away from dependence on Council funding. Although there are potential budget savings from the implementation of further BIDs, these are relatively modest, the main benefit being the potential to deliver additional investment to town centres far exceeding anything available from the public purse alone.
- 3.6 The scale of BID is based on the number and rateable value of commercial premises with a defined area. This means that it is difficult to justify the establishment of BIDs in most small town centres, as these are invariably too small to deliver a level of income justifying the expense and effort involved in establishing and operating a BID, bearing in mind that there are also ongoing costs involved in collecting the levy and in managing a BID. The focus of our feasibility study has therefore been on Bromley, as the largest town centre in the borough, and on Beckenham (third largest) as potential BID areas for possible implementation within the next 2-3 years.
- 3.7 The feasibility study for each of these towns involved two aspects – one was to identify the potential financial benefit (or yield) of the BID levy for each town centre and the other was to engage with a selection of key stakeholders within each town centre to understand the issues that a BID might help tackle and to obtain a sense of whether the businesses are open to exploring the BID model for their town. Each town was divided into zones and the maximum area feasible for a BID was used to identify which properties could be included. Maps for each town showing the possible maximum extent of a BID boundary for each town are provided in **APPENDIX 2A and 2B**. The Business Rates (NNDR) billing list was then used to identify the total rateable value for the possible BID area and the potential yield based on typical BID levy rules. A summary of the outcomes for this exercise is shown in **APPENDIX 1**.
- 3.8 The modelling exercise included a number of assumptions about the BID levy rules, all of which are open for discussion and would ultimately be set by the businesses themselves. Should a BID go ahead in either of these towns the BID levy could deliver a level of investment into the town centres within the following ranges:

§ Beckenham - £101k - £134k per annum

§ Bromley - £587k - 731k per annum

For comparison, the Orpington BID has 350 hereditaments and a yield of £158k per annum, after discounts. Very few BID exist of a similar small scale to Beckenham, but similar sized BID to a possible Bromley BID exist across the UK and examples include Bath, Norwich and Wimbledon.

- 3.9 In addition to the financial evidence for or against potential BID, Town Centre Managers undertook face to face and telephone interviews with a range of business owners and managers in each town centre, selected to represent the various sectors and sizes of business rate payers present. Given the timescale allowed this was admittedly a limited exercise, obtaining feedback from up to 20 businesses in each town. A summary of the findings are presented in **APPENDIX 3**.
- 3.10 A number of the issues arising could be tackled through the use of a BID levy – for example BID have paid for or subsidised shop radio schemes, wardens or even additional police officers to tackle safety issues. Equally BID have paid for enhanced cleansing regimes, spectacular events and town promotional campaigns. It would be entirely possible for a wide range of similar interventions to be funded out of the potential Bromley BID budget. However, the level of funding likely to be available for expenditure on Beckenham after potential collection costs and the cost of employing BID staff would be extremely limited, probably less than £100k per annum, especially if a full time professional BID manager was employed. In terms of possible support for a BID there is clearly more enthusiasm for exploration of this amongst Bromley businesses (100% agree) than in Beckenham (70% agree) – although it should be emphasised that the scope of the consultation was limited.
- 3.11 On the basis of the possible financial yields and also the lower level of interest and enthusiasm expressed by businesses for further exploration of BID in Beckenham, it is recommended that the Council concentrate its resources initially on working with businesses to develop a BID in Bromley town centre – and then look to revisit the feasibility for a Beckenham BID by the end of 2014. Timing is also an important factor. Delaying a Beckenham BID project will give more time for the newly launched Beckenham Town Centre Team to get established and extend its engagement with High Street businesses and also hopefully for the proposed TfL scheme to be well underway (assuming a positive outcome to the bid).

RISKS AND ISSUES FOR IMPLEMENTATION OF A BROMLEY BID

- 3.12 In terms of proceeding with the introduction of BID in Bromley, the key issues to consider are the ease of engagement with local businesses and the timing of a BID consultation and pre-ballot campaign.
- 3.13 The level of engagement with businesses from the start is vital – as although Councils do play a key role in encouraging and implementing BID, these are essentially business-led initiatives, and without both the involvement of business champions and broad support in the wider business community, any BID proposal is bound to fail. In Orpington it was fortunate that a well established and respected representative business group – in the form of Orpington Business Forum (OBF) – already existed and was keen to work with the Council on the project – with key personnel from the OBF now members of the Orpington 1st Board. In Bromley there are a number of business groups representing separate areas of the town and business engagement has intensified in recent months as a result of the ongoing development works. Work has also been ongoing to establish a town-wide body which is representative of businesses and other key stakeholders. The first meeting of the new group took place in October and, although it is

early days, this body may provide the core group of business people who will work with Officers to drive any proposed BID forward.

- 3.14 Another factor to take into account is the disruption now being felt by businesses based in the North of the town centre due to the ongoing Bromley North Village improvement works. Whilst there is no doubt that these works will have a major beneficial effect on the town and its businesses, during the period of the works (scheduled to take place until November 2014) many small businesses will be suffering from reduced footfall and income, and are therefore unlikely to be open to a suggestion that they would wish to pay an additional charge – regardless of the potential future benefits. Therefore any campaign in advance of the ballot and the ballot date itself would have to be carefully timed to avoid the worst of the disruption.
- 3.15 As a BID can only be established by a secret postal ballot, there is a risk that this will not result in approval of the BID proposal and in this worst case scenario the potential savings outlined in Financial Implications (below) would not be realised and most of the Council's investment in the project would already have been spent or committed. There are points earlier in the process where the Council and the businesses involved in steering the BID proposal could mutually agree to abandon the project if it was felt that there was insufficient support amongst business rate payers. Again if this occurred, the potential savings would not be realised although there would be a lower financial impact than if the project was to fail at the ballot stage.

OUTLINE PROJECT PLAN FOR BROMLEY

- 3.16 In the light of this it is recommended that the proposed BID project aims for a ballot date in early March 2015 before the start of preparations for the expected General Election (May 2015). **APPENDIX 4** provides a schematic outline of a draft project plan which envisages a total timescale of around 23 months from initial feasibility work (already undertaken) through to the new BID becoming operational (potentially in June 2015). These timings are based on experience of the Orpington BID but will need to be flexible subject to satisfactory levels of support and leadership from the business community.
- 3.17 The draft project plan has been designed with key lessons learned from the Orpington experience in mind, including:
- Key business leaders who will be committed to the project long term to be identified at an early stage
 - Cleansing and careful ongoing management of data about the businesses and the voters is essential
 - Sufficient dedicated project staffing, especially during the more intense phases, will ensure more rapid progress
 - Sufficient time to be allowed for phases involving face to face or telephone contact with businesses
 - Branding and communications to promote the BID to be consistent and of a high standard

Because officers now have experience of implementing a BID the draft project plan envisages a reduced reliance on external consultants, in comparison with the Orpington project, but instead proposes the use of temporary staff to create a small project team whose primary focus will be the delivery of the project. Although the Town Centre Manager will be expected to play a role in the project – especially during the early phases – the use of temporary staff will ensure that she can continue to deliver the expected requirements of the Bromley TCM service throughout the project period. An outline of the proposed project budget is provided in paragraph 5.2 in Financial Implications.

3.18 Assuming Members support the recommendations of this report, Officers will refine the project plan and form an internal project board which will include Officers from relevant Divisions across the Council and provide oversight of the initiative. It is expected that further reports updating Members of progress on the project will be presented at future R&R PDS meetings.

4. POLICY IMPLICATIONS

4.1 The proposed project to introduce a Business Improvement District in Bromley town centre is aimed specifically at enhancing the vitality of the town centre, and as such contributes to the Building a Better Bromley key priority of Vibrant, Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

5.1 This report is seeking Members approval to begin implementing a project to establish a Bromley BID. Should the BID be established following a successful secret ballot, it would provide a mechanism for Bromley town centre to receive additional funds of between **£2.94m** and **£3.65m** over a 5 year period.

5.2 The project implementation costs to complete the process to establish the BID are estimated to be £110k and are detailed in Table 1 below. For comparison the budget for the Orpington BID was in the region of £80k however this was for a much smaller number of business properties.

TABLE 1: Draft budget for implementation of Bromley BID

	£
Temporary Staff	62,000
Consultants	12,000
Printing and Promotion costs	12,600
Consultation and Ballot costs	12,950
Billing System Software Set Up	6,000
Contingency	4,450
	<u>110,000</u>

5.3 If a BID was to be successfully implemented there would be savings of £40k per annum, as there would no longer be a requirement for the Council to fund a Town Centre Management Service for Bromley after the BID had been established. However, the Council would be liable to pay BID levy of between £10k and £12k on certain properties, as shown in table 2 below. Overall, a net saving of up to £30k per annum would be achieved.

5.4 Table 2 below has details of the levy payable on Council properties within the potential Bromley BID area: -

TABLE 2: Rateable values of Council properties in potential Bromley BID area				
Council Hereditament	Portfolio	R.V (£)	Estimated charge per annum (£) @ 1.25%	Estimated charge per annum (£) @ 1.50%
Public Toilets - Library Gardens	ENVIRONMENT	6,400	80	100
Central Library	ENVIRONMENT	457,500	5,720	6,860
Old Town Hall - Exchequer House *	RESOURCES	188,000	2,350	2,820
Old Town Hall - Tweedy Road *	RESOURCES	124,600	1,560	1,870
Total		776,500	9,710	11,650

* NB It is probable that the two Old Town Hall properties would not be in Council occupation by spring 2015 so the potential annual costs of the BID levy to LBB could be around 40% lower.

- 5.5 The Executive is asked to agree an allocation of up to £110k from the Economic Development and Investment Fund to meet the estimated costs of the process involved in establishing the Bromley BID. This sum may be reduced should officers be successful in securing external funding for the project at a future date.
- 5.6 Members should note that 3.15 highlights that there is a risk that the BID will not be established. It is wholly dependent on a favourable outcome of the secret ballot. If the outcome is not favourable, almost all of the £110k would have been spent or committed and the potential savings will not be realised.

6. LEGAL IMPLICATIONS

- 6.1 Business Improvement Districts (BIDs) were introduced by Part 4 of the Local Government Act 2003 (LGA 2003). Their establishment, enforcement and operation is regulated by the LGA 2003 and the Business Improvement Districts (England) Regulations 2004 (SI 2004/2443) (BID regulations) as amended by the Business Improvement Districts (England) (Amendment) Regulations 2013 (SI 2013/2265)
- 6.2 Once interested parties have indicated their interest in the BID a formal BID proposal will be put together by a BID board. The BID board will progress the BID proposal and be responsible for drawing up the BID proposal and building support for it prior to the ballot.
- 6.3 If the proposers wish to proceed, they must submit to the Council (who will act as the Billing Authority) a notice in writing, asking them to hold a ballot on the BID proposal.

The notice must be accompanied by a:

- Copy of the BID proposal.
- Summary of the consultation undertaken.
- Summary of the proposed business plan.
- Summary of the financial management arrangements for the BID body.

Unless the proposal conflicts with a formal policy document published by the Council the ballot will be authorised and the ballot holder specified.

- 6.4 It is expected that the BID proposal for Bromley Town Centre and the required supporting documentation will be brought to the Council's Executive Committee for formal authorisation on behalf of the Council during the autumn of 2014.

7. PERSONNEL IMPLICATIONS

- 7.1 It is expected that a steering group (or Board) comprising and led by local businesses will be formed. This steering group will formally take the lead on the development of the BID proposal. However, the Head of Town Centre Management will take the lead from the Council point of view, with support from the Bromley Town Centre Manager and a small temporary staff team. Where appropriate, external consultancy expertise will also be brought in to support the more technical aspects of the project.
- 7.2 Should the BID be successfully established, there will clearly be personnel implications for the Town Centre Management & Business Support Team. The BID steering group would include the proposed management structure of the BID within the terms of the BID proposal. However the likelihood is that the post created to manage the BID would cover broadly similar functions

as a Town Centre Manager so the TUPE regulations may apply. The full personnel implications will become clearer as work towards establishing the BID is carried forward – and this will include consultation with staff and staff representatives. The appropriate employment procedures will be implemented with regard to TUPE transfer should this apply or if a post of Town Centre Manager is deleted then HR will be advising on the process in line with the Council’s managing change procedure. An update on emerging personnel implications will be brought back to Members as part of progress reports on the project at future PDS meetings.

Non-Applicable Sections:	None
Background Documents: (Access via Contact Officer)	R&R PDS Report ‘Proposed Business Improvement District for Orpington’, 11 Oct 2011 (DRR11/096)

APPENDIX 1

**Table 1: BECKENHAM BID Levy analysis
(showing per annum levy income)**

Threshold	No of props	Total RV	Levy @ 1.25%	Levy @ 1.5%
No threshold	421	£9.3m	£111k	£134k
£5,000	298	£9.0m	£108k	£130k
£7,000	264	£8.8m	£105k	£127k
£10,000	225	£8.5m	£101k	£122k

Notes

1. Figures rounded to nearest 1000
2. BID levy yields modelled on the assumption that there will be a 50% discount for those in receipt of charitable relief for NNDR as is the case for the Orpington BID.

**Table 2: BROMLEY BID Levy analysis
(showing per annum levy income)**

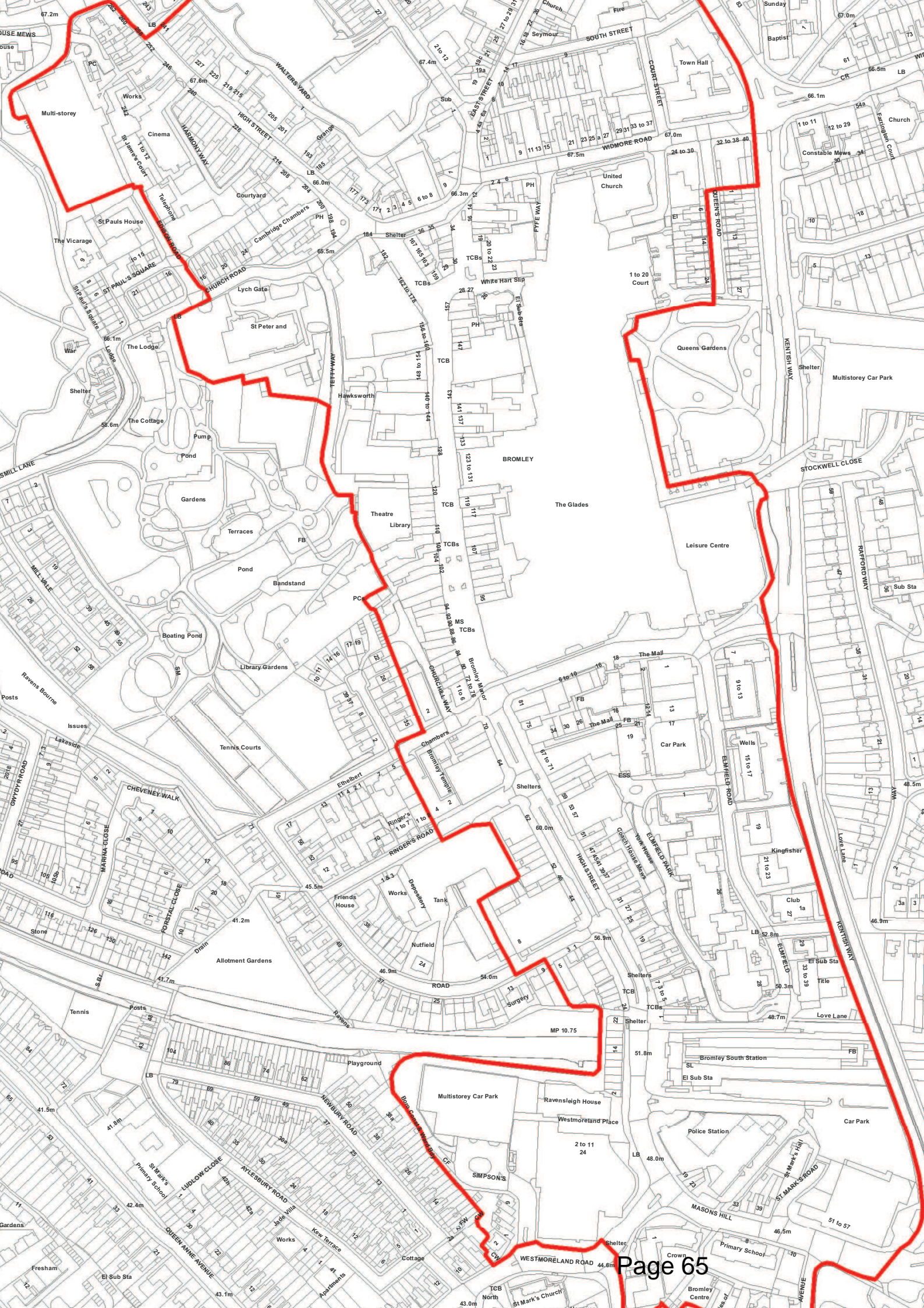
Threshold	No of props	Total RV	Levy @ 1.25%	Levy @ 1.5%
No threshold	1082	£57.7m	£609k	£731k
£5,000	869	£57.0m	£601k	£722k
£7,000	782	£56.6m	£595k	£714k
£10,000	704	£55.9m	£587k	£705k

Notes

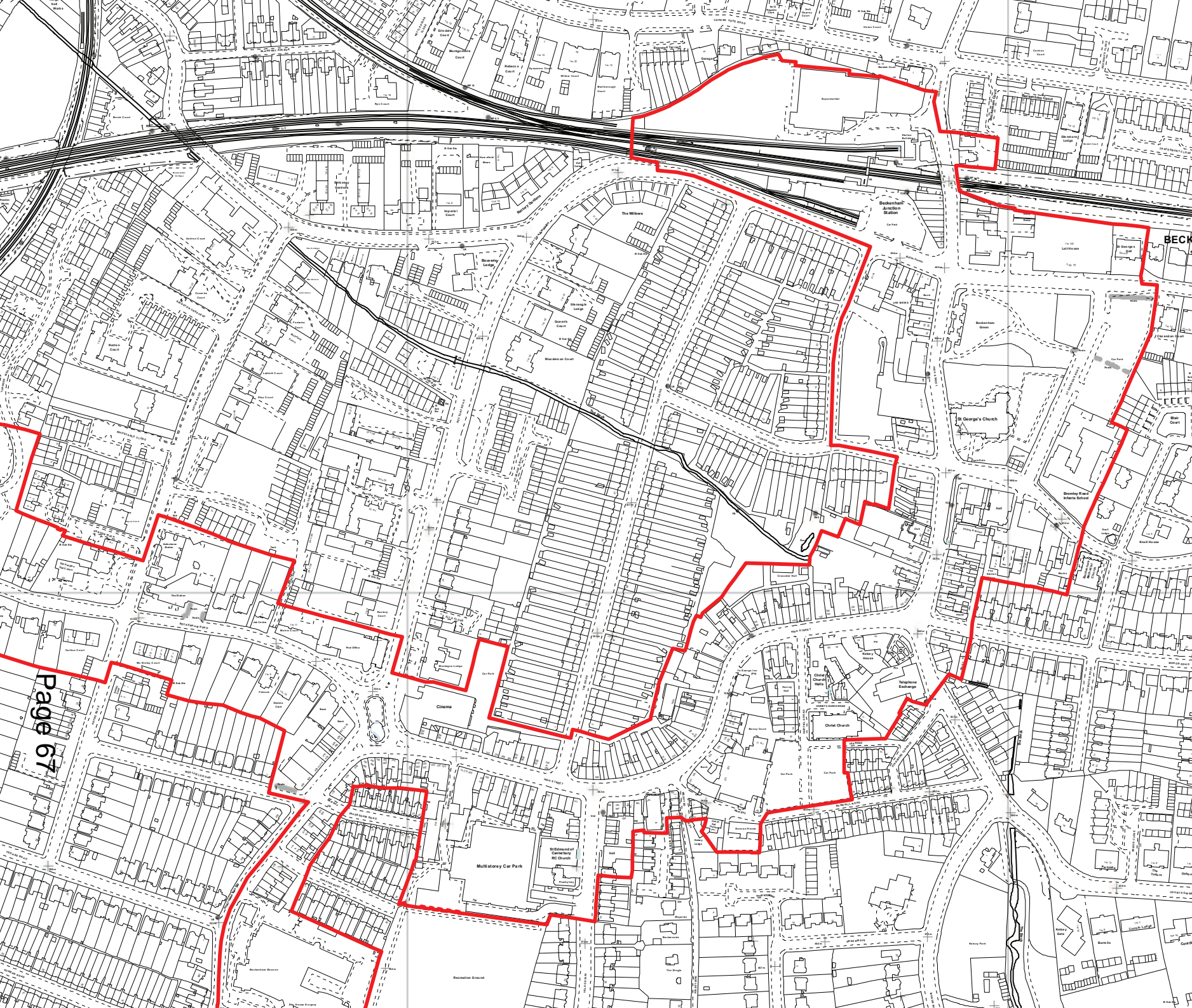
1. Figures rounded to nearest 1,000
2. BID levy yields modelled on the assumption that there will be a 50% discount for Intu Bromley tenants (as these already pay a service charge) and 50% discount for those in receipt of charitable relief for NNDR – based on the rules for the Orpington BID.

In these tables, 'Threshold' refers to the exclusion of smaller rateable properties, or hereditaments, from the BID process, both as voters and as eventual BID levy payers, which is allowable within the BID regulations. The experience of running a BID proposal in Orpington, which had no lower threshold applied, suggests that applying a threshold could have reduced the campaign timescale by a significant factor and may also have reduced the level of opposition to the BID – which generally came from the smaller scale ratepayers. Although the same percentage levy is applied across the board, smaller businesses understandably view the BID levy as a significant additional cost. It is therefore recommended that a threshold is applied in setting up future BID areas.

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THE LONDON BOROUGH

JIM KEHOE

**CHIEF PLANNER,
CIVIC CENTRE, STOCKWELL
BROMLEY, KENT, BR1 3UH**

Tel: 020 8464 3333

POTE BECK BID

SCALE

1:4,000

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APPENDIX 3: Summary of business consultation feedback

	Beckenham	Bromley
Number of interviewees	20	19
Sectors represented	Local or independent retailers / hospitality (60%), National retailers / hospitality (30%), Leisure (10%)	National retailers / hospitality (32%), National commercial (16%), Local or independent retailers / hospitality (16%), Local or independent commercial (16%), Public sector (11%), Leisure (5%), Voluntary sector (5%)
Interviewees aware of BIDs previously (%)	50%	32%
In favour of BIDs being explored (%)	70%	100%
Interested in taking part in follow up discussions (%)	90%	100%
Top 5 issues to tackle	<ul style="list-style-type: none"> • Parking and delivery problems • Anti-social behaviour / crime • Poor access – especially to rear of stores • Vacant shops • Poor retail mix 	<ul style="list-style-type: none"> • Lack of big name retailers • Lack of evening economy • Parking – inc availability & cost • Vacant shops • Poor wayfinding and disconnection between parts of the town
Top 5 suggestions for improvement	<ul style="list-style-type: none"> • More parking / cheaper parking for shoppers • More and better events and markets • Improve security – inc more police presence • Improved marketing for the town • Improved street cleansing 	<ul style="list-style-type: none"> • More events and installations – inc youth events • Encourage inward investment – esp higher end retailers • Improve connectivity between parts of town • Develop business community • Improve transport connections

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APPENDIX 4: Schematic draft project plan for Bromley BID

Phase	Period	Key activities
Preparing for the BID project	July 2013 – March 2014	<ul style="list-style-type: none"> • Undertake initial feasibility study and obtain Member approval • Set up town steering Group • Set up BID working group • Cleanse business rates data and establish CRM database • Establish project team for 2nd and subsequent phases
Consultation & BID viability	April 2014 – June 2014	<ul style="list-style-type: none"> • Publish consultative documentation • Undertake wider consultation with business community • Establish BID newsletter • Establish baseline data
BID Proposal preparation	July 2014 – Sept 2014	<ul style="list-style-type: none"> • Complete consultation and analyse results • Finalise BID levy rules • Draft of BID proposal document • Draft BID 5-year business plan • Draft legal agreements • Obtain formal approval from Billing Authority (LBB) to proceed to ballot
BID Ballot	Oct 2014 – March 2015	<ul style="list-style-type: none"> • Finalise and publish BID proposal document and accompanying documentation • Deliver campaign – including direct contact with voters responsible for each of the eligible hereditaments • Finalise voting list • Publish notice of ballot • Issue ballot papers • Conduct BID ballot (1st week of March 2015).
Post Ballot	March 2015 – June 2015	<ul style="list-style-type: none"> • Announce results • Finalise legal agreements • Make arrangements for billing and collection of BID levy • Assist the BID Board to establish operational BID Company

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Agenda Item 9

Report No.
DRR13/145

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 26 November 2013

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

Title: TOWN CENTRE MANAGEMENT UPDATE REPORT
NOVEMBER 2013

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

Chief Officer: Nigel Davies, Executive Director of Environment & Community Services

Ward: (All Wards);

1. Reason for report

Members have requested a regular update on Town Centre Management and business support activities. This report covers activities which have taken place since the previous update to Members in September 2013, and also summarises the priorities for the period until end of January 2014.

2. **RECOMMENDATION(S)**

Members of the Renewal and Recreation PDS Committee are asked to note the key developments and activities within the Town Centre Management and Business Support Team summarised in APPENDIX 1 of this report.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost for 2013/14: £379k
 2. Ongoing costs: Recurring Cost £65.4k
 3. Budget head/performance centre: Town Centre Management
 4. Total current budget for this head: £65.4k, £38k, £42.5k, & £233k
 5. Source of funding: Existing revenue budget 2013/14, OLF 2 funding, S106 resources and funding set aside in an earmarked reserve
-

Staff

1. Number of staff (current and additional): 3
 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

- 3.1 The Town Centre Management and Business Support service exists to maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres – and to support businesses across the borough. This involves working closely with town centre businesses, both directly and through business and traders groups, and with other key town centre occupiers and service providers. The resources for the service are derived not only from Council budgets but also from income from business donations, sponsorship, high street promotions and attractions, and grants (e.g. The Mayor of London's Outer London Fund).
- 3.2 Highlights of the TCM and Business Support work programme in recent months is provided as APPENDIX 1.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

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

Funding available for TCM and Business Support Activities

Funding type	£'000
Town Centre Management Initiative Fund	65
Grant to Orpington BID (part financed by S106 funding of £8k)	38
Outer London Fund	43
Earmarked Reserve re Local Parade improvements	233
Total	379

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	TOWN CENTRE MANAGEMENT UPDATE SEPT 2013 (DRR13/113)

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APPENDIX 1: TOWN CENTRE MANAGEMENT UPDATE REPORT NOVEMBER 2013

1. Summary of activities September – November 2013/14

1.1 Business Improvement Districts (BIDs)

The Council continues to maintain contact with the Orpington 1st BID Board through the attendance of non-voting members Cllr William Huntingdon-Thresher and the Head of Town Centre Management & Business Support. Involvement of Councillors and Officers at Board level is consistent with the practice of most BIDs across the UK, but it is expected that further direct involvement will lessen now that Orpington 1st appointed its first permanent BID Manager, who has been working with the Board since early October. The BID also appointed an events and marketing consultant who has been leading on the arrangements for the Orpington Christmas Lights event. During the autumn the terms for the proposed take over of the Walnuts Public Toilets by the BID Company have been in development, following agreement in principle earlier in the summer. It is hoped that agreement on the detail can be reached between the Council and the BID by the end of November.

As reported in September Town Centre Managers have explored the feasibility of extending the BID model to other towns in the borough, particularly the other 2 large towns, Bromley and Beckenham. Business Rates data has been used to model potential financial gains for these towns and TCMs have undertaken some initial consultation with selected business stakeholders in each town centre. In order to ensure that the strategy adopted has widest possible support amongst Members, officers incorporated a briefing meeting for Beckenham ward Councillors in early November to discuss the proposed approach – which is to concentrate on a Bromley BID initially and then revisit the feasibility for a Beckenham BID late in 2014. The report on the findings of the feasibility study and the recommended approach is being reported to Members under another agenda item at the R&R PDS meeting on 26 November and then to the Executive on 15 January 2014.

1.2 Environmental issues

As in previous quarters Town Centre Managers have actively reviewed the quality of the environment in Beckenham, Bromley and Penge – with issues arising being pursued by the relevant TCMs, mostly involving liaison with colleagues in other Divisions within Environmental and Community Services.

1.3 Vacant units

Below are the latest Local Data Company counts of vacant units in the 4 largest towns:

Bromley 11.3% (46 out of 407 retail units) – Nov 2013

Orpington 12% (25 out of 207 retail units) – May 2013

Beckenham 9.5 (15 out of 167 retail units) – June 2013

Penge 7.4% (6 out of 90 retail units) – May 2013

For comparison, the National retail vacancy rate is **14.1%** so all the borough's main towns remain below average in terms of vacancies. Discussions with local commercial property agents suggest that the market for both retail and office space is picking up with an increased number of enquiries and deals during the summer and autumn, which may translate into reduced vacancy levels.

1.4 Beckenham Town Centre

Officers have been working on implementation of short term improvements to Beckenham Town Centre following the recommendations agreed by the Beckenham & West Wickham PDS Working Group – including the launch of a new town heritage trail. The Town Centre Manager has also supported the launch of the new Beckenham Town Centre Team which first met and agreed its constitution and terms of reference on 26 September. The Town Centre Team is designed to be a membership body for all stakeholder organisations with a focus on Beckenham town centre – including resident organisations, businesses and public sector organisations such as the Council and the Metropolitan Police Service. The purpose of the Town Centre Team is to be both an advisory panel and a practical delivery body to agree on and implement improvements to the town centre, whether that be providing a sounding board for the development of plans for the proposed TfL Area Based Scheme (currently awaiting the result of the bid to TfL), advising on short term improvements or supporting the Town Centre Manager in delivery of special events and activities in the town centre.

1.5 Local Parades Improvement Initiative Fund

Work has been ongoing to respond to applications from local areas for funding from the Local Parades Improvement Initiative.

Applications to the Fund are in preparation or pending decision for

- § Biggin Hill
- § Chatterton Village
- § Coney Hall
- § St Mary Cray

Projects funded by the scheme are being implemented for:

- § Anerley Hill – including improvements to paving and street furniture, new local history mural, vacant shop improvements and a deep clean
- § Chislehurst High Street and Belmont Parade – including new community notice boards, purchase of new Christmas lights, lamp column banners, new pay and display bays and contribution to a new village sign

- § Hayes, Station Approach and Hayes Street – including improvement to alleyways, signage and frontage of Hayes Village Hall
- § Penge – Improvement to pavements along frontages in the High Street, new bins and planting of permanent Christmas tree.
- § Keston – New village sign was unveiled at a ceremony attended by the Mayor in September

In each case, Town Centre Managers have been assisting local groups to identify costs and explore feasibility for a variety of projects.

1.6 Bromley North Village Improvement works

The Bromley North Village improvement works commenced in late July and are expected to run until November 2014, with a one month break for the Christmas season this December. Inevitably there has and will be disruption affecting the businesses in the area. The Town Centre Manager has been working closely with the Bromley North Village project team to help minimise the disruption and provide as much information as possible to the town's businesses and members of the public. Close contact is being maintained with the businesses affected, including the email dispatch of a weekly project status bulletin.

1.7 Town Centre Events

Events coordinated by the Town Centre Team during the period September to November included:

- § Penge 'pop up' market on Maple Road – 21 September (NB from October responsibility for oversight of these markets passed to the Councils Street Trading Team)
- § Beckenham Local Produce Market and launch of new Heritage Trail – 19 October
- § Commissioning the display of giant poppies in Bromley and Beckenham town centre in late October / early November to mark the annual remembrance events.

1.8 Business Support Programme

The Bromley Town Business Growth Club continues to be delivered in partnership with ActionCOACH Business Coaching and is supported by the Mayor of London's Outer London Fund – with a number of workshops and webinars running over the summer. Further information about the programme is being promoted on the Council website:

www.bromley.gov.uk/businessgrowthclub.

The Growth Club was promoted along side other business–relevant Council services at the Bromley Council stand at the Bromley Business Expo in June – which was attended by hundreds of local businesses.

1.9 Partnerships

During the period under review the Town Centre Management & Business Support team coordinated the quarterly meeting of the Bromley Economic Partnership and a meeting of the Commercial Property Agents Forum.

In addition, Town Centre Managers supported the development and ongoing work of local traders groups including Beckenham Business Association, Biggin Hill Business Association, Chislehurst Town Team, Penge Traders Association,

Petts Wood Business Association and West Wickham Traders. In Bromley Town Centre efforts have been focussed on developing a town-wide stakeholder group, which met first for the first time on 22 October.

2. Priorities for the Town Centre Management & Business Support Team from November – January 2013

The Town Centre Management & Business Support team's main priorities for the coming quarter will be:

- Delivery of a programme of large scale Christmas events in:
 - Bromley Town Centre, including Christmas Parade and Santa Dash – 1 December, 11am – 4pm
 - Beckenham Town Centre – 7 December, Noon – 6pm
 - Penge – 21 November, 3pm – 7pm
- Working with a range of groups in other town centres to assist with the successful delivery of other Christmas events, including in:
 - Biggin Hill, Saturday 16 November, 4pm – 5pm
 - Orpington, Wednesday 20 November, 4pm – 7pm
 - Hayes, Station Approach, Saturday 23 November, 4pm
 - Chislehurst, Saturday 30 November, 3pm – 5pm
 - Petts Wood 30 November, 10am – 7pm
- Ensuring the safe and effective display of Christmas lights in 9 town centres across the borough, encompassing all those for which the Council lets a contract. In all but 4 town centres the Council lets the contract on behalf of local business groups and Christmas lights committees, who are responsible for raising the funds to pay for the displays.
- Engaging with and strengthening partnerships with local businesses and other town centre stakeholders. Officers will continue to support the Beckenham Town Centre Team, and the newly formed stakeholder group for Bromley town centre, due to meet again in late January. The meeting

is expected to feature a discussion of the BIDs concept and also the Lesley Jones report about possible improvements to the town centre.

- Continue to support the development of the Orpington 1st BID through officer representation on the BID Board and liaison on key matters including the recovery of the BID levy for 2013/14 and the proposed transfer of operations for the Walnuts Public Toilets.
- Presentation to the Executive of the recommended strategy for extension of the BID concept to other town centres. Assuming Member agreement on funding, Officers in this team will formulate a detailed project plan and convene an internal project team to start the implementation of a BID in Bromley.
- Continue to take a leading role in business liaison and communications in respect of the major improvement works for Bromley North Village, especially as these start operations again in January.
- Continue to guide and promote the Bromley Business GrowthCLUB programme, including evaluation of the programme which completes in January 2014. Coordination of other business support events in partnership with third party organisations, e.g. Start up loan event with Prospects on 19 November, and joint LBB / Metro Bank / ICAEW events on 5 December 2013 and 23 January 2014.
- Maintain regular business communication channels and publications – including the business e-bulletin and promotion of the Bromley Business Guide and Directory. The team will continue to engage with businesses through attendance at various networking events.
- Coordinate the Bromley Economic Partnership – due to meet in January 2014 – and facilitate the next meeting of the Commercial Property Agents Forum. The latter will focus on a discussion of the Local Plan – due out for the next round of consultation in January / February 2014.

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Report No.
DRR13/147

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 26th November 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, Regeneration and Transformation

Ward: All Wards

1. Reason for report

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

2. RECOMMENDATION(S)

2.1 Members are asked to note the progress on the delivery of the Town Centres Development Programme.

Corporate Policy

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

Financial

1. Cost of proposal: NA
 2. Ongoing costs: Non-Recurring Cost:
 3. Budget head/performance centre: Renewal
 4. Total current budget for this head: £147K
 5. Source of funding: Local Public Sector Agreement Reward Grant (LPSA), earmarked reserve for Town Centre Development
-

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: 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: N/A

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:
- 1 Westmoreland Road (Site L) Development Control Committee on 6th October 2013 agreed to grant Planning Permission (subject to prior completion of a Planning agreement and referral to the GLA) for a mixed use office and residential scheme. This site has recently been acquired by the Education Funding Agency for a free school.
 - Churchill Place (Site G) formal discussions are continuing with Muse Developments on agreeing a partnering arrangement to take the scheme forward.
 - The first phase of the Bromley North Village improvement scheme in East Street is due for completion on 30th November and is due to be marked with a trader led celebration on 7th December in East Street.
 - First phase of the Outer London Funded shop front improvement programme completed in lower East Street. A fuller update on the OLF programme is attached as **Appendix 2**.

4. POLICY IMPLICATIONS

- 4.1 Work delivering the Town Centres Development Programme is entirely consistent with Policy Objectives set out in Building A Better Bromley 2011-2012 and the Renewal & Recreation Portfolio Business Plan 2013/14. The work of the Renewal team links to the Building a Better Bromley priorities by working towards the provision of Vibrant and Thriving Town Centres.

5. FINANCIAL IMPLICATIONS

- 5.1 In May 2012 Executive agreed that additional funding of £150k be set aside from uncommitted 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 £86k has been spent leaving a balance of £147k available to fund specialist advice for the remaining part of the process.

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

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DRR13/ 147 - Appendix 1 - Town Centres Individual Site Updates – November 2013

Site	Lead Officer	Background	Position Statement
<u>Bromley</u>			
Site A: Bromley North	Network Rail The Council Linden Homes Lead: KM	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. It is proposed that this be dealt with in the forthcoming Local Plan, as it is at an appropriate stage of development.	Position A strategic option to re-examine land uses for the redevelopment of the Bromley North Station site was included in the papers approved for consultation purposes by the LDF Sub-committee. Work is progressing on the formulation of policy options including undertaking supporting massing and viability assessments. The results of which will form part of the Local Plan draft policies consultation which will commence in January 2014. Officers are also continuing to work with TfL to examine the business case underpinning a potential extension of the DLR to Bromley North. TfL have appointed consultants to undertake economic and design feasibility and viability assessments of a number of options and these are due to report shortly.
Site B: Tweedy Rd	The Council Lead: KM /HH	The AAP states that the site could accommodate a scheme for around 70 residential units.	Position The site is currently being used as a (temporary) compound for storing materials and plant relating to Bromley North Village for a two year period.

Site C: Town Hall	<p>The Council</p> <p>Lead: HH</p>	<p>Site allocated for mixed use development comprising Hotel and/or offices.</p>	<p>Position</p> <p>Authority has been obtained to enter into the agreement for lease and exchange is expected imminently.</p> <p>Cathedral aim to submit their planning application within 6 months of entering into the conditional contract. They aim to open the hotel and conference centre in the Spring of 2016.</p>
Site F: Civic Centre	<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>Anne Springman and Joseph Lancaster blocks have been vacated.</p>	<p>Position</p> <p>A report on options for the short term use of Ann Springman and Joseph Lancaster blocks is being prepared.</p>
Site G: West of High street	<p>Various</p> <p>Lead: KM</p>	<p>Major site in the AAP, allocated for mixed use development incorporating residential, retail and community and health facilities. AAP Inspector recommended that a Masterplan should be prepared for the site and adopted by the Council as supplementary planning guidance.</p>	<p>Position</p> <p>Officers are continuing to work with Muse Developments on agreeing a viable scheme proposal and partnering arrangements that will deliver the Council's objectives.</p>

<p>Site J: Bromley South</p>	<p>Network Rail Lead: KM</p>	<p>Network Rail is improving the station, in particular; access. Improvements will cover drop off facilities, disabled access, internal layout, repairs and refurbishment of the building.</p>	<p>Position</p> <p>Timescale:</p> <p>Work is also progressing on implementing a permanent kiss and drop off point on the Waitrose access road as part of the Outer London Fund round 2 allocations.</p> <p>The development potential of the station site is being reconsidered as part of the Local Plan review, which will include supporting massing and viability assessments. The results of which will form part of the Local Plan draft policies consultation which will commence in January 2014.</p>
<p>Site K: Westmoreland Road car park</p>	<p>The Council Lead: HH</p>	<p>Mixed use development site comprising cinema, A3/4/5 uses, residential, hotel and re-provision of public car parking. Cathedral Group selected as the Council's development partner in December 2008 after a competitive process. The proposal includes a multi-screen cinema, 200 residential units, 130 bedroom hotel, restaurants and cafes, plus associated parking and public realm enhancements.</p>	<p>Position</p> <p>Work is progressing in accordance with the programme plan and is due for completion by Autumn 2015.</p>
<p>Site L: Former DHSS</p>	<p>Land Securities /Trillium Bromley Christian Centre. Lead: KM</p>	<p>The AAP Policy seeks a comprehensive redevelopment of the Crown Buildings and the adjacent Bromley Christian Centre Site. The Policy seeks a mixed use scheme including hotel, residential and replacement of office floorspace.</p>	<p>Position</p> <p>Planning Permission for the redevelopment of the site for a mixed use residential and office scheme was,(subject to a Planning Agreement and GLA referral) approved by the Development Control Committee on 6th October 2013. A Free School has expressed interest in the site which has recently been acquired by the Education Funding Agency. Officers are currently seeking to clarify the position with the owners and Education Funding Agency.</p>

Bromley North Village	Lead: KM	<p>In support of transformational public realm improvements an Area Based bid to the Transport for London, as part of the Mayor's 'Great Spaces' initiative, has been successful in providing access to £3.3M .</p> <p>£1.5m has been allocated in the Council's Capital Programme 2012/13 in support of this project and a further £800k has allocated from round 2 of the Outer London Fund.</p>	<p>Position</p> <p>Works are underway and on-schedule in East Street. However, the issue with the water main in the High Street has caused some programming issues.</p> <p>Thames Water will commence replacing the main from January 2014, which is scheduled to take 3 months. The remaining works are being reprogrammed to 'catch up' and to reduce the impact of road closures.</p> <p>Additional gangs will be utilised where possible and currently the scheduled finish remains as winter 2014.</p>
Orpington			
Orpington Town Centre	Lead : KM	<p>Planning permission has been granted for a mixed use scheme, including a cinema and retail units, on the site of the Crown Buildings, which have been demolished.</p> <p>Orpington Police Station (Police Training facility), is currently available for redevelopment.</p>	<p>Position</p> <p>The new owner is seeking to implement a comprehensive improvement programme for the Walnuts 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 Buildings which is required for the scheme. Crown Buildings have been demolished and the developer is progressing negotiations for the pre-letting of the new units.</p> <p>A developer has expressed an interest in purchasing the Police Station site with a view to developing a mixed-use scheme comprising residential and a health and well-being centre. Officers are advising on the best way to bring this scheme forward.</p>

The Priory	Colin Brand	The Council were successful in a first round application to the Heritage Lottery Fund and have received a development grant to work up detailed designs and plans to support a second round application, due in December 2013.	<p>Position:</p> <p>After reviewing project progress and the results of survey work undertaken to date, the Council's Executive Committee requested that the business case for this project be reviewed and a further report brought to a future meeting of the Executive.</p>
Beckenham			
Public Realm Improvements	Lead: KM	<p>The Draft Local Implementation Plan (LIP), submitted to TfL in December 2010, indicates that, following the implementation of the Bromley North Village project, the Council envisages that Beckenham town centre would potentially be the subject of a future Major Schemes bid.</p> <p>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>Position:</p> <p>Officers are awaiting the outcome of the funding bid to the Transport for London Area Based Programme which is due to be announced in early Dec 2013. The Beckenham Town Team will continue to work in close co-operation with officers on developing the short term programme of improvements.</p>

Penge

Penge Renewal Strategy	Lead: Colin Brand	Renewal Strategy has been published.	Position: The lease of the property in Green Lane identified for the new library has been completed and design work is being progressed. Timescale: A potential opening of May/June 2014
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West Wickham

West Wickham	Lead: Kevin Munnelly	The WW&BCTWP were consulted on a range of possible improvements to the town centre.	Position: TfL have agreed to fund the replacement of lamp columns and the improvement of the Swan Junction. Officers have commissioned Mott MacDonald to undertake a study of the design of the junction. Outline options have been considered by stakeholders and currently detailed design are being undertaken and again these will be consulted on.
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Office and Employment Floorspace.

Office Floorspace	Lead Various	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). 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.	Position: The Development Control Committee at their October meeting approved a proposal to promote an Article 4 Direction on offices in Bromley town centre to restrict their permitted development right to convert to residential. It is proposed that the Direction should be applied to enhanced Business Improvement Areas centred around Bromley South and Bromley North Rail Station, where a majority of the Class A office floorspace is located. It is proposed that these enhanced Business Improvement Areas will form part of a revised
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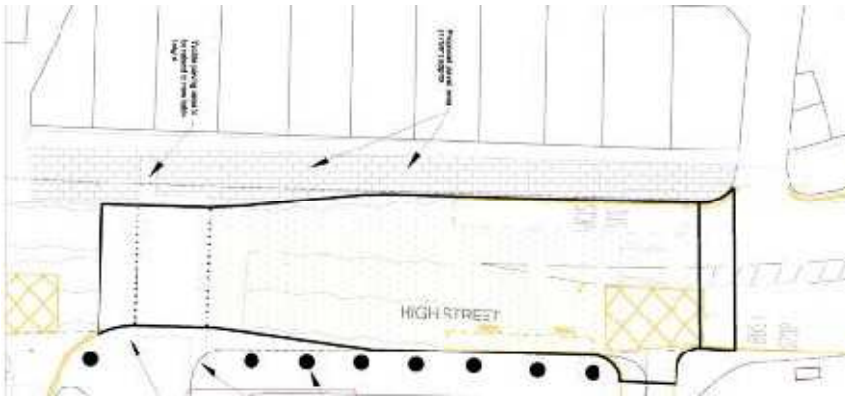
		<p>DTZ were commissioned to produce a Retail, Office, Industry and Leisure Study, which informed the production of policy options for the Local Plan consultation which was carried out in Autumn 2012. These options examined the future supply and demand for employment floorspace and current and future designation of employment sites.</p>	<p>policy response which will form part of the Local Plan draft policies consultation which will commence in January 2014.</p>
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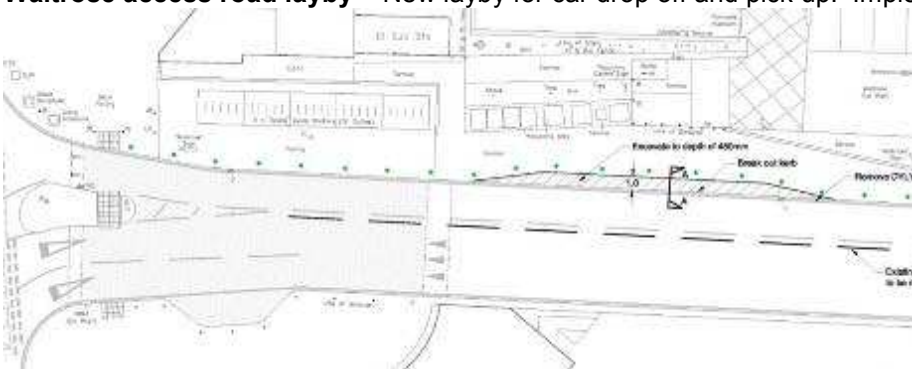
DRR13/147 Enc. 2 : BROMLEY: OLF Projects Update: November

BROMLEY SOUTH

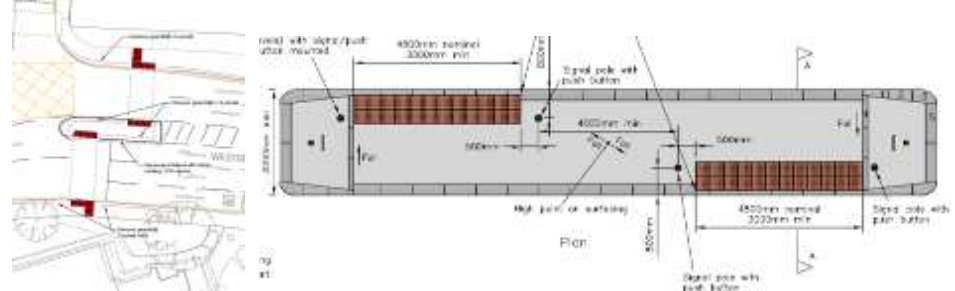
Bromley High Street new stone setts block pavers for opposite station and buff anti-skid treatment for road.
Implementation: **January**



Waitrose access road layby – New layby for car drop off and pick up. Implementation **November**



Westmorland Place sheep pen. Implementation date **November/December 2014.**



Countdown Crossing Glades, Elmfield Road Implementation November - December

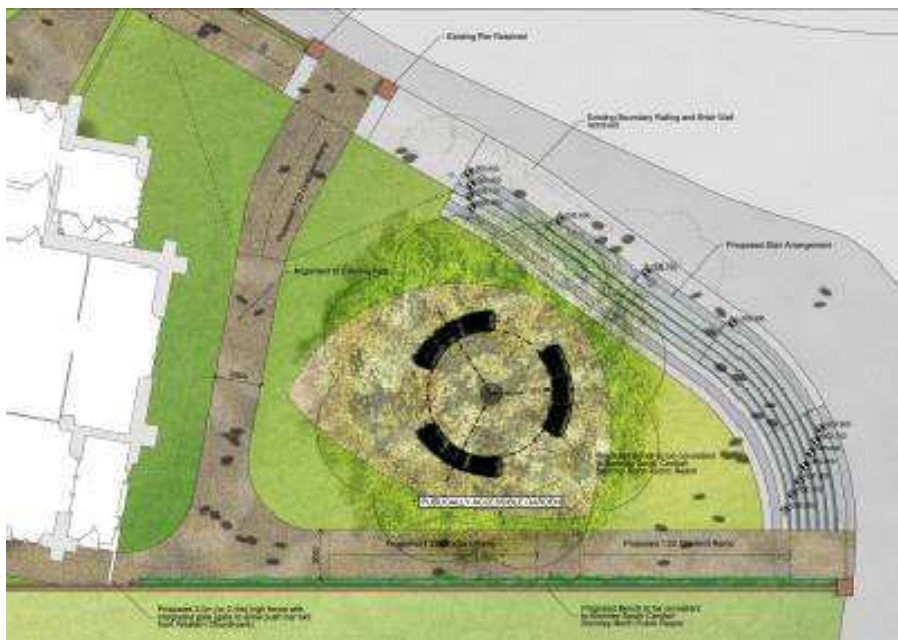


Bromley Boulevard of Trees

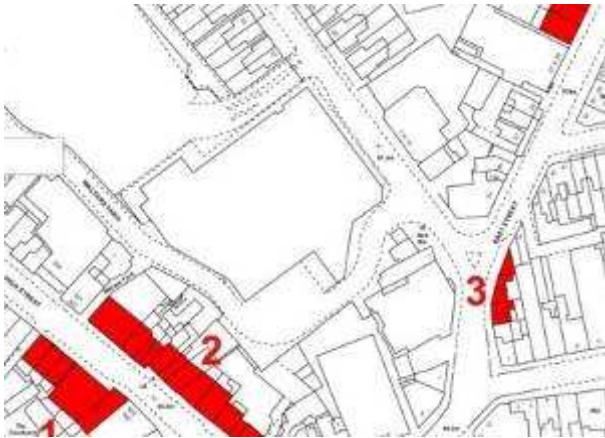
No. 17 root-ball trees 5m height Risk: Implementation November 2013



St Marks Church Public Space - Implementation Date: Dec- March 2014



1C Shopfronts



Street
 Block 3 East Street south, 2-6 September- October
 Block 1 High Street, 216, 218 October - December
 Block 4 East Street /Market Parade, Jan 2014
 Block 2-22 High Street Jan- Feb 2014
 Market Sqaure Zucchi Shoes December (TBC)
 Independents unit contributions, July –Feb 2014

Units
 (7 units)
 (2 units)
 (1 unit)
 (6 units)
 (1 Unit)
 (7 units) 3 completed



Block 3 East Street (below as well)



Block 4



Market Square Zucchi Shoes

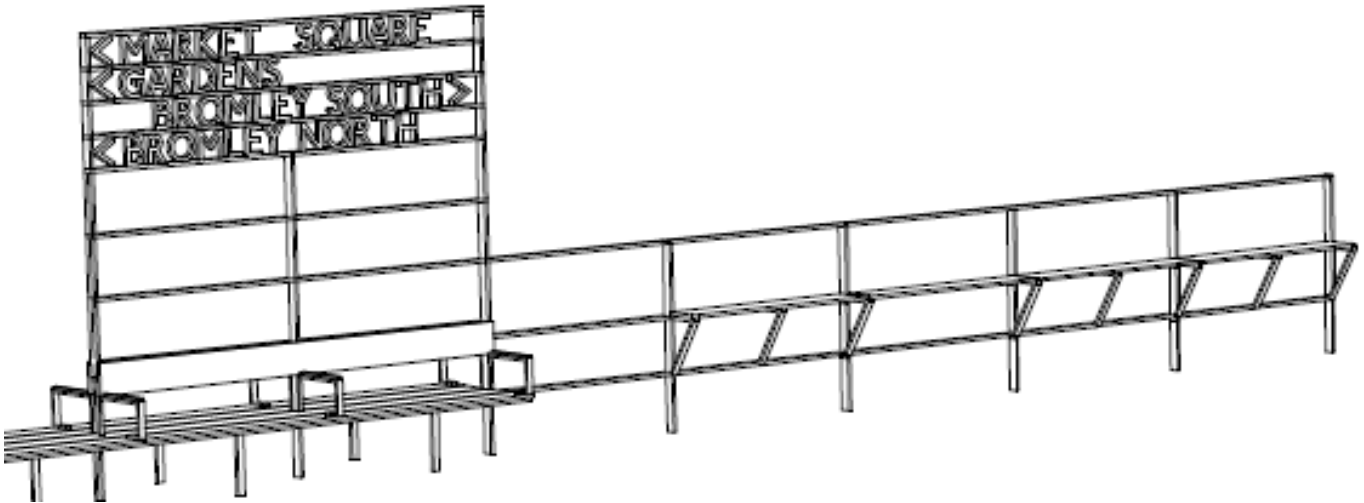


Above: East Street fish and chip shop.
 Before and after images of Aqua on the right above and below.



1D Welcome Strategy

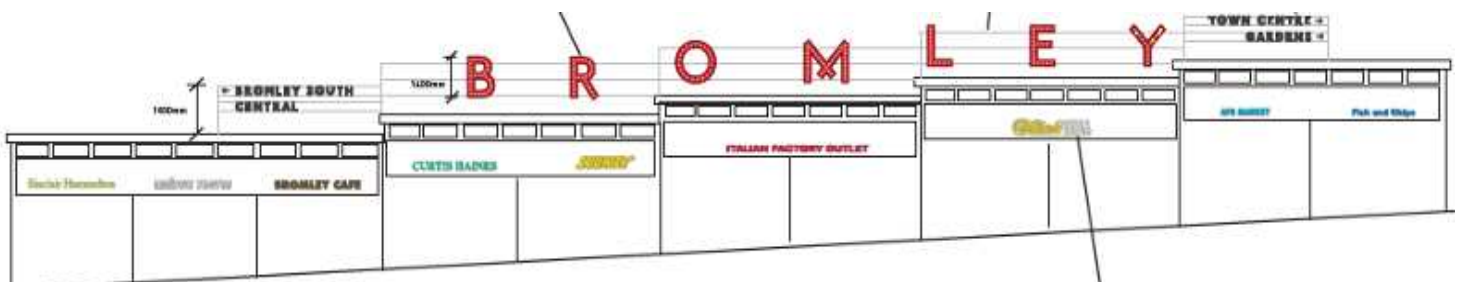
Bus Shelter Seat: New bus stops to be added: Risk: Delays in delivering bench before Christmas 2013. Seat under construction. Implementation **mid January**.



Lighting the Library and Churchill – Implementation: Mid-January



2-22 High Street Sign and shopfronts – Frontage improvement and sign on roof. Implementation: January – March 2014



Legible London: Map to be finalised, Awaiting final post locations from the 1A team
Implementation starts: **November**



BROMLEY sign on grass opposite Bromley North Station

Large stainless steel letters, 2 meters high spelling BROMLEY similar to image below:
Implementation **February -March**



Bromley's 'High Street Garden' Success

- Artificial Grass to be donated to three schools in Bromley in November 2013
- 10 fruity Bean bags to be used by the Library and Theatre for school events
- 10 new bright and cheerful benches to be relocated in the Park, pedestrian spine and Library Gardens





Report No.
RES13205

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 26 November 2013

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

Title: RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (NOVEMBER 2013-APRIL 2014)

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

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 This report updates the Committee's work programme.

2. **RECOMMENDATION**

2.1 The Committee is invited to review its work programme.

Corporate Policy

1. Policy Status: Existing policy. PDS Committees are encouraged to review their 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: £363,070
 5. Source of funding: Existing 2013/14 revenue budget
-

Staff

1. Number of staff (current and additional): There are 10 posts (8.55 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 2-3 hours
-

Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: 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 Work Programme for November 2013-April 2014 is attached at **Appendix A**.

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

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Report Title	Report Author	PH Decision (Yes/No)	Referred	
			From	To
Renewal and Recreation Policy Development and Scrutiny Committee - 26 November 2013				
Matters Arising from Previous Meetings	LT	No		
R&R Budget Monitoring 2012/13	CM	Yes		
R&R Business Plan 2013/14	HJ	No		
BID for Bromley and Beckenham	MP	No		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
R&R PDS Work Programme	LT	No		
<u>Exempt Reports</u>				
Bromley MyTime Annual Report	JG	Yes		
Bromley Economic Partnership - 14 January 2014				
Renewal and Recreation Policy Development and Scrutiny Committee - 28 January 2014				
Matters Arising from Previous Meetings	LT	No		
R & R Budget Monitoring 2012/13	CM	Yes		
R & R Business Plan 2013/14	HJ	Yes		
Town Centre Management Update	MP	Yes		
Town Centres Development Programme Update	KM	No		
Quarterly Enforcement Planning Report	JK	No		
R&R PDS Work Programme	LT	No		
<u>Information Briefing</u>				
Contracts Register Report	C Pimm	No		

Report Title	Report Author	PH Decision (Yes/No)	Referred	
			From	To
Renewal and Recreation Policy Development and Scrutiny Committee - 1 April 2014				
Matters Arising from Previous Meetings	LT	No		
R & R Budget Monitoring 2012/13	CM	Yes		
R & R Business Plan 2013/14	HJ	Yes		
Town Centre Management Update	MP	Yes		
Town Centres Development Programme Update	KM	No		
Quarterly Enforcement Planning Report	JK	No		
Chairman's Annual Report	Chairman	No		
Scrutiny of the agenda for Bromley Economic Partnership				
R&R PDS Work Programme	LT	No		
<u>Information Briefing</u>				
Contracts Register Report	C Pimm	No		
Bromley Economic Partnership - 9 April 2014				
Other Items to be Scheduled				
Orpington Leisure Centre - Roof (post-completion report)				
Anerley Town Hall				

Agenda Item 13

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

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Agenda Item 15

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

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