



THE LONDON BOROUGH
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DATE: 24 March 2014

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 1 APRIL 2014**
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 26 March 2014.

- 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 28 JANUARY 2014 (Pages 5 - 16)

5 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES (Pages 17 - 20)

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 2013/14 (Pages 21 - 30)**
- b **CAPITAL PROGRAMME MONITORING Q3 2013/14 & ANNUAL CAPITAL REVIEW 2014 TO 2018 (Pages 31 - 38)**
- c **AMENDMENT TO CAPITAL PROGRAMME - CRYSTAL PALACE PARK (Pages 39 - 42)**
- d **BROMLEY LIBRARY SERVICE - PROPOSAL FOR REORGANISATION (Pages 43 - 82)**
- e **BROMLEY BID PROJECT UPDATE (Pages 83 - 92)**
- f **TOWN CENTRE MANAGEMENT INITIATIVE FUND 2014-15 (Pages 93 - 104)**

7 RENEWAL AND RECREATION INFORMATION BRIEFING

The briefing comprises:

- Update on the Production of London Borough of Bromley's Housing Strategy

Members and Co-opted Members have been provided with advance copies of the briefing via e-mail. The briefing is also available on the Council's Website at the following link:

[R&R PDS 01.04.14 - Information Briefing](#)

POLICY DEVELOPMENT AND OTHER ITEMS

- 8 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE (Pages 105 - 118)**
- 9 PLANNING APPEALS MONITORING REPORT (APRIL 2013 TO MARCH 2014)**
(Pages 119 - 124)
- 10 ENFORCEMENT MONITORING REPORT (JANUARY TO DECEMBER 2013)**
(Pages 125 - 130)
- 11 CHAIRMAN'S ANNUAL REPORT 2013/14 (Pages 131 - 136)**
- 12 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (JUNE 2014-MAY 2015) (Pages 137 - 144)**

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RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 28 January 2014

Present:

Councillor Ian F. Payne (Chairman)

Councillors Kathy Bance MBE, Nicky Dykes, John Ince,
Paul Lynch, David McBride, Alexa Michael, Sarah Phillips
and Michael Turner

Also Present:

Councillor Peter Morgan

53 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillors Julian Benington and Michael Tickner.

Apologies for lateness were received from Councillors Nicky Dykes, Peter Morgan and Sarah Phillips.

54 DECLARATIONS OF INTEREST

Councillor Payne declared a personal interest in Item 9 (Town Centre Management Update Report – January 2014) and Item 10 (Town Centres Development Programme 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.

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

56 QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER

No questions were received.

57 QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE

No questions were received.

58 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 26 NOVEMBER 2013

Page 6, Minute 42

The first sentence was amended to read:-

'A meeting with officers from Biggin Hill Airport would take place on Friday 29 November 2013 to discuss proposals for the development of a Heritage Centre at the Airport.'

Page 7, Minute 42,

The first paragraph was amended to read:-

'A meeting of the Housing Strategy Group would take place on Thursday 28 November 2013.'

RESOLVED that subject to the amendments outlined above, the Minutes of the meeting held on 26 November 2013 be confirmed and signed as a true record.

59 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES

Report CSD14006

A report concerning the Council's Strategic Housing Framework would be considered by Members of the Executive at a meeting to be held on 2 April 2014.

Lamp columns in Kent, Surrey and Sussex Roads, West Wickham had been replaced with standard posts. The Council do not install heritage lighting in any area of the Borough, including conservation areas due to the additional cost.

TfL are sympathetic to the proposal that suitable replacement lamp columns be installed along High Street, West Wickham.

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

60 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

60A BUDGET MONITORING

Report FSD14005

Members considered the latest budget monitoring position for 2013/14 based on expenditure and activity levels up to 30 November 2013. The total portfolio budget showed a projected underspend of £99k.

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

With regard to the early warning outlined at paragraph 5.7 on page 22, the Chief Planner reported that notice of a claim for compensation had not yet been received. Officers were informed prior to the Development Control meeting on 7 January 2014 that if the application to fell the tree was refused, the applicant would launch an appeal. However, as the appeals process was considerably lengthy, it may be some time before the Council heard anything further.

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.**

60B CAPITAL PROGRAMME MONITORING - 2ND QUARTER 2013/14

Report CSD14015

On 20 November 2013, the Executive received the 2nd 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.

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

**60C LAND AT SNAG LANE, CUDHAM - PROPOSED ARTICLE 4
DIRECTION**

Report DRR/14/012

Members considered the making of an Article 4 Direction to remove certain classes of permitted development from an area of land between Cudham Lane North and Snag Lane. The land had recently been purchased by a development company and there was concern that it would be sub-divided into small plots which would undermine the open character and visual amenities of the area due to indiscriminate development including fencing, structures, temporary uses of land and stationing of caravans.

The Chief Planner outlined the report and clarified the significance of Article 4 Directions. He advised that the expediency of issuing an Article 4 Direction should be considered and that there was a risk of compensation becoming payable at a future stage.

As a Member of the Development Control Committee, Councillor Michael had supported the issue of an Article 4 Direction with immediate effect as the land was potentially vulnerable and she considered that certain developments would change the current nature of the site. An Article 4 Direction safeguarded against such concerns.

RESOLVED that the Portfolio Holder be recommended to authorise an Article 4 Direction on land between Cudham Lane and Snag Lane to remove permitted development rights for the following classes of development:-

- (i) **erection or construction of gates, fences, walls or other means of enclosure (Class A of Part 2);**
- (ii) **formation, laying out and construction of means of access (Class B of part 2);**
- (iii) **provision of temporary buildings, etc (Class A of Part 4);**
- (iv) **temporary uses of land for any purpose for not more than 28 days per year (Class B of part 4);**
- (v) **use of land as a caravan site (Class A of Part 5).**

60D ARTICLE 4 DIRECTION - STATION SQUARE, PETTS WOOD

Report DRR/14/011

Members were asked to consider making a non-immediate Article 4 Direction to restrict specific permitted development rights for commercial frontages and forecourts in Station Square, Petts Wood in order to preserve the character of

the Station Square Conservation Area, by allowing the Council to consider each proposal on its merits.

The Chief Planner outlined the report and clarified the significance of Article 4 Directions. He advised that the expediency of issuing an Article 4 Direction should be considered and that there was a risk of compensation becoming payable at a future stage.

RESOLVED that the Portfolio Holder be recommended to authorise a non-immediate (12 month) Article 4 Direction withdrawing permitted development rights in Station Square, Petts Wood, Conservation Area in respect of the following Parts of the Town and Country Planning (General Permitted Development) Order 1995 (as amended);-

- (i) Part 2, Class A: The erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure; and**
- (ii) Part 4, Class B: Temporary uses and moveable structures associated with such uses.**

60E CHANGE OF USE FROM OFFICES TO RESIDENTIAL IN PARTS OF BROMLEY TOWN CENTRE - PROPOSED NON-IMMEDIATE ARTICLE 4 DIRECTION

Report DRR/14/013

In order to avoid harmful impacts upon economic development, Members considered the making of a non-immediate Article 4 Direction to withdraw the permitted development right of change of use from office to residential from the Business Improvement Areas, (as shown in the Area Action Plan) and nearby areas within a short distance of Bromley North and South.

The Chief Planner outlined the report and clarified the significance of Article 4 Directions. He advised that the expediency of issuing an Article 4 Direction should be considered and that there was a risk of compensation becoming payable at a future stage.

Councillor Michael commented that as the Council was committed to regenerating town centres, it made sense to make prime sites available for office land. The Article 4 Direction would not prohibit change however, an application would need to be submitted for consideration by Members on its own merits.

RESOLVED that the Portfolio Holder be recommended to authorise the making of a non-immediate Article 4 Direction on the basis that it is expedient to restrict the Change of Use from offices to Residential in parts of Bromley Town Centre.

60F BECKENHAM CONSERVATION AREAS

Report DRR14/014

At a meeting of the Development Control Committee held on 21 November 2013, Members recommended that authorisation be sought to proceed with a consultation on the proposed creation of a Beckenham High Street Conservation Area as shown in Appendix 2 of the report.

A map outlining the area concerned was circulated to Members.

The Chief Planner briefly outlined the report commenting that the consultation exercise would allow local people to put their views forward.

The Chairman stated that potentially, smaller individual conservation areas could be added at a future date.

RESOLVED that the Portfolio Holder authorise consultation on a Beckenham High Street Conservation Area (as shown in Appendix 2) as a minimum.

61 DRAFT 2014/15 BUDGET

Report FSD14006

Members considered a draft 2014/15 Budget for the Renewal and Recreation Portfolio incorporating cost pressures and initial draft budget saving options as reported to the Executive on 15 January 2014.

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

Referring to the reduction in posts across the Planning Division (page 107), the Chief Planner explained that these were the same posts included in the previous annual budget report. The balance of incoming work and staff was regularly monitored and the vacant posts were utilised on a temporary basis when extra staff were required.

Councillors Bance and Michael raised concerns regarding the review of the library service (page 107) and the reduction in opening hours. Reducing opening hours would not encourage the use of libraries and the Borough could end up with an inferior service.

The Assistant Director, Leisure and Culture reported that a new set of opening hours would be introduced as a result of a monitoring exercise currently being undertaken of the hour by hour useage of libraries. He explained that a reduction in opening hours would make libraries easier to staff. It was

important that libraries remained open however, in order for this to happen, it was necessary for all aspects of the service to be reviewed. New technology would be introduced in the near future. A detailed report would be submitted for Member consideration when available.

It was anticipated that the new library in Penge would open in June 2014.

Councillor McBride referred to management of Leisure Services (page 107) and asked if the review was likely to cause problems with the standards of Leisure Services. Members were informed that at present there was one vacant post and one officer had recently resigned. The Council would be responding less to grant applicants and would scale down large corporate activities. No further work would be undertaken on the WW1 commemorations.

Councillor Ince enquired how the significant increase in the cost of freedom passes would impact on residents. The Assistant Director, Leisure and Culture did not have this information to hand and agreed to update Members via e-mail. The Executive Director of Environment and Community Services reported that Executive members continue to try to negotiate costs down.

RESOLVED that:-

- (1) the financial forecast for 2015/16 to 2017/18 be noted;**
- (2) Members' comments on the initial draft savings options proposed by the Executive for 2014/15 be noted;**
- (3) the initial draft 2014/15 budget be used as a basis for setting the 2014/15 budget; and**
- (4) Members' comments on the initial draft 2014/15 Budget be provided to the February meeting of the Executive.**

**62 RENEWAL AND RECREATION BUSINESS PLAN 2013/14
MONITORING REPORT FOR QUARTER 3**

Report DRR14/008

Members considered the Renewal and Recreation Business Plan 2013/14 monitoring Report for Quarter 3.

The report outlined progress made towards the delivery of actions agreed in the Plan and identified actions as priorities for delivery in Quarter 3.

The existing contract for Christmas lights in Bromley, Orpington and Penge was in its final year of operation. A detailed report would be submitted to the next meeting of the R&R PDS Committee on 1 April 2014.

Discussion took place on the criteria adopted for designating RAG status. A number of items were assigned as green despite no particular action or result being recorded.

Councillor Michael referred to the future management and operation of the Cotmandene Community Resource Centre and the Mottingham Community and Learning Shop and asked if the centres would close if no suitable operator was identified. Members were informed that at the last R&R PDS meeting, it was reported that funding for both centres would continue for 2014/15 so this was no longer a budget issue. Councillor Michael stated that this should have been reflected in the business plan for the current meeting. Councillor Ince commented that as the continuation of funding only related to 2014/15, the centres would need to be considered as vulnerable in later years.

Referring to the environmental monitoring visits on page 119, Councillor Bance reported that she had constantly attempted to get environmental issues resolved without success. In this respect, the RAG status should be amber and she considered the plan should be written with more openness.

In relation to Pro-Active Bromley (page 127), it was reported that £20k had been obtained for funding a capacity building officer. A larger bid of £300k had been submitted to fund sports over the next three years.

Commenting on the 'red' status for determination of planning applications (page 125), the Chief Planner stated that the number of incoming major and minor applications fluctuated from quarter to quarter. The percentage of major applications for the current quarter were slightly higher than the previous quarter. Incoming minor applications had recently increased with 80% being determined in December 2013 and 75% in January 2014.

The remedial actions taken to increase the number of applications determined were gradually taking effect. Although the new system of each application being dealt with by one case officer still applied, some officers had to be taken off this task to deal with problems which had arisen in regard to telephone enquiries etc. This issue should balance itself out over time.

Councillor McBride said it would be useful to have sight of the number of applications dealt with in each quarter as opposed to just percentage figures. The Chairman suggested that a column be included to show the amount of work undertaken. The Chief Planner reported that 18 major, 140 minor and 593 other matters had been dealt with during the last quarter. He also reported that income levels were also being monitored as a major concern. The current income received was £200k ahead of expectations.

Councillor Bance suggested that enforcement statistics be included in the report so Members could see what action had been pursued and undertaken. Members were informed that compared with other boroughs, Bromley was the

most active in regard to enforcement action. Staffing levels had been reviewed and a good ratio existed between officers and the number of notices issued.

Councillor Michael requested further information on the work being undertaken with Bromley College to launch and market a project to support young unemployed residents into sustainable employment (page 130). As no clear outcome was reported, Councillor Michael considered the RAG status should be amber. The Assistant Director, Leisure and Culture stated that a report would be submitted to the Executive and Resources Committee on 5 February 2014 with the recommendation that the relationship between the Council and the College in regard to the scheme be discontinued. At the time the current Business Plan was drafted, the College had achieved sufficient progress to warrant a green status however, since that time the College has reported that it could not go through with particular aspects of the contract.

It was suggested that a Member Working Group be established to look at how the budget could be handled and how Members could become involved in getting youngsters into work. Councillor Dykes suggested that Members take into consideration what was happening elsewhere in the Borough.

It was reported that the ongoing strategic work with Registered Providers to minimise affordable stock disposals (page 133) would not affect tenants' right to buy. Kerry O'Driscoll, Head of Housing Development and Strategy would be invited to update Members at the next R&R PDS meeting on 1 April 2014.

The Chairman asked Members to send him their ideas on what they believe should be included in a new action column in future Business Plan reports.

RESOLVED that the progress made towards the delivery of actions agreed in the Renewal and Recreation Business Plan 2013/14 for Quarter 3 as described in the Monitoring Report be noted.

63 TOWN CENTRE MANAGEMENT UPDATE REPORT - JANUARY 2014

Report DRR14/007

Members received an update on activities undertaken by the Council's Town Centre Management and Business Support Team since November 2013. The report also summarised priorities to the end of March 2014.

Members joined the Chairman in congratulating Alison Stammers, Chair of the Chislehurst Town Team on winning the Mary Portas' High Street Champion of the Year Award. The Chairman acknowledged the great work undertaken by Ms Stammers.

Councillor McBride commented on the increase in vacant units in Orpington Town Centre. It had been anticipated that the block paving laid in 2010 would lead the way to establishing a more vibrant town centre however, this proved

not to be the case. The Head of Town Centre Management and Business Support reported that the number of empty units specified in the report included those within The Walnuts which had come under new ownership over the last two months. He believed the new BID would make a considerable difference for the Town Centre over the next 2-3 years. One of the BID's aims was to improve the environment, promote the town to shoppers and visitors and to promote inward investment which will ultimately reduce the level of vacancies.

The Business Support Programme was funded by the Mayor of London. A monitoring exercise was currently being carried out to measure the positive impacts of the support including whether businesses were employing more people. The results of this monitoring would be made available to Councillors at a future meeting of the R&R PDS.

In regard to Bromley North Village, Councillor Turner referred to the possibility of pavement dining in East Street however, this was unlikely to happen unless the area was pedestrianised and although the lamp columns were elegant and looked good, they only generated minimal light. Councillor Morgan reported that a survey had been undertaken which had revealed that most traders wanted the traffic in East Street to remain. Councillor Morgan confirmed that no buses travelled through the street and he suggested that other traffic could be discouraged with the erection of "access only" signs. The Head of Town Centre Management and Business Support suggested the street could be temporarily pedestrianised at certain times for planned events to take place.

The Head of Town Centre Management and Business Support agreed to look further into a previously reported issue concerning resurfacing of pavements in Croydon Road, Penge.

It was reported that consultation was currently being undertaken with local people in regard to the improvement of the shopping parade at Clockhouse and other parades as part of the Local Parades Improvement Initiative. Details would be reported back to Members when available.

RESOLVED that the key developments and activities within the Town Centre Management and Business Support Team be noted.

64 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE

Report DRR14/009

Members considered the progress achieved in delivering the Town Centres Development Programme and were asked to agree that the Beckenham Town Centre Working Party be reconvened to provide design oversight and strategic guidance during the initial scheme design stage for Beckenham Town Centre.

Councillor Ince requested an update on the current position in regard to The Walnuts. He was informed that continuation of work depended on obtaining pre-lets for the planned restaurants. It was anticipated that this would be completed by Spring following which continuation of the works would begin.

It was reported that Site B: Tweedy Road (page 151) had a long planning history, including a recent appeal refusal decision. The specified figure of 70 residential units in the AAP was for guidance only. This site was located within a Conservation Area and any forthcoming residential scheme for the site would be subject to consideration by the Development Control Committee.

The Chairman asked for an update on the works being undertaken by Thames Water in Bromley North Village. Members were informed that work had commenced on 13 January 2014 and were currently running to schedule with pipe replacement commencing shortly. Conways would begin their work as soon as Thames Water had finished theirs and it was anticipated that TWU programmed work would be completed by May 2014, although High Street North would be open to traffic within three months.

Councillor Dykes reported the concerns of traders who were feeling the impact of the works being undertaken. The Head of Renewal stated that the Conways contract was managed on a weekly basis and payment was not made until the work had been carried out, so this was an incentive for them to finish the works as soon as possible. The number of work gangs used was maximised as much as possible. The Head of Renewal agreed to circulate a detailed programme of works to Members.

The Head of Renewal agreed to look into the matter of replacement water pipes in Penge High Street where the road had previously collapsed.

Councillor Bance requested an update on the former Anerley Town Hall. Members were informed that this was a Council-owned building which was beginning to fall away at the front. Costs quoted in tenders received for carrying out works to the building had all been substantially higher than expected. Discussions on options for the building were being carried out.

Members agreed that the Beckenham Town Centre Member Working Party be reconvened to provide oversight and strategic guidance during the initial Beckenham Town Centre Step 1 scheme bid. It was suggested that as previously, Councillor Tickner take up the position of Chairman.

RESOLVED that:-

- (1) progress on the delivery of the Town Centres Development Programme be noted;**

- (2) **the Beckenham Town Centre Member Working Party be reconvened as a task and finish group to provide design oversight and strategic guidance during the initial scheme design stage of Beckenham Town Centre.**

65 DEVELOPMENT OF THE RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (JANUARY-APRIL 2014)

Report CSD14007

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

Councillor Michael asked if a follow-up report on Bromley MyTime would be submitted in the near future. Members were informed that information requested from MyTime had not yet been received however, the Council were currently involved in discussions with them and as soon as relevant issues were resolved, a report would be submitted for consideration. Mr Price, Executive Director would be retiring in June 2014.

It was reported that one contract with MyTime had been extended for a further five years in exchange for a 100% reduction in grant. The contract was due to end in 2024.

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

66 EXEMPT MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE HELD ON 26 NOVEMBER 2013

RESOLVED that the Exempt Minutes of the meeting held on 26 November 2013 be confirmed and signed as a true record.

The meeting ended at 8.30 pm

Chairman

Agenda Item 5

Report No.
CSD14036

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 1 April 2014

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 Corporate Services

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.
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Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £367,636
 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
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Customer Impact

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

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	Updates on proposals for the use of funds for the Biggin Hill Heritage	Meeting to discuss proposals held on 29 November 2014	Assistant Director, R&R	Subject to Biggin Hill Airport finalising proposals for a Heritage offer
25 (18.09.13) - Renewal & Recreation Business Plan - Penge Library	Updates re. Anerley Town Hall to be reported at future meetings of the R&R PDS	Service reviews being undertaken.	Assistant Director R&R	Ongoing
52 (26.11.13) - Mytime Annual Report 2012/13	Report from Mytime Trustees be submitted and Cllr Stevens be invited to attend the meeting Report to be submitted for approval of revised Investment Fund five year spending proposals and update on legal agreements required clarifying each parties' responsibilities for the procurement and delivery of the schemes	Still awaiting documents	Assistant Director R&R	Ongoing

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Report No.
FSD14025

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal & Recreation Portfolio Holder

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

Date: 1st April 2014

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 31st January 2014. This shows a projected underspend of £212k 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.
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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 Although the overall budget shows an underspend of £212k for 2013/14, the controllable budget for the Renewal and Recreation Portfolio is projected to be underspent by £96k based on financial information available as at 31st January 2014. 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 £19k is projected mainly due to delays in appointing to vacant posts.
- 5.3 Income for planning applications is above budget and a surplus of £80k is projected. This is mainly due to a large number of applications that require a higher fee. Additional income of Cr £45k is projected for pre-application meetings and discharge of conditions. Other variations for staffing and legal costs total Cr £30k.
- 5.4 The £60k carried forward for the preparation of the Borough's Local Plan will not be spent this financial year as the examination of the plan in public will now not take place until early 2015. A request will be made to the June Executive to carry forward the unspent £60k in order to meet the future costs of the examination in public and to undertake any further evidence work required.
- 5.5 Within the renewal budget, a provision of £90k will be set aside to meet the costs of a potential claim against the Council for the repairs in respect of an application to fell a protected tree where permission was refused. This is partly offset by underspends Cr £52k within salaries and running expenses. The balance of the provision can be contained within the overall Portfolio budget.
- 5.6 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 £35k from library fines.

- 5.7 The table below summarises the main variances: -

Summary of Major Variations	£'000
Net underspend within building control	-19
Surplus of income from planning applications	-80
Other planning income	-45
Net underspend within planning salaries and legal costs	-30
Boroughs Local Plan	-60
Provision for claim against the Council	90
Underspend within Renewal staffing and running expenses	-52
Library IT system costs	65
Shortfall of income within libraries	35
	<u>-96</u>

- 5.8 Appendix 2 shows that £216k has been spent or committed out of the £1m set aside for the three projects within the Member priority initiatives. A further £283k has been allocated and is expected to be spent in early 2014/15. 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

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Renewal and Recreation Budget Monitoring Summary

2012/13 Actuals £'000	Division Service Areas	2013/14 Original Budget £'000	2013/14 Latest Approved £'000	2013/14 Projected Outturn £'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
(4)	Housing Strategy & Development							
	Housing Strategy & Development	Cr 18	Cr 16	Cr 16	0		0	0
(4)		Cr 18	Cr 16	Cr 16	0		0	0
	Planning							
3	Building Control	Cr 7	1	Cr 18	Cr 19	1	Cr 17	0
(165)	Land Charges	Cr 169	Cr 168	Cr 168	0		0	0
939	Planning	582	705	550	Cr 155	2	Cr 120	0
1,240	Renewal	1,127	1,151	1,129	Cr 22	3	Cr 65	0
2,017		1,533	1,689	1,493	Cr 196		Cr 202	0
	Recreation							
2,313	Culture	2,036	2,049	2,049	0		0	0
4,841	Libraries	4,762	4,819	4,919	100	4	105	0
304	Town Centre Management & Business Support	249	251	251	0		0	0
7,458		7,047	7,119	7,219	100		105	0
9,471	Total Controllable R&R Portfolio	8,562	8,792	8,696	Cr 96		Cr 97	0
22,045	TOTAL NON CONTROLLABLE	1,812	2,007	1,891	Cr 116	5	Cr 2	0
2,052	TOTAL EXCLUDED RECHARGES	2,260	2,204	2,204	0		0	0
33,568	PORTFOLIO TOTAL	12,634	13,003	12,791	Cr 212		Cr 99	0

Reconciliation of Final Budget

£'000

Original budget 2013/14

12,634

Repairs and Maintenance carry forward from 2012/13

195

Allocation of Localisation & Conditions Pay Awards

94

Centralisation of training budgets

Cr 4

Local Plan Implementation carry forward from 2012/13

60

Drawdown of central contingency funds re increased fuel costs

21

Excluded recharges - minor adjustment

3

Latest Approved Budget for 2013/14

13,003

REASONS FOR VARIATIONS

1. Building Control Cr £19k

For the chargeable service, an income deficit of £60k is anticipated based on information to date. This is being more than offset by a projected underspend within salaries of £78k arising from reduced hours working / vacancies, and £28k from across running expenses.

Within the non-chargeable service, as a result in delays in not appointing to vacant posts, there is a projected underspend of £19k.

2. Planning Cr £155k

Income from non-major planning applications is £6k above budget for the first ten months of the year, and a surplus of £10k is projected for the year. Actual income for the period April 2013 to January 2014 is £60k 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, £390k has been received as at 28th February 2014. Planning officers within the majors team have provided a schedule of additional potential income that may be received in the coming months of approximately £190k. A surplus of £70k 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 £5k due to lower volumes than previously anticipated.

There are projected surpluses within pre-application income of £40k, and income from discharge of planning conditions of £10k, both due to higher activity levels than previously anticipated.

A projected underspend across planning salary budgets of £90k is expected, largely due to a combination of recent departures, reduced working hours and part-vacancies.

At this stage, there is a potential net overspend within legal expenses of £60k. This is mainly due to the projected costs of a public enquiry due to be held before the end of the year, where costs have been incurred for consultants to provide specialist advice on affordable housing viability assessment and urban design.

Summary of variations within Planning

	£'000
Surplus income from non-major applications	Cr 10
Surplus income from major applications	Cr 70
Income deficit within address management	5
Surplus income from pre-applications	Cr 40
Surplus income from discharge of conditions	Cr 10
Staffing	Cr 90
Legal expenses	60
Total variation for Planning	Cr 155

3) Renewal Cr £22k

There is a projected underspend within Renewal salaries of £12k. This is largely due to a combination of vacancies arising recently as well as not backfilling a secondment to Resources.

Within Planning Strategy & Projects and Regeneration, there is a projected underspend across running expenses of £40k. This is largely due to the delayed preparatory work on the Infrastructure Delivery Plan (IDP) as a result of the ongoing work within the three economic growth areas (Biggin Hill, Cray Business Corridor and Bromley Town Centre).

A provision of £90k will be set aside to meet the costs of a potential claim against the Council for the cost of repairs in respect of an application to fell a protected tree where permission was refused. This will be funded from underspends across Renewal & Planning.

The Executive agreed to carry forward £60k for the preparation of the Borough's Local Plan (LP). This was intended to fund the examination of the plan in public and associated work which are now due to take place later than expected, in early 2015. The precise timing of the examination is determined by the Planning Inspectorate and is therefore outside the Council's control. A request will be made to the June Executive to carry forward the unspent £60k in order to meet the future costs of the examination in public and to undertake any further evidence work required.

Summary of variations within Renewal	£'000
Underspend on salaries	Cr 12
Underspend across strategy & projects running expenses	Cr 40
Provision for potential claim relating to a tree with a TPO	90
Local Plan Implementation (c/fwd request to be made at year-end)	Cr 60
Total variation for Renewal	Cr 22

4) Libraries Dr £100k

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 £35k. This comprises of a deficit of £34k on income from library fines, and a net deficits of £1k 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 £100k is being more than offset by the underspend projected within planning.

5. Non-controllable budgets Cr £116k

For information, the variation relates to a projected underspend across property repairs and maintenance budgets, and a small surplus in rental income within the Renewal & Recreation portfolio. Property division are accountable for these variations.

Waiver of Financial Regulations

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive the following waivers have been actioned:

None

Virements Approved to date under Director's Delegated Powers

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

Analysis of Members' Initiatives - Earmarked Reserves @ 31.1.14

Item	Divison / Service Area	Responsible Officer	Allocation £'000	Total spend during 2012/13 £'000	Spend to Date 2013/14 £'000	Commitments 2013/14 £'000	Total spend & commitments to 31.3.14 £'000	Planned expenditure for 2014/15	Balance available £'000	Comments on Progress of Scheme
Investment in small shopping parades	Recreation - Town Centre Management & Business Support	Martin Pinnell	250	17	94	6	117	118	15	At this stage, it is anticipated that the remaining balance of £15k will be allocated and spent in 2014/15.
Tackling youth unemployment	Recreation - Business Support	Hannah Jackson	500	0	9	8	17	147	336	Contract with Bromley College is being terminated. £147k expected to be spent in 2014/15 and a further £44k in 2015/16. Options for the remaining £292k are being expored.
Beckenham Town Centre public realm improvements	Planning - Renewal	Kevin Munnely	250	45	34	3	82	18	150	Remaining balance of £150k to be used as funding for the Beckenham Town Centre Improvement Capital Project.
TOTAL			1,000	62	137	17	216	283	501	

Report No.
FSD14030

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL & RECREATION PORTFOLIO HOLDER

Date: For pre-decision scrutiny by the Renewal & Recreation PDS Committee on 1st April 2014

Decision Type: Non-Urgent Executive Non-Key

Title: CAPITAL PROGRAMME MONITORING Q3 2013/14 & ANNUAL CAPITAL REVIEW 2014 TO 2018

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

Chief Officer: Director of Finance

Ward: (All Wards);

1. Reason for report

On 12th February 2014, the Executive received a report summarising the current position on capital expenditure and receipts following the 3rd quarter of 2013/14 and presenting for approval the new capital schemes supported by Council Directors in the annual capital review process. The Executive agreed a revised Capital Programme for the five year period 2013/14 to 2017/18. This report highlights changes agreed by the Executive in respect of the Capital Programme for the Renewal & Recreation (R&R) Portfolio. The revised programme for this portfolio is set out in Appendix A and detailed comments on individual schemes are included at Appendix B.

2. **RECOMMENDATION(S)**

The Portfolio Holder is asked to note the changes agreed by the Executive on 12th February 2014.

Corporate Policy

1. Policy Status: Existing Policy: Capital Programme monitoring is part of the planning and review process for all services. Capital schemes help to maintain and improve the quality of life in the borough. Affective asset management planning (AMP) is a crucial corporate activity if a local authority is to achieve its corporate and service aims and objectives and deliver its services. The Council continuously reviews its property assets and service users are regularly asked to justify their continued use of the property. For each of our portfolios and service priorities, we review our main aims and outcomes through the AMP process and identify those that require the use of capital assets. Our primary concern is to ensure that capital investment provides value for money and matches the Council's overall priorities as set out in the Community Plan and in "Building a Better Bromley". The capital review process requires Council Directors to ensure that bids for capital investment provide value for money and match Council plans and priorities.
 2. BBB Priority: Excellent Council; Supporting Independence
-

Financial

1. Cost of proposal: £10k in 2017/18 for new scheme (feasibility studies)
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £11.5m for the R&R Portfolio over five years 2013/14 to 2017/18
 5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
-

Staff

1. Number of staff (current and additional): 0.25 fte
 2. If from existing staff resources, number of staff hours: 9 hours per week
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Capital Expenditure

3.1 A revised Capital Programme was approved by the Executive on 12th February, following a detailed monitoring exercise carried out after the 3rd quarter of 2013/14. The Executive also considered and approved new capital schemes supported by Council Directors in the annual capital review process. This report identifies changes relating to the R&R Portfolio and the table in paragraph 3.2 summarises the overall position following the Executive meeting.

Capital Monitoring – variations agreed by the Executive on 12th February 2014

3.2 The base position prior to the 3rd quarter's monitoring exercise was the revised programme approved by the Executive on 20th November 2013, as amended by variations approved at subsequent Executive meetings. Changes to the R&R Portfolio Programme approved by the Executive in February are shown in the table below and further details are included in paragraphs 3.3 to 3.6. The revised Programme for the R&R Portfolio (including new schemes) is attached as Appendix A and detailed comments on individual schemes are included at Appendix B.

	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL 2013/14 to 2017/18
	£000	£000	£000	£000	£000	£000
Programme approved by Executive 20/11/13	6,345	3,557	251	10	0	10,163
<u>Variations agreed by Executive 12/02/14</u>						
Bromley MyTime Investment Fund (para 3.3)	-36	1,268	0	0	0	1,232
Newstead Wood Tennis Centre - refurbish (para 3.4)	0	60	0	0	0	60
Rephasings from 2013/14 to later years (para 3.6)	-2,089	2,089	0	0	0	0
Total Q3 Monitoring variations	-2,125	3,417	0	0	0	1,292
New schemes (feasibility studies)	0	0	0	0	10	10
Revised R&R Capital Programme	4,220	6,974	251	10	10	11,465

3.3 Bromley MyTime Investment Fund (£1,232k increase)

There is annual provision in the revenue budget for a contribution towards capital investment in Council leisure centres by Bromley MyTime and the Executive approved the inclusion of £1,232k in respect of the total contribution for 2013/14 and 2014/15. The Executive was informed that we were awaiting proposals from Bromley Mytime for the Investment Fund and that no expenditure was currently anticipated in 2013/14. As a result, the whole contribution is likely to be made in 2014/15.

3.4 Newstead Wood Tennis Centre (£60k net increase)

Following a condition survey of the Newstead Woods Tennis Centre, a number of outstanding works were identified that had not been undertaken since 2003. The cost of addressing these works was estimated at £110,000. Following discussions with the three partners, The Authority, The Lawn Tennis Association and the School, it was recommended that the cost of these works be met as follows:

- London Borough of Bromley £50,000 (Transferred from the underspend on the Pavilion Works)
- Lawn Tennis Association £30,000
- Newstead Woods School £30,000
- Total £110,000

The Executive approved the inclusion of £110k in the Capital Programme for these works and agreed a virement of £50k from the underspend on the Pavilion Leisure Centre scheme in 2014/15.

3.5 Scheme rephasing

In reports last year to both the June and July meetings, the Executive was informed of the final outturn for capital expenditure in 2012/13 and noted that the overall level of unanticipated slippage into later years (some £4.1m) was significantly lower than in previous years and had continued the improvement seen at the end of 2011/12. Slippage of capital spending estimates has been a recurring theme over the years and Members were pleased to note that, following a review of the system for capital monitoring and for estimating the phasing of expenditure, carried out after the 2010/11 final outturn, a more realistic approach towards anticipating slippage was apparently taken in setting the revised (final) estimates for 2011/12 and 2012/13 in February 2012 and 2013 respectively.

3.6 Some £1,935k of the overall slippage from 2012/13 into 2013/14 related to R&R Portfolio schemes and this was analysed in the 1st quarter's monitoring report to the PDS Committee meeting in September 2013. This did include, however, an early warning reported to this PDS Committee in February 2013 (after the Executive meeting in the same month) identifying that a sum of £1.5m relating to the Bromley North scheme was likely to be re-phased into 2013/14 due to delays around securing funding. No rephasings from 2013/14 into later years were identified in the 1st quarter's monitoring exercise, but a total of £457k was identified in the 2nd quarter's monitoring report to this PDS Committee in January. As is shown in the table in paragraph 3.2, a further £2.1m was rephased by the Executive in February. These are itemised in the table below and comments on scheme progress are provided in Appendix B.

Capital Expenditure – Rephasing in Q3 monitoring	2013/14 £000	2014/15 £000
Parks for People	-50	50
Biggin Hill Leisure Centre	-97	97
Pavilion Leisure Centre - redevelopment & refurbishment	-123	123
Orpington Library relocation	-50	50
Penge/Anerley Libraries - 46 Green Lane	-639	639
Bromley North Village public realm improvements	-1,130	1,130
Total R&R Programme rephasing	-2,089	2,089

Annual Capital Review – new scheme proposals

3.7 In recent years, we have steadily scaled down new capital expenditure plans and have transferred all of the rolling maintenance programmes to the revenue budget. Our general (un-earmarked) reserves, established from the disposal of our housing stock and the Glades Site, have been gradually spent and have fallen from £131m in 1997 to £31.8m (including unapplied capital receipts) as at 31st March 2013. Whilst opportunities to dispose of property assets are being rigorously pursued, the level of receipts is not as high as in the past and any new capital spending will effectively have to be met from our remaining revenue reserves.

3.8 As part of the normal annual review of the Capital Programme, Chief Officers were invited to come forward with bids for new capital investment. Invest to Save bids were particularly encouraged, but none were received, and it is assumed that any such bids will be submitted in due course through the earmarked reserve that was created in 2011. Apart from the normal annual capital bids relating to school and highway schemes, four bids were recommended for approval, with a total value of £2.2m, all of which would require funding from the Council's resources. Just £10k of this, a provision for feasibility study costs, related to this Portfolio.

Post-Completion Reports

3.9 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. Following the major slippage of expenditure at the end of 2010/11, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. While no post-completion reports are currently due for completed R&R Portfolio schemes, this quarterly report will monitor the future position and will highlight any future reports required.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 12th February 2014. Changes agreed by the Executive for the R&R Portfolio Capital Programme are set out in paragraph 3.2.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns January 2014. Approved Capital Programme (Executive 20/11/13). Capital appraisal forms submitted by Chief Officers in November 2013. Report to Council Directors' meeting 15/01/14.

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RENEWAL & RECREATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 12th FEBRUARY 2014									
Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16	Estimate 2016/17	Estimate 2017/18	Responsible Officer	Remarks
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
LIBRARIES & MUSEUMS									
Central Library/Churchill Theatre - chillers and controls	460	3	0	457				Colin Brand	Postponed pending consideration of future of the building.
Orpington library relocation	1944	1852	42	50				Colin Brand	LABGI £1,022k, S106/Town Centre Imp. fund £699k, £223k LBB
Bromley Museum at the The Priory	2468	10	217	2000	241			Colin Brand	Extension of existing museum into former Orpington Library site; £1,980k HLF funding
Penge/Anerley Libraries - 46 Green lane	689	0	50	639				Colin Brand	development of new Library (Executive 06/02/13)
TOTAL LIBRARIES & MUSEUMS	5561	1865	309	3146	241	0	0		
LEISURE TRUST CLIENT - RECREATION									
<u>Leisure Centres</u>									
Biggin Hill Leisure Centre	5181	5082	2	97				Colin Brand	Supplementary estimate £143k (Executive 24/10/12)
Pavilion Leisure Centre - redevelopment & refurbishment	4975	4882	20	73				Colin Brand	£5.5m approved by Council 29/6/10; £3m from revenue budget; £475k underspend.
Newstead Wood Tennis Centre - refurbishment	110	0		110				Colin Brand	£30k LTA; £30k Newstead Wood School; £50k from Pavilion underspend
Bromley MyTime Investment Fund	1806	538	0	1268				Colin Brand	Revenue contribution to capital works
TOTAL LEISURE TRUST CLIENT - RECREATION	12072	10502	22	1548	0	0	0		
OTHER									
Feasibility Studies - Biggin Hill Heritage Centre	131	130	1					Colin Brand	Funded by S106 contributions
- other	50	0	10	10	10	10	10	Colin Brand	
Bromley North Village Public Realm Improvements	6667	569	3878	2220				Kevin Munnely	Renewal and improvement of Bromley North; £3,300k TfL; £1,829k GLA Outer London Fund; £38k private sector; £1,500k Capital receipts
Parks for People	50	0	0	50				Colin Brand	
TOTAL OTHER	6898	699	3889	2280	10	10	10		
TOTAL RENEWAL & RECREATION PORTFOLIO	24531	13066	4220	6974	251	10	10		

RENEWAL & RECREATION PORTFOLIO - APPROVED CAPITAL PROGRAMME 2013/14 - 3rd QUARTER MONITORING						
Capital Scheme/Project	ESTIMATES FOR 2013/14					Responsible Officer Comments
	Actual to 31.3.13	Approved Estimate Nov 2013	Actual to 10/12/13	Amount rephased into 2014/15	Revised Estimate Feb 2014	
	£'000's	£'000's	£'000's	£'000's	£'000's	
LIBRARIES & MUSEUMS						
Central Library/Churchill Theatre - chillers and controls	3	0	0	0	0	In light of recent legislation concerning this type of chiller unit, a brief is being prepared to appoint a suitably qualified advisor to specify options for replacement of these units. The works must be completed by January 2015.
Orpington library relocation	1852	92	35	-50	42	Problems have been encountered with the air circulation within the building and additional works are required to resolve the problems with the air-handling equipment beyond the scope of the original contract. £50k rephased into 2014/15.
Bromley Museum at the The Priory	10	217	104	0	217	Officers are reviewing the business case for the Priory Revisited after project costs were higher than anticipated. The design team are working to establish accurate capital costs and the full revenue. implications are also being worked through. These will be reported at a future meeting of the Executive Committee.
Penge/Anerley Libraries - 46 Green lane	0	689	10	-639	50	Works are due to start on site during Spring 2014. The completion date for works is estimated to be May / June 2014. £639k rephased into 2014/15.
TOTAL LIBRARIES & MUSEUMS	1865	998	149	-689	309	
LEISURE TRUST CLIENT - RECREATION						
<u>Leisure Centres</u>						
Biggin Hill Leisure Centre	5082	99	2	-97	2	Currently withholding 100K against cladding defect. Awaiting outcome of independent inspection. £97k rephased into 2014/15.
Pavilion Leisure Centre - redevelopment & refurbishment	4882	143	7	-123	20	A number of minor defects have still to be resolved with the main contractor. It may well be the case that another contractor will have to be appointed to correct these defects. £50k transferred out to fund refurbishment of Newstead Wood Tennis Centre. £123k rephased into 2014/15.
Newstead Wood Tennis Centre - refurbishment	0	0	0	0	0	New scheme approved by Executive 12/02/14 - to start in 2014/15
Bromley MyTime Investment Fund	538	36	0	-36	0	Awaiting proposals from Bromley Mytime for Investment Fund, no expenditure anticipated for 2013/14.
TOTAL LEISURE TRUST CLIENT - RECREATION	10502	278	9	-256	22	
OTHER						
Feasibility Studies - Biggin Hill Heritage Centre	130	1	0	0	1	
- other	0	10	0	0	10	
Bromley North Village Public Realm Improvements	569	5008	692	-1130	3878	East Street stage 1 completed prior to Xmas. 2nd stage started and on schedule. Thames Water has started replacing the main - cost estimate £362k. Works have started in Market Square - estimate these will be two thirds complete by the end of the financial year. Works in the High Street to follow on behind Thames Water, but expected to complete by end of 13/14. £1,130k rephased into 2014/15.
Parks for People	0	50	0	-50	0	Following the decision by the HLF not to provide grant funding for the Crystal Palace park, a decision is required on the way forward with the regard to the Council's match funding. £50k rephased into 2014/15.
TOTAL OTHER	699	5069	692	-1180	3889	
TOTAL RENEWAL & RECREATION PORTFOLIO	13066	6345	850	-2125	4220	

Report No.
DRR14/044

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Portfolio Holder for Renewal & Recreation

Date: For Pre-Decision Scrutiny by the Renewal and Recreation Policy
Development and Scrutiny Committee on Tuesday 1 April 2014

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

Title: **AMENDMENT TO CAPITAL PROGRAMME - CRYSTAL PALACE
PARK**

Contact Officer: Colin Brand, Assistant Director Leisure and Culture
Tel: 0208 313 4107 E-mail: colin.brand@bromley.gov.uk

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

Ward: Crystal Palace; Penge & Cator

1. Reason for report

This report provides an update on the proposals for improvement projects at Crystal Palace Park. It also seeks support from the Portfolio Holder to re-allocate £29k of the £50k held in the capital programme for pre-application (feasibility) support for Crystal Palace Park, to fund the feasibility works for the Crystal Palace Park Subway project.

English Heritage have agreed to provide grant funding of £29k to support this work. This will result in the return of £21k of capital monies from the £50k that was originally allocated for Crystal Palace Park.

2. **RECOMMENDATION(S)**

2.1 The Renewal & Recreation Portfolio Holder is asked to:

- Support the reallocation of 29k towards the feasibility works specifically for the Crystal Palace Park Subway project.
- Request that the Executive Committee agree to the revised scheme in the capital programme totalling £58k, part funded by a grant of £29k from English Heritage.

Corporate Policy

1. Policy Status: Existing Policy: Consistent with Building a Better Bromley
 2. BBB Priority: Quality Environment Regeneration
-

Financial

1. Cost of proposal: Estimated Cost £58k
 2. Ongoing costs: Non-Recurring Cost
 3. Budget head/performance centre: Capital programme
 4. Total current budget for this head: £50k
 5. Source of funding: Capital programme and grant funding from English Heritage
-

Staff

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

Legal

1. Legal Requirement: None:
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): In 2006, annual visitor numbers were assessed as part of the Crystal Palace Park Masterplan and an annual visitor figure was estimated at 1.68m (inclusive of users of the National Sports Centre but exclusive of event attendees).
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: A summary of Ward Councillor comments will be reported to the Committee at their meeting.

3. COMMENTARY

Background

- 3.1 In 2012, the GLA announced their intention to commit £2million to support improvement projects in Crystal Palace Park, and in partnership with Bromley Council, sought views from the Crystal Palace Park Management Board and wider stakeholders on how this allocation should be spent.
- 3.2 Improvement projects suggested included remedial works to remove the Crystal Palace Subway, a grade II listed structure, from the Heritage at Risk Register. At that time, the Greater London Authority were supportive of an application submitted by the Council to English Heritage for grant funding to delivery feasibility work for this project, which would result in cost estimates for remedial action. There was an in principal agreement to commit £29k from their £2million to match fund this £58k bid.
- 3.3 Concurrently, the Council and Greater London Authority worked together to identify ways of maximising investment in the park. On 3rd April 2013, the Council's Executive Committee approved the submission of a first round application to the Heritage Lottery Fund's Parks for People programme for regeneration projects and activities in Crystal Palace Park. Both the Greater London Authority and the Council made in principal commitments to provide partnership funding to the project should the application be successful.
- 3.4 As part of their approval of the submission of a first round application, the Executive Committee also agreed to commit £50k from the Council's capital receipts to appoint specialists to support the work needed to develop projects in preparation for the first round application, however the GLA subsequently funded this work.
- 3.5 Unfortunately the first round application to the Heritage Lottery Fund for Crystal Palace Park was unsuccessful. The Heritage Lottery Fund feedback stated:
- “Whilst this project has good potential, news of proposed plans of a multi-million pound private investment into rebuilding the Crystal Palace, including the full restoration of the park, meant that at this time our trustees felt this application was a lower priority for Lottery investment. In addition, it was in a competitive round of applications that was more than two times oversubscribed.”
- 3.6 The Greater London Authority have recently announced that they have re-committed their £2million investment to Crystal Palace Park and the Council and Greater London Authority are now exploring options for interim improvement projects that could be achieved. At the last meeting of the Executive Group of the Crystal Palace Park Management Board which is chaired by the Leader of the Council, it was agreed that improvements works in the park should not stall as a result of the ZhongRong Group's proposals and that the Subway feasibility works should go ahead as originally planned making use of the funding from English Heritage.

Crystal Palace Subway

- 3.7 During the development of the first round application to the Heritage Lottery Fund, it was decided that, as a result of discussions between the Council and the Greater London Authority relating to the procurement of the specialists to support the feasibility work for the bid, the Greater London Authority agreed that they would use £50k from their partnership funding allocation for this purpose.
- 3.8 Given that the Greater London Authority had funded the pre-application support for the Heritage Lottery Fund bid, on the news that the application to English Heritage was successful they

requested that the Council's original allocation to support the Heritage Lottery Fund bid be used for the Subway project.

- 3.9 The Portfolio Holder is therefore requested to support the re-allocation of £29k of the £50k towards the feasibility works for the Crystal Palace Subway project. This sum would be match funded by a £29k grant from English Heritage. This will result in the return of £21k of capital receipts.
- 3.10 Should the Portfolio Holder agree to support the revised scheme, approval will be sought from the Executive to re-allocate these funds and add the revised scheme totalling £58k to the capital programme.

4. POLICY IMPLICATIONS

- 4.1 The Council's Building a Better Bromley 2012-13 commitment stated that the Council will further develop the parks, leisure and sports offer at Crystal Palace Park in line with the Crystal Palace Park Masterplan.
- 4.2 The investment also supports the Council's wider objectives for a quality environment and regeneration.

5. FINANCIAL IMPLICATIONS

- 5.1 On 3 April 2013, the Executive agreed to add 'The Parks for People' capital project totalling £50k, to the capital programme. The scheme was to fund specialist work required to develop projects to support the preparation of a first round application to the Heritage Lottery Fund for Crystal Palace Park.
- 5.2 The report also mentioned that the Greater London Authority were seeking match funding to undertake feasibility works to the value of £58k related to the Subway in order to identify the costs for remedial action to remove the structure from the Heritage at Risk register. An application was submitted to English Heritage for this match funding.
- 5.3 Subsequently, the GLA agreed to use £50k from their partnership funding to support the specialist work for the first round HLF application. This meant that there was a funding gap for the Subway works and as English Heritage had agreed to match fund the project, the GLA requested that the Council re-allocate their commitment for the first round application to the Subway works.
- 5.4 This report is therefore seeking Portfolio Holder support for the revised allocation of £29k towards the £58k capital scheme for the Subway, match funded by £29k from the English Heritage. This would return a sum of £21k of capital receipts.
- 5.5 Executive approval would then be required to agree that the revised scheme totalling £58k be included in the capital programme, funded by £29k capital receipts and £29k English Heritage funding.

Non-Applicable Sections:	Personnel Implications, Legal Implications
Background Documents: (Access via Contact Officer)	Crystal Palace Park – Parks for People Application and Procurement Strategy (3 rd April 2013)

Report No.
DRR14/024

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: **PORTFOLIO HOLDER FOR RENEWAL AND RECREATION**
For Pre-Decision Scrutiny by the Renewal and Recreation
Policy Development and Scrutiny Committee

Date: 1st April 2014

Decision Type: Non-Urgent Executive Non-Key

Title: **BROMLEY LIBRARY SERVICE - PROPOSAL FOR**
REORGANISATION

Contact Officer: Colin Brand, Assistant Director Leisure and Culture
Tel: 0208 313 4107 E-mail: colin.brand@bromley.gov.uk

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

Ward: All Wards

1. Reason

- 1.1 As part of the budget setting process for 2014/15 Members put forward a number of recommendations across a range of services in order to achieve the necessary budgetary savings required to achieve a balanced budget for 2014/15. This included a proposal to reduce the Library service budget by £300k. Library service staff were notified in writing on 16th December 2013 of this proposal and were informed that formal consultation would commence following the Executive meeting in January 2014. A meeting was also held on 19th December with the Trade Unions and Departmental Representatives to inform them of the budget situation. The Executive has now formally agreed to the budget reductions for 2014/15.
- 1.2 This report sets out in more detail for members consideration the scope of the proposed changes to the Library Service to achieve the budget saving identified and seek member's views on the proposals
-

2. **RECOMMENDATION(S)**

2.1 **That the Renewal & Recreation Policy, Development and Scrutiny Committee note the content of this report and provide comments to the Renewal & Recreation Portfolio Holder who will confirm the basis of the proposed changes subject to the outcome of consultation. with regard to the following:**

2.1.1 The proposed changes to operating hours;

2.1.2 The deletion of the mobile library service;

- 2.1.3 The market testing of some functions relating to site management for library buildings.**
- 2.1.4 That the outcome of staff, library users' and site officers' consultation will be reported back to members at the next Renewal and Recreation PDS meeting on 24th June 2014 for decision by the Portfolio Holder, Renewal and Recreation**

Corporate Policy

1. Policy Status: Not Applicable New Policy:
 2. BBB Priority: Vibrant, Thriving Town Centres:
-

Financial

1. Cost of proposal: Net estimated savings of £300k from April 2015/16 and £114k for 2014/15
 2. Ongoing costs: £300k from April 2015/16
 3. Budget head/performance centre: Libraries Service
 4. Total current budget for this head: £4,761,880
 5. Source of funding: Existing Revenue Budget 2013/14
-

Staff

1. Number of staff (current and additional): 117.56 ftes
 2. If from existing staff resources, number of staff hours: Not Applicable
-

Legal

1. Legal Requirement: Statutory Requirement
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 2,000,000 visits per annum
-

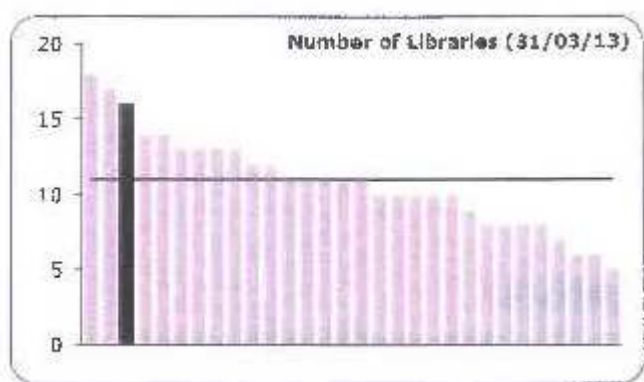
Ward Councillor Views

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

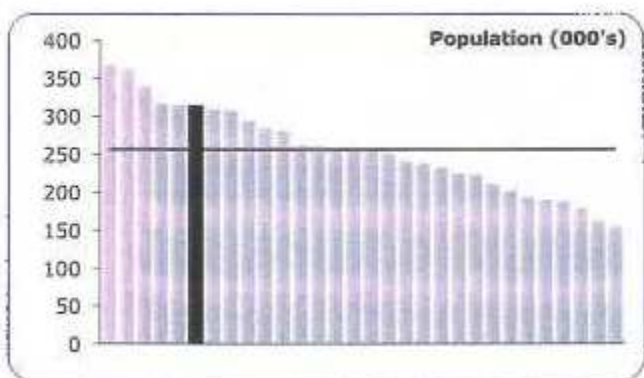
3. COMMENTARY

- 3.1 As Members will be aware, the Council is facing a significant 'budget gap' over the four year planning forecast. This budget gap rises to over £52m per annum by 2017/18, particularly in light of the expected loss in Government funding which is expected to increase sharply from 2016/17. The Library Service is not immune from reductions in public expenditure and it is clear that library services will need to reduce costs and identify new ways of working, particularly through the maximisation of technology such as Radio Frequency Identification Data (RFID), which is already installed in four of the boroughs libraries, which enables greater self-service by customers.
- 3.2 The current Library service is provided from 15 library buildings which are tiered to reflect the potential catchment areas and range of services provided. Bromley Central Library has the largest stock to choose from and Orpington Library and Beckenham Library have slightly smaller but still comprehensive collections.
- 3.3 Biggin Hill, Chislehurst, Petts Wood and West Wickham are Neighbourhood Libraries, with medium-sized collections and circulating stock to support customer choice.
- 3.4 Anerley, Burnt Ash, Hayes, Mottingham, Penge, Shortlands, Southborough and St Paul's Cray are Community Libraries. These are smaller than the Neighbourhood Libraries and have popular materials and dynamic collections so that users are always presented with something new. The stock of the Community Libraries is aimed at two particular target groups: the active elderly and children. The 2003 PLUS survey of Bromley users found that 36% of adult library users were retired. Work is currently progressing on the development of a new library at Penge, it is anticipated that this new library will open in August 2014, at which time the existing Anerley and Penge libraries will close.
- 3.5 Specialist services include the Local Studies Library, the Archive Service and an extensive Reference and Information Service. The Local Studies Library in Bromley Central Library offers resources going back hundreds of years, on topics related to the London Borough of Bromley and its environs. It has specialist collections on The Crystal Palace, Walter de la Mare and H G Wells. As well as housing the archives for the borough, it also has extensive family history resources.
- 3.6 Bromley Central Library provides an extensive reference and information service through a comprehensive collection of books, newspapers and periodicals. It offers a wide-ranging enquiry services, as well as fax and photocopying facilities and by means of computer and Wi-Fi provision access to online databases, internet and MS Office packages.
- 3.7 A mobile library service regularly visits areas furthest from branches and the Home Library Service is available for housebound readers. The Home Library Service provides a library service to residential homes, sheltered housing units and to individual housebound customers within the London Borough of Bromley.
- 3.8 Access to a wide range of Council information and services online and in person is available at all libraries, including contacting the Council online for housing matters or reporting problems such as an abandoned vehicle or other road or waste services issues, purchasing garden waste collection stickers and food waste liners.
- 3.9 A network of "Peoples Network" computers in every Bromley library is free for anyone to use, subject to agreement to the terms of the acceptable use policy.

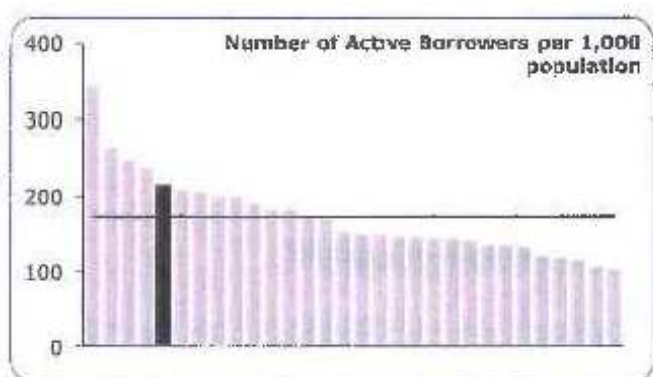
- 3.10 In addition the libraries host a range of events and learning opportunities, including Baby Bounce and Rhyme, Chatterbooks, Email for Beginners, Internet Training for Beginners, Older and Bolder Computer Clubs, Reading Groups, Silver Surfers Computer Clubs, Stay and Play, Story Times and Teenage Reading Group.
- 3.11 The Public Library and Museums Act 1964 requires local authorities to provide a comprehensive and efficient library service for all those who live, work or study in the borough. Users are not required to join the library services unless they wish to borrow materials. Bromley Library Service requires proof of identity and address for those wishing to join.
- 3.12 The Chartered Institute of Public Finance and Accountancy (CIPFA) has just released its latest comparative profiling of library services, where Bromley's Library Service has been compared to 29 other Greater London Library authorities (December 2013). This report provides a comprehensive analysis of the borough library service and compares it against a number of other library authorities. Of particular relevance to this report is the following:



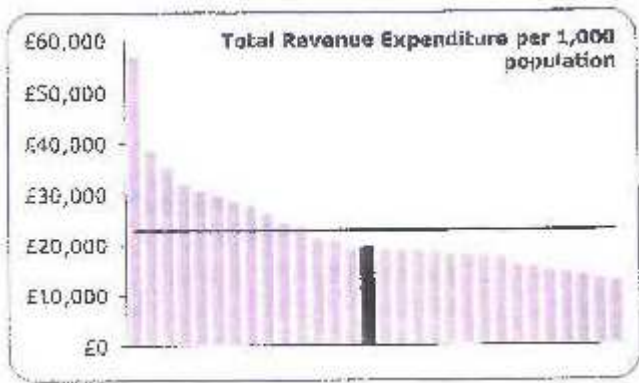
The chart on the left compares the London Borough of Bromley with all other London authorities. Bromley has 16 libraries (15 static libraries and one mobile library service) compared to an average of 11 in its comparative group. Bromley has one of the highest numbers of libraries within the group giving an indication of the scale of the existing library service.



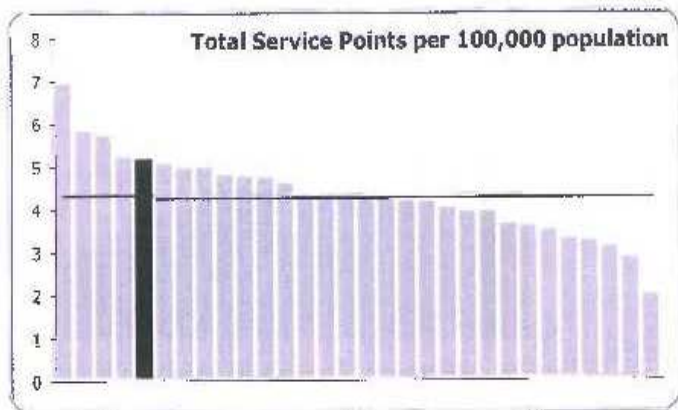
Bromley is the sixth largest of the 30 authorities compared to in this table.



The number of active borrowers per 1000 population is a key indication of how well the library service engages with the public. Bromley is currently in the top quartile suggesting that the library service engages well with the population when compared with the other authorities.



Bromley comes out as being in the middle of the comparison group which suggests that its costs are similar to the group as a whole.



Bromley has a greater number of service points (libraries) per 100,000 of population than the Greater London average.

- 3.13 The proposed £300,000 budget reductions for the service are so significant that if the Council is to avoid closing any existing static sites it will mean changing opening hours across the service. The challenge will be to ensure that the library service provides value for money, high performance and a customer focused service within these financial constraints. It will be a difficult time for all library service staff and there is a need for staff to continue to be flexible and to be able to respond to the challenges facing the service.
- 3.14 In order to meet the required budgetary savings a range of reductions in opening hours, and consequent reduction in staffing levels, have been considered. Informing these proposals are statistical data showing the declining use of services in certain areas; sample hourly counts of visits; and customer consultation previously carried out. The proposals are based on analysis of the above and the aim to keep the network of libraries open for the maximum length of time possible within the agreed budget.
- 3.15 In order to inform the proposed changes, visitor numbers to each library were counted at the end of each operating hour that the library was open for. The results show the number of people coming into each library each hour, but they do not show how long each visit lasts. Visitor number counts were conducted over three separate weekly periods, 1st – 7th July 2013, 2nd – 8th December 2013 and the 3rd – 9th February 2014.

Analysis of Opening Hours Surveys – July and December 2013; and February 2014

- 3.16 These visitor counts gave the following evidence which supports the proposed changes to opening hours.
- **Central and Beckenham**
The hours of 6pm to 7pm and 7pm to 8pm are consistently the quietest hours of the day. (Evening meetings in the halls at the Central Library can sometimes inflate the figure as the counters are at the front entrance).

- **Chislehurst, Petts Wood and West Wickham**

The hours of 6pm to 7pm and 7pm to 8pm are consistently the quietest hours of the day. The hour of 5pm to 6pm is quieter than the half hour 9.30 to 10am which suggests it is best to shorten the end rather than the beginning of the day.

- **Hayes**

The hours of 6pm to 8pm are not at all well used. In addition Burnt Ash only opens for three days per week but accommodates a greater number of visitors than Hayes does over four days. It should therefore be possible to open for an equivalent number of hours.

- **Mottingham, Shortlands, Southborough and St Paul's Cray**

These libraries are all significantly quieter between the hours of 5 to 8pm than the rest of the day. They all also have a dip in usage in the middle of the day which should help mitigate the effect of a lunch time closure.

3.17 The resulting information from these counts is set out in Appendix 1.

3.18 The new Penge Library opening hours and staffing levels have recently been consulted and reported on and therefore no further changes are proposed there. Biggin Hill Library's opening hours are largely governed by the extensive opening hours of the whole centre including the pool and therefore there are no proposed changes affecting that either. Orpington Library's opening hours were amended with its transfer to the town centre in 2011 and there are no proposed opening hour changes there. Burnt Ash Library is only open for 3 days per week and it is felt that any further reduction would not be viable.

Proposed Changes

3.19 The changes currently being proposed have in part been informed by the library survey undertaken in Spring 2012. The conclusions from this survey in respect to opening hours, as reported to the Renewal and Recreation PDS Committee on 10th July 2012 were to:

- Reduce the number of hours open each day rather than the number of days open each week
- Continue to close at 5pm on Saturday, rather than extending to 6pm
- Open an hour later in the morning
- Do not close at lunch time (any other trimming of the hours is preferable to this).

Note: the consultation that was undertaken in 2012 did not include questions on changes to the Mobile Library Service.

3.20 The proposal that is currently subject to both staff and user consultation is for a reduction in Library opening hours (excluding the Mobile Library hours) from 605 hours per week to 527.5 per week hours (this represents a 13% reduction in total opening hours). It is proposed that this reduction in opening hours is achieved by a combination of:

- Reduction by one of the number of nights that the library is open until 8pm at each of the following – Central, Beckenham, Chislehurst, Petts Wood, Mottingham, Shortlands, Southborough, St Paul's Cray and West Wickham.
- Reduction in the opening hours at Hayes Library to match the total of Burnt Ash Library. (21.5 hours)

- To open Mottingham, Shortlands, Southborough and St Paul's Cray for four days per week instead of five.
- To close for one hour at lunch time at Mottingham, Southborough and St Paul's Cray, bringing them in line with the other community libraries Burnt Ash, Shortlands and Hayes.
- To close at 5.30pm instead of 6pm at Chislehurst , Mottingham, Petts Wood, Shortlands, Southborough, St Paul's Cray , and West Wickham.

3.21 The existing and proposed opening hours are shown in Appendix 2. A summary sheet setting out the existing opening hours and proposed new opening hours is shown in Appendix 3.

3.22 In order to create a staffing structure that will provide the best possible coverage for the new opening hours it will be necessary to carry out a complete overhaul of the library staff establishment. This will include rectifying some of the imbalances in allocation of staffing that have occurred through previous ad hoc reductions in the staffing budget over several years. In addition a small relief team will be created reporting to the Operations Officer to improve the ability to provide coverage in a more systematic way. These changes should help to alleviate some of the current problems with continually re-allocating staff from the larger libraries to fill gaps.

3.23 In addition it will be necessary to restructure the management levels in order to contribute towards the overall savings required. It is proposed that the current Group structure will be removed with the number of Group Managers being reduced and the remaining posts re-designated as Assistant Operations Managers with cross-borough responsibilities. The number of Assistant Group Manager posts would also be reduced and these posts re-designated as Library Managers with each one responsible for one of the largest 3 libraries in the Borough. The Library Manager posts would report directly to the Operations Manager which will have the benefit of reducing the hierarchy, and they will be part of the Operations Management Team.

3.24 The proposals for the new structure is to provide the best coverage arrangements for the new opening hours. The main consequence of this is the proposed change in balance from full time positions to part time positions resulting in an overall increase in the number of staff working on a part time basis and a reduction in full time posts.

3.25 The current and proposed staffing structures are shown at Appendices 4 and 5.

Mobile Library

3.26 The Mobile Library Service was originally established in the late 1950s to serve customers living furthest from fixed branch libraries at a time when car ownership was much less extensive than it now is. Its particular value is for those with limited mobility. Due to obvious space constraints its stock is of necessity rather limited. It is therefore targeted at children and retirement age customers.

3.27 Library data shows that between 2009 and 2013 the number of items borrowed dropped by over 30% from 31,636 to 22,046. During the same period the number of visits dropped by 26% from 27,775 to 20,561. In 2010/11 271 new members were registered on the Mobile Library but in 2012/13 it was just 108, a reduction of 60%. This is easily the most rapid rate of decline of all the libraries with the exception of St Paul's Cray.

- 3.28 A similar analysis of usage of the mobile library service was undertaken to that of the static library service over the same three week period the data from this is included within Appendix 6. A further mapping exercise has been carried out which looks to overlay the known use of the mobile service against the static libraries, allowing for a one and a half mile travel distance. The outcome of this is out of the 37 mobile sites, 24 fall within the radius of existing static library sites. Furthermore, an analysis of use over the last six months reveals that 160 people only used the mobile library service more than once in this period.
- 3.29 The CIPFA comparative data referenced in paragraph 3.12 shows that 70% of the 29 Greater London authorities do not now have a mobile service
- 3.30 Those customers with serious mobility issues who are eligible for the Home Library Service can be transferred to that to ensure that they are not disadvantaged. It is therefore proposed that this service be discontinued as a result of this review.

Library User Consultation.

- 3.31 Given the reaction across the country to proposals to amend library numbers and operating hours the Council is seeking to ensure that it has undertaken the necessary consultation on these proposed service changes, and that it has fully considered, and where required, implemented changes to the policy in response to the results of the consultation exercise. This is to ensure that in implementing any proposed changes the Council continues to meet its statutory and legal requirements as set out under the Public Libraries and Museums Act 1964, whereby it has a duty to provide a comprehensive and efficient Library Service. The Courts have been clear that this is a judgement for the Council to make in the first instance as:
- The Council has intimate knowledge of local conditions and needs and has direct democratic accountability to the local population
 - The Council must be able to demonstrate that it is not acting in a careless or unreasonable way
 - The Council is not making decisions that may be outside the proper bounds of the Council's discretion, such as a capricious decision to stop serving a particularly vulnerable group in the local Bromley community
 - The Council has explained, analysed and properly justified its proposals
 - That the proposals are not likely to lead to a breach of national library policy.

Community Consultation (EIA)

- 3.32 To ensure that the Council is meeting the points raised above, the Council believes that an Equality Impact Assessment (EIA) needs to be completed and additionally consideration should be given as to whether or not a Needs Assessment should also be undertaken.
- 3.33 The purpose of conducting an EIA is to obtain a profile of how an area of Council activity affects diverse sections of the community, and to identify any adverse impact that is unjustifiable. Where such instances may occur the purpose of the EIA is to take remedial action in the form of an Action Plan.

- 3.34 An EIA examines the following groups with 'protected characteristics': Age; Disability; Gender; Marriage and Civil partnership; Pregnancy and maternity; Race; Religion and belief; Transgender or Transsexual
- 3.35 The EIA should determine if:
- The service is accessible for all groups
 - There will be a negative impact on one or more the equality groups, or if they are equality neutral
 - Could the service change affect one or more of the group in a different way to another group?
 - Establish whether different equality groups have different needs
 - Establish whether the function contributes to or hinders equality of opportunity.
- 3.36 The Council is proposing to consult only with users via exit surveys as the consultation in spring 2012 included a resident survey.
- 3.37 The questions reflect the proposed service changes, as they affect each library, and also include demographic / other questions to ensure a balanced sample that includes the views from people with protected characteristics who may visit at particular times.
- 3.38 As the opening hours differ between libraries, and the degree of attachment to each library might vary, it is important to take into account feedback from users of each library in considering the changes at each location.
- 3.39 To maximise the robustness of the surveys and to enable better comparability of results for the different libraries, the questionnaires are as consistent as possible.
- 3.40 However, it is also important that the questions used at each library reflect the proposed changes facing it. Research is envisaged at 10 out of Bromley's 14 libraries. Excluded are Biggin Hill, Burnt Ash, Penge, and Orpington, where there are no proposed changes to the Library opening hours.

Sample size - Library users

150 surveys from visitors at:

Central
Beckenham
West Wickham
Petts Wood
Chislehurst
Hayes
(Total = 900)

At these libraries the proposed changes are minimal (a maximum reduction of 7.7% of opening hours), and therefore a smaller sample is required.

3.41 At libraries where more significant change is proposed the following sample will be required.

300 surveys from visitors at:

Mottingham
Shortlands
St Pauls Cray
Southborough
(Total 1200)

3.42 In total this will produce 2100 completed questionnaires from users of individual libraries. At the analysis stage it will be necessary to weight the data to reflect the frequency of visiting each library, as this will give a more accurate picture of the views of library users as a whole, although we will have to accept that the sample will exclude visitors to four of the borough's libraries that are unaffected by the proposed changes. While it would be of some value to include them it is considered that the exercise should focus on achieving actionable results rather than including all libraries for the sake of completeness.

3.43 In addition to the proposals to amend library opening hours, further management action is necessary to address in year budget pressures in order that the library service remains within its allocated budget. Therefore, in line with this ambition and as part of the annual budget setting process, the role of the site officers has been explored to identify whether efficiencies can be found. In order to achieve this it is proposed to reorganise the work of site officers employed by the Library Service. The proposals are:

- The provision of an enhanced security role at the library, delivered through a contract with an external security contractor;
- The transfer of some functions, such as cleaning, to specialist contractors;
- The transfer of some functions, such as stock control to other library staff;
- The delivery of some functions be retained in-house such as repairs, and functions such as set-ups, that are performed across the library network.
- The deletion of some functions, such as supervisory functions, which by the nature of the review, will no longer be required.

4. POLICY IMPLICATIONS

4.1 This proposed review of the Library Service is entirely consistent with the Council's objectives around Vibrant and Thriving Town Centres as well as being in line with the Council's broader financial strategy.

5. FINANCIAL IMPLICATIONS

5.1 The proposals in this report should result in a net saving of £300k from April 2015/16, with a part year effect of £114k. More detailed information will be provided in a future report following the outcome of staff consultation.

5.2 Any potential redundancy costs will be met from the central contingency provision for redundancy/early retirement costs arising from budget savings.

6. LEGAL IMPLICATIONS

- 6.1 There were a number of pieces of legislation that affected the authorities decision making on the delivery of a library service, in particular:
- 6.1.1 The Public Libraries and Museums Act 1964 requires the authority to provide a “comprehensive and efficient” public library service. The terms “comprehensive and efficient” are not defined within the Act; however the Act requires local authorities to provide, free of charge, access for people who live, work or study in their area to borrow or refer to books and other material in line with their needs and requirements.
- 6.1.2 The Equality Act 2010 further places a duty on a public body to carry out Equality Impact Assessments as soon as a new policy, function or service is considered.
- 6.1.3 The Local Government and Public involvement in Health Act 2007 and the new Statutory Guidance for the Duty to involve as it places authorities under a duty to consider the possibilities for provision of information to, consultation with and involvement of representatives of local persons across all authority areas.

7. PERSONNEL IMPLICATIONS

- 7.1. The proposals for a reorganisation of the library service have redundancy implications and formal consultation, in line with the Council’s procedures for managing change, is now underway with staff, Trade Unions, Staff Side Secretary and Departmental Representatives. They are being consulted on the impact on staff of the proposed changes to the library opening hours.
- 7.2. In relation to the proposal to market test some site management functions, informal consultation with staff and their representatives commenced in March 2014.
- 7.3 Further communication with staff and their representatives on all these proposals will be taking place before the date of the Committee and any feedback from these discussions will be provided at the meeting.
- 7.4 If Members agree to the recommendation to market test certain site management functions staff and their representatives will be engaged and consulted as early as practicable at each stage of the process going forward, subject of course to any commercially sensitive information. Any staffing implications arising from the recommendations to market test site management functions will need to be carefully planned for and managed in accordance with Council policies and procedures and with due regard for the existing framework of employment law. Any tendering process will consider whether or not the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) would apply and the consequential legal and financial implications arising from these proposals. Early legal advice based on the approach set out in the report indicates that TUPE is unlikely to apply in this case. Further legal advice will be sought during the consultation process.

Non-Applicable Sections:	None
Background Documents: (Access via Contact Officer)	Renewal and Recreation Libraries Survey Outcome of Consultation – 10 th July 2012. London Borough of Bromley CIPFA Comparative Profile Public Libraries

Bromley Libraries - visitor numbers by opening hour

1st - 7th July 2013
2nd - 8th December 2013
3rd - 9th February 2014

People counters were read **at the end of each hour**.

The statistics show the number of people coming into the library each hour, but they do not show how long each visit lasts.

People counters in all libraries, except Central (and Local Studies), count only those going in. The counters at Central Library (on the stairs and at the lift) count people going in and out and have been divided by 2.

10.00 counts:

The 10.00 counts for all libraries, except Biggin Hill, cover 9.30 - 10.00 rather than a full hour.

The 10.00 counts for Biggin Hill will inevitably be high since they include the following unstaffed hours:

Monday: The 10.00 count includes visits from Sunday 13.00 - 19.30 and Monday 7.30 - 9.30.

Tuesday - Friday: The 10.00 counts includes visits from 19.00 - 21.30 the evening before and from 7.30 - 9.30 that morning.

Saturday: The 10.00 count includes visits from Friday 19.00 - 20.30 and Saturday 8.00 - 9.30.

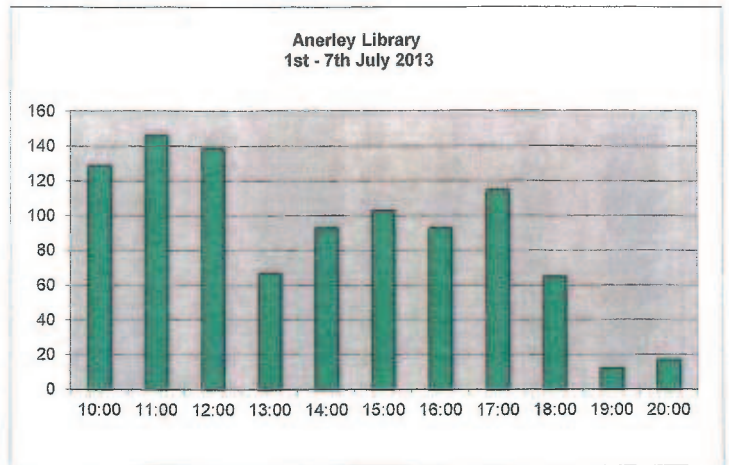
Sunday: The 11.00 count includes visits from Saturday 17.00 - 19.30 and Sunday 8.00 - 10.00.

19.00 and 20.00 counts

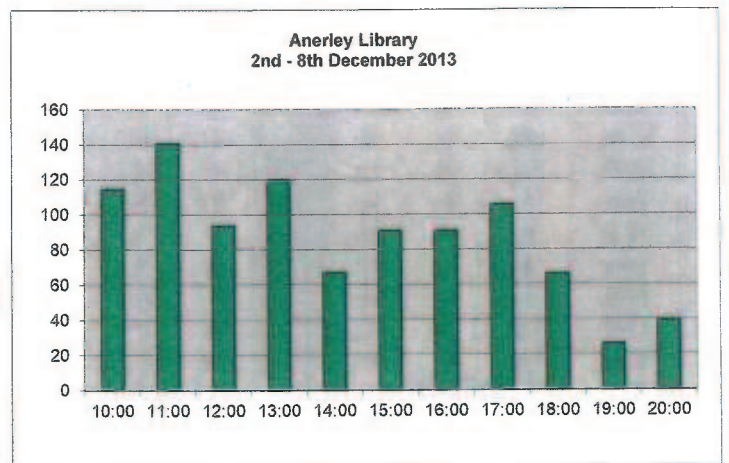
The weekly totals for 19.00 and 20.00 in each library will inevitably be lower than other time periods as they cover only one or two days per week (except Biggin Hill Library, which is open until 19.00 from Monday - Friday).

Anerley Library

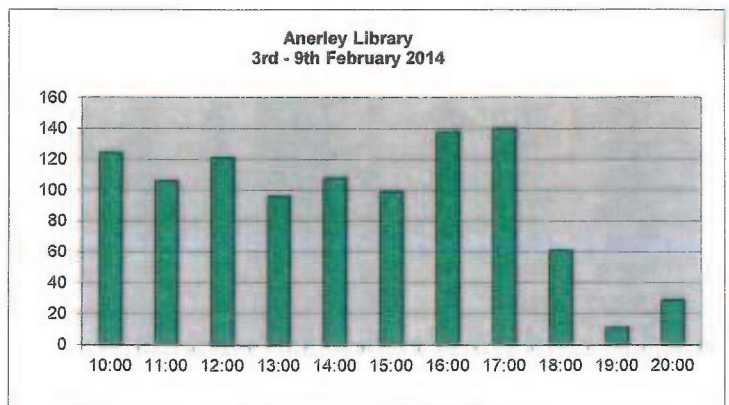
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	21	42	26		14	26	129
11:00	29	48	29		32	8	146
12:00	25	15	33		42	24	139
13:00	22	12	15		9	9	67
14:00	21	38	21		9	4	93
15:00	12	28	16		16	31	103
16:00	22	25	24		12	10	93
17:00	13	28	50		17	7	115
18:00	15	16	15		19		65
19:00	12						12
20:00	17						17
	209	252	229		170	119	979



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	10	48	17		35	5	115
11:00	43	52	17		12	17	141
12:00	24	13	16		16	25	94
13:00	20	33	25		26	16	120
14:00	23	5	13		11	15	67
15:00	7	26	16		28	14	91
16:00	4	28	15		32	12	91
17:00	3	40	20		29	14	106
18:00	18	19	17		12		66
19:00	26						26
20:00	39						39
	217	264	156		201	118	956

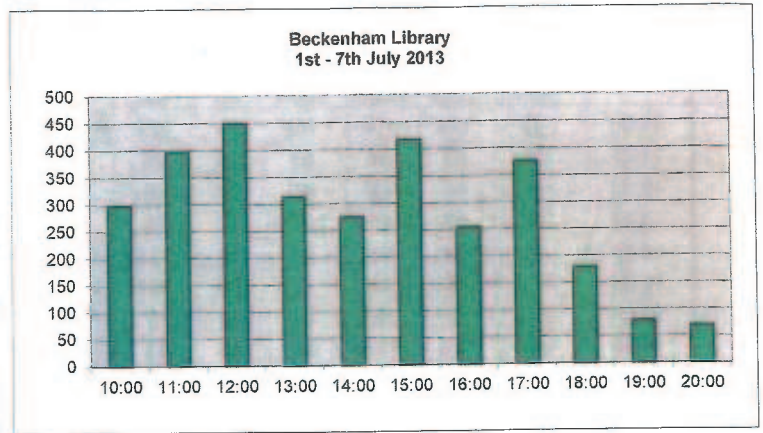


3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	10	40	31		33	10	124
11:00	12	38	18		20	18	106
12:00	22	32	17		43	7	121
13:00	32	13	13		15	23	96
14:00	30	8	16		19	35	108
15:00	18	39	15		10	17	99
16:00	22	30	29		31	26	138
17:00	23	27	34		51	5	140
18:00	17	4	20		20		61
19:00	11						11
20:00	29						29
	226	231	193		242	141	1033

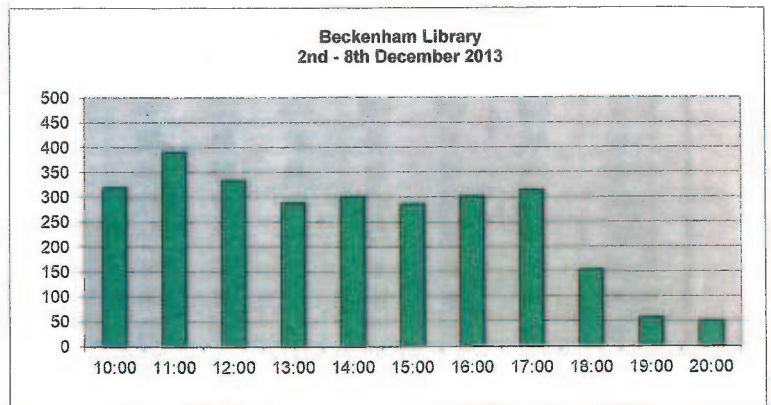


Beckenham Library

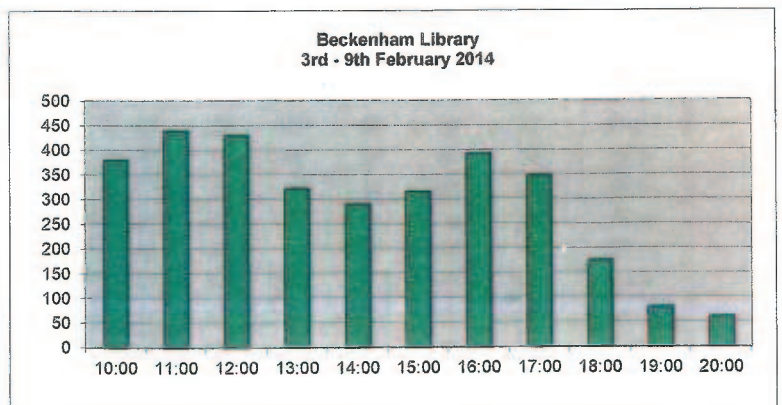
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	78	67	49		54	51	299
11:00	156	68	55		44	76	399
12:00	160	89	45		87	69	450
13:00	69	57	49		61	78	314
14:00	59	54	44		45	73	275
15:00	77	108	96		61	76	418
16:00	57	41	64		48	45	255
17:00	57	93	104		56	67	377
18:00	44	48	44		44		180
19:00			26		53		79
20:00			38		32		70
	757	625	614		585	535	3116



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	52	48	41		127	51	319
11:00	166	62	42		41	81	392
12:00	109	64	61		57	43	334
13:00	51	51	47		61	79	289
14:00	54	44	54		77	73	302
15:00	46	45	64		55	76	286
16:00	35	91	53		61	62	302
17:00	110	36	52		55	61	314
18:00	38	31	58		26		153
19:00			24		33		57
20:00			34		16		50
	661	472	530		609	526	2798

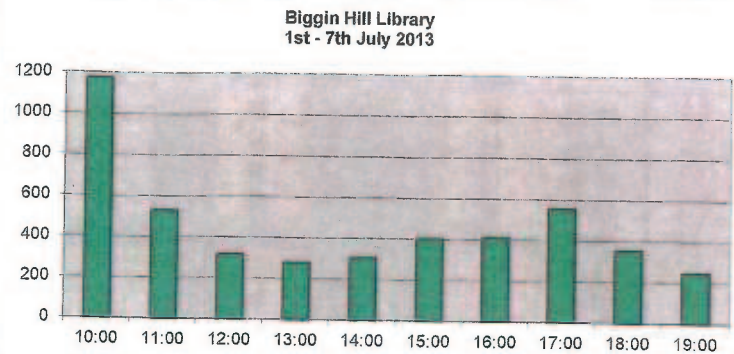


3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	100	57	46		120	57	380
11:00	137	56	74		75	97	439
12:00	112	74	41		87	115	429
13:00	79	48	68		27	100	322
14:00	77	50	49		54	60	290
15:00	41	64	31		86	94	316
16:00	69	79	72		71	102	393
17:00	109	71	67		53	47	347
18:00	43	44	57		31		175
19:00			45		35		80
20:00			38		22		60
	767	543	588		661	672	3231

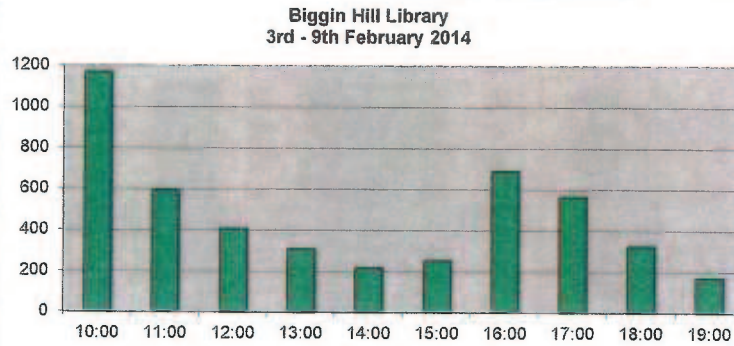


Biggin Hill Library

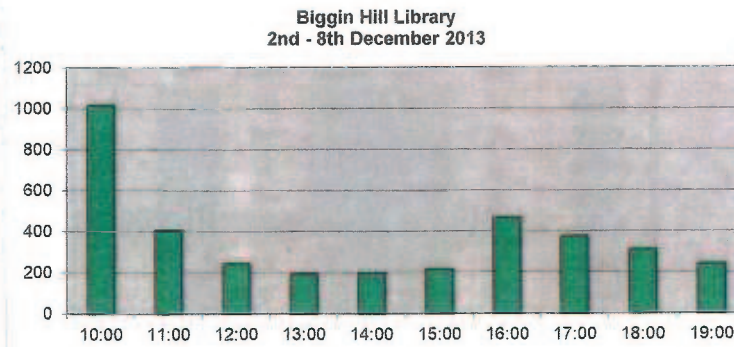
1st - 7th July 2013								
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Totals
10:00	322	194	218	162	59	221		1176
11:00	58	56	54	60	39	76	189	532
12:00	61	36	42	40	42	49	50	320
13:00	31	53	57	37	43	29	32	282
14:00	46	29	44	29	36	122		306
15:00	51	45	40	52	80	138		406
16:00	78	72	82	74	58	47		411
17:00	85	129	114	91	85	53		557
18:00	73	16	91	119	58			357
19:00	28	34	55	101	31			249
	833	664	797	765	531	735	271	4596



2nd - 8th December 2013								
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Totals
10:00	302	122	152	124	122	196		1018
11:00	44	37	39	58	39	56	133	406
12:00	64	40	21	40	28	25	26	244
13:00	38	32	33	26	11	22	30	192
14:00	40	31	39	30	25	34		199
15:00	33	31	44	30	40	37		215
16:00	84	82	98	82	92	28		466
17:00	64	55	71	105	28	52		375
18:00	75	66	49	48	72			310
19:00	43	19	67	73	38			240
	787	515	613	616	495	450	189	3665



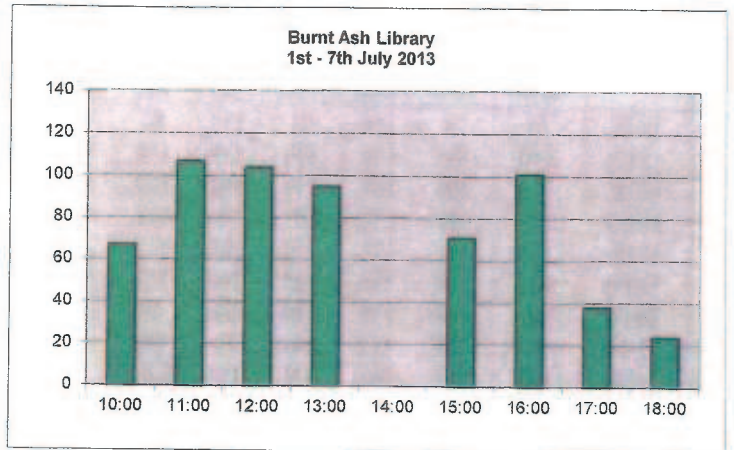
3rd - 9th February 2014								
	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Totals
10:00	386	149	177	99	146	214		1171
11:00	70	61	58	118	65	61	165	598
12:00	50	49	42	85	54	49	79	408
13:00	68	26	20	31	21	71	72	309
14:00	38	27	21	47	23	63		219
15:00	35	33	20	33	69	64		254
16:00	105	96	116	230	96	49		692
17:00	112	104	128	75	79	68		566
18:00	109	65	46	40	65			325
19:00	48	20	31	20	53			172
	1021	630	659	778	671	639	316	4714



Burnt Ash Library

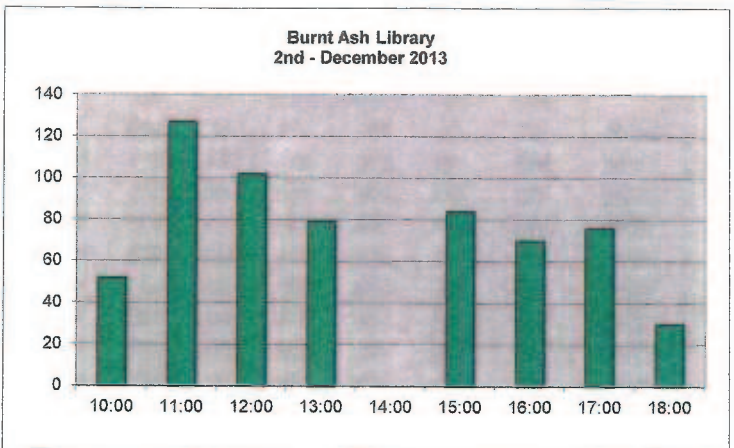
1st - 7th July 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	24			28		15	67
11:00	44			32		31	107
12:00	11			52		41	104
13:00	13			25		57	95
14:00							
15:00	21			24		26	71
16:00	42			26		33	101
17:00	13			19		6	38
18:00	16			8			24
	184			214		209	607



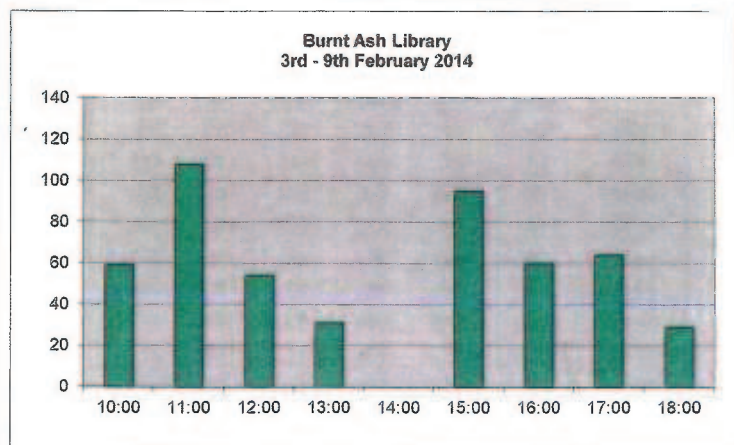
2nd - 8th December 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	17			27		8	52
11:00	43			46		38	127
12:00	22			52		28	102
13:00	22			41		16	79
14:00							
15:00	23			30		31	84
16:00	29			24		17	70
17:00	27			20		29	76
18:00	19			11			30
	202			251		167	620



3rd - 9th February 2014

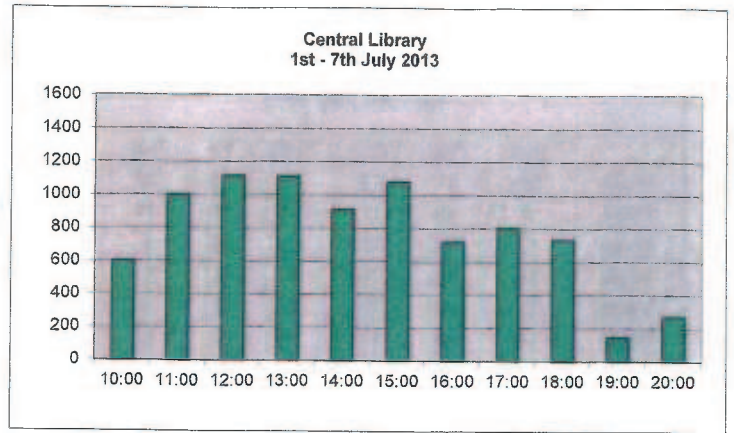
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	25			25		9	59
11:00	41			46		21	108
12:00	19			14		21	54
13:00	8			18		5	31
14:00							
15:00	51			25		19	95
16:00	7			33		20	60
17:00	34			14		16	64
18:00	25			4			29
	210			179		111	500



Central Library

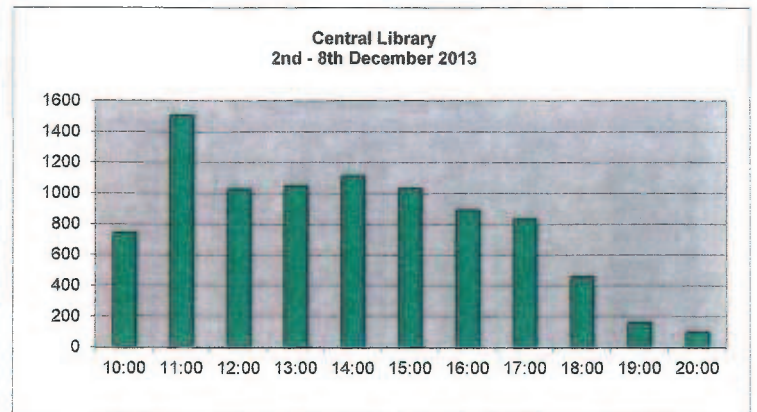
1st - 7th July 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	74	79	164	91	117	80	603
11:00	170	154	139	168	215	158	1003
12:00	185	159	154	210	272	139	1117
13:00	175	189	218	201	170	162	1113
14:00	166	147	211	172	101	119	915
15:00	202	186	163	193	190	150	1082
16:00	99	148	135	153	103	84	721
17:00	118	122	153	149	73	193	807
18:00	198	110	161	137	133		737
19:00		91		56			146
20:00		137		134			271
	1386	1519	1495	1660	1372	1083	8514



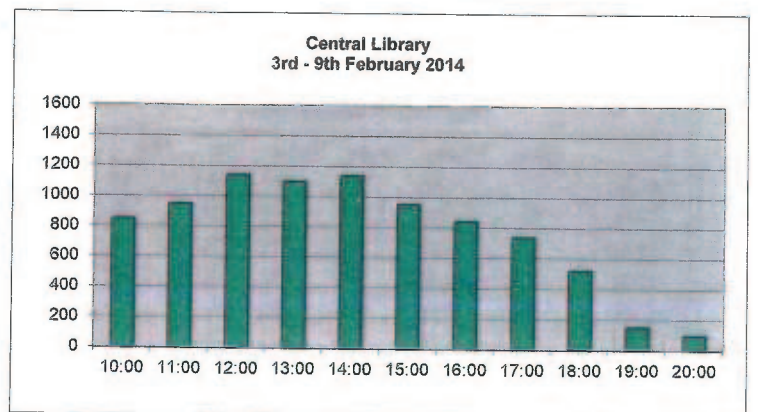
2nd - 8th December 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	97	72	192	174	83	129	746
11:00	143	146	310	349	251	311	1508
12:00	157	144	209	150	180	191	1030
13:00	153	184	208	155	173	178	1051
14:00	199	174	192	178	167	205	1114
15:00	132	145	235	167	135	221	1033
16:00	132	123	150	179	148	162	893
17:00	123	122	92	225	115	160	836
18:00	87	97	96	103	77		459
19:00		59		102			161
20:00		37		61			98
	1222	1301	1682	1841	1327	1555	8926



3rd - 9th February 2014

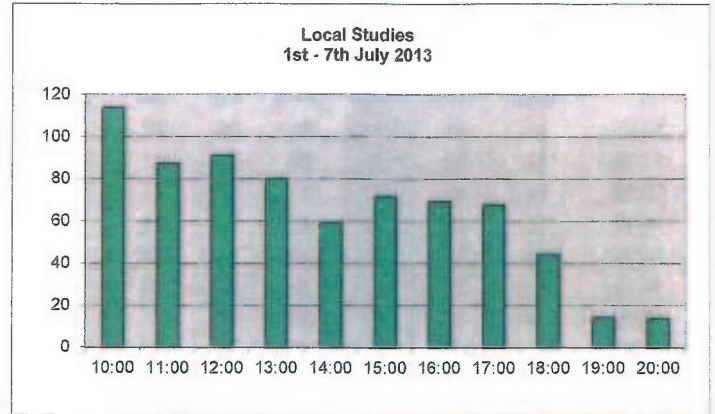
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	91	143	207	146	107	155	849
11:00	131	137	199	149	178	155	949
12:00	155	229	199	174	199	184	1140
13:00	191	182	222	166	186	152	1099
14:00	206	147	187	191	176	232	1139
15:00	172	146	134	126	188	184	950
16:00	146	136	144	102	145	170	843
17:00	109	123	106	113	109	177	737
18:00	90	82	154	121	75		522
19:00		69		80			149
20:00		42		54			96
	1291	1436	1552	1422	1363	1409	8473



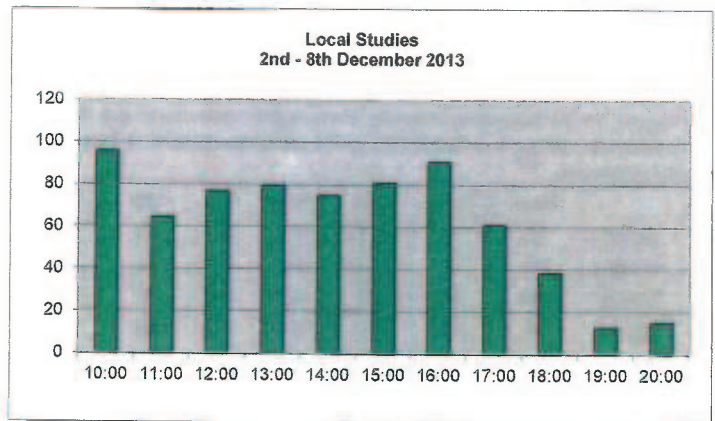
Local Studies

These figures are included in the figures for Central Library

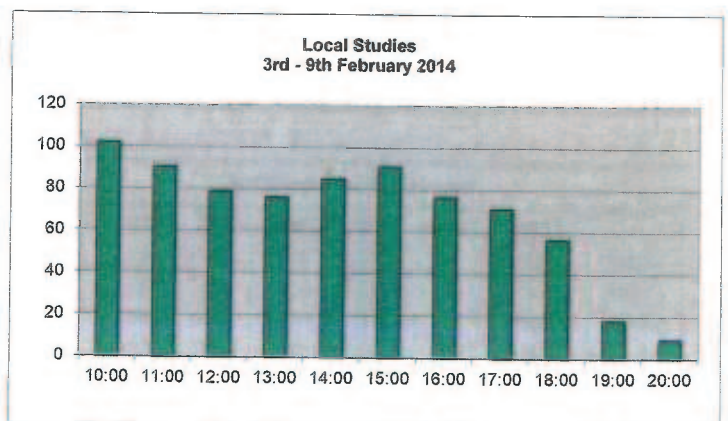
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	25	21	13	24	13	20	114
11:00	8	16	17	17	16	16	88
12:00	13	14	18	23	15	9	92
13:00	21	18	14	8	4	17	81
14:00	9	10	23	8	5	5	60
15:00	14	13	12	16	8	10	72
16:00	13	11	13	10	16	8	70
17:00	13	11	21	7	6	11	68
18:00	9	12	8	7	10		45
19:00		9		6			15
20:00		7		7			14
	123	140	137	131	91	94	716



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	9	9	13	20	22	23	96
11:00	11	11	13	11	12	8	65
12:00	16	9	15	13	15	11	77
13:00	19	16	13	13	8	13	80
14:00	12	11	18	13	9	14	75
15:00	13	10	13	17	9	22	81
16:00	11	10	22	12	17	21	91
17:00	10	10	11	12	7	12	61
18:00	10	6	7	9	8		39
19:00		8		5			13
20:00		8		7			15
	109	105	122	129	105	122	692

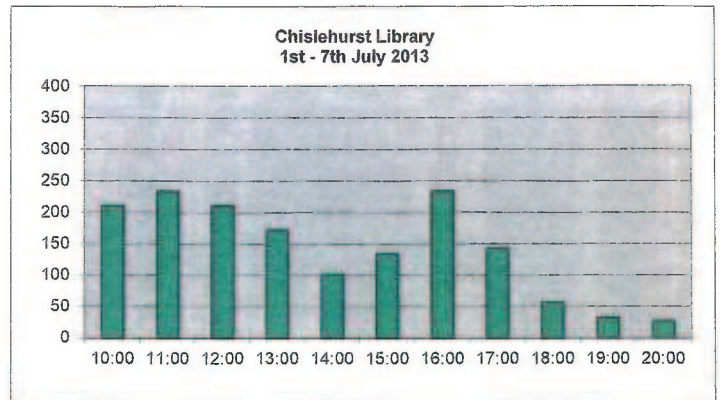


3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	7	18	17	21	24	16	102
11:00	15	18	16	15	15	13	91
12:00	18	16	13	12	12	9	79
13:00	9	15	15	13	12	12	76
14:00	15	16	14	22	13	7	85
15:00	14	13	10	17	24	15	91
16:00	10	13	14	14	19	8	77
17:00	9	11	17	18	9	9	71
18:00	16	14	9	11	8		57
19:00		12		6			18
20:00		4		5			9
	111	148	124	152	134	86	755



Chislehurst Library

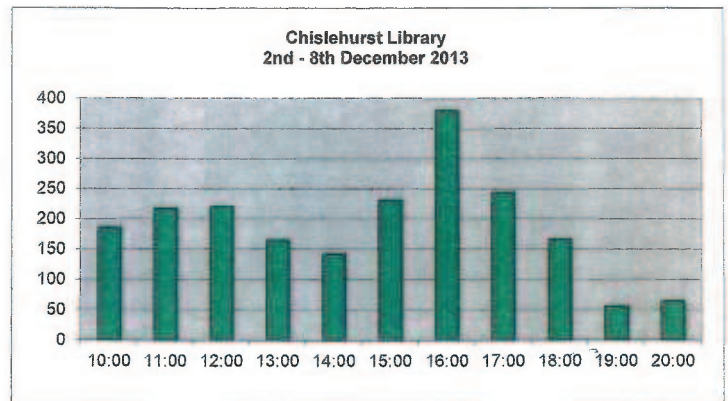
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	37	31		54	60	29	211
11:00	34	25		90	44	41	234
12:00	25	45		51	20	71	212
13:00	30	36		42	31	34	173
14:00	23	25		26	12	16	102
15:00	30	30		33	26	15	134
16:00	58	58		59	52	7	234
17:00	26	47		29	21	21	144
18:00	20	11		14	12		57
19:00	13			20			33
20:00	15			13			28
	311	308		431	278	234	1562



2nd - 8th December 2013

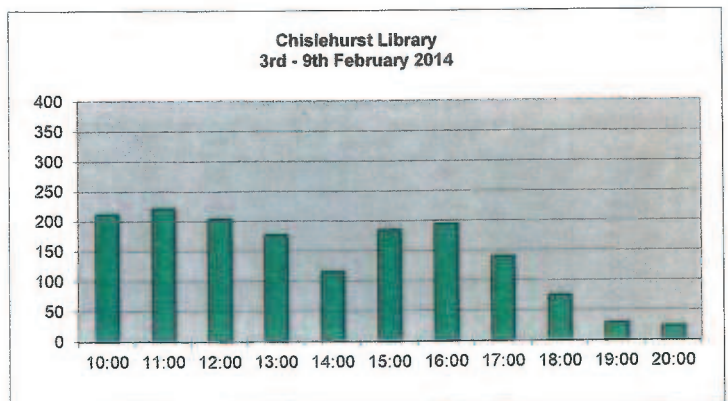
Figures for Monday and Tuesday were higher than usual due to customers calling in to feedback on the proposed Marks & Spencer development.

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	23	47		41	50	25	186
11:00	41	27		92	27	30	217
12:00	34	47		42	30	68	221
13:00	39	33		31	12	50	165
14:00	32	22		31	29	28	142
15:00	64	63		52	38	15	232
16:00	121	122		62	52	23	380
17:00	31	118		41	21	34	245
18:00	46	58		21	41		166
19:00	40			16			56
20:00	49			15			64
	520	537		444	300	273	2074



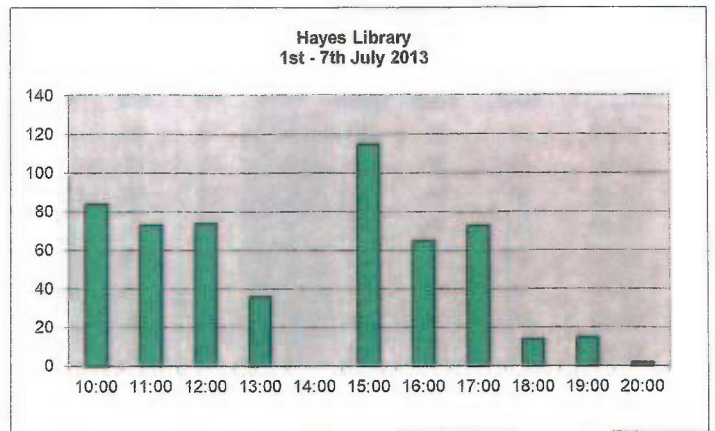
3rd - 9th February 2014

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	30	38		58	41	45	212
11:00	47	28		62	48	36	221
12:00	22	29		45	53	55	204
13:00	45	28		32	22	50	177
14:00	32	24		18	18	23	115
15:00	39	35		31	41	39	185
16:00	55	46		45	31	18	195
17:00	25	25		30	30	30	140
18:00	25	30		9	11		75
19:00	18			11			29
20:00	11			12			23
	349	283		353	295	296	1576

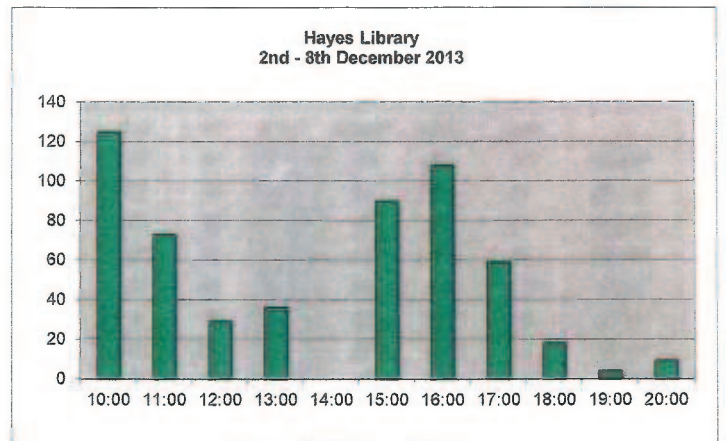


Hayes Library

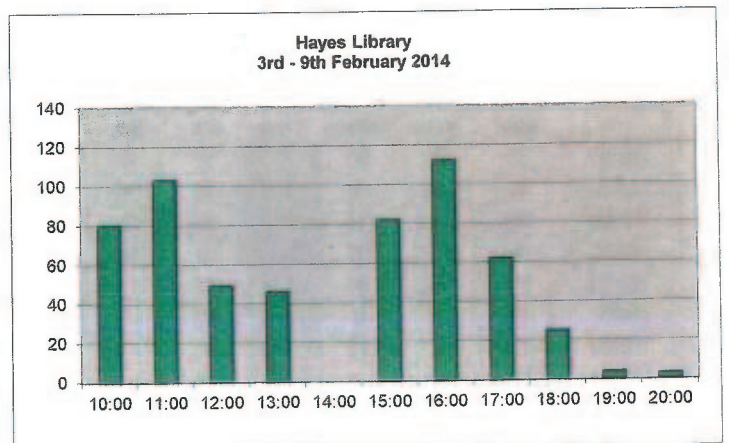
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00		44			26	14	84
11:00		25			31	17	73
12:00		15			20	39	74
13:00		9			13	14	36
14:00							
15:00		47		33	16	19	115
16:00		26		25	8	6	65
17:00		9		28	19	17	73
18:00		5		3	6		14
19:00				15			15
20:00				2			2
		180		106	139	126	551



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00		60			42	23	125
11:00		21			36	16	73
12:00		16			8	5	29
13:00		14			8	14	36
14:00							
15:00		24		30	13	23	90
16:00		32		19	25	32	108
17:00		19		11	15	14	59
18:00		7		8	3		18
19:00				4			4
20:00				9			9
		193		81	150	127	551

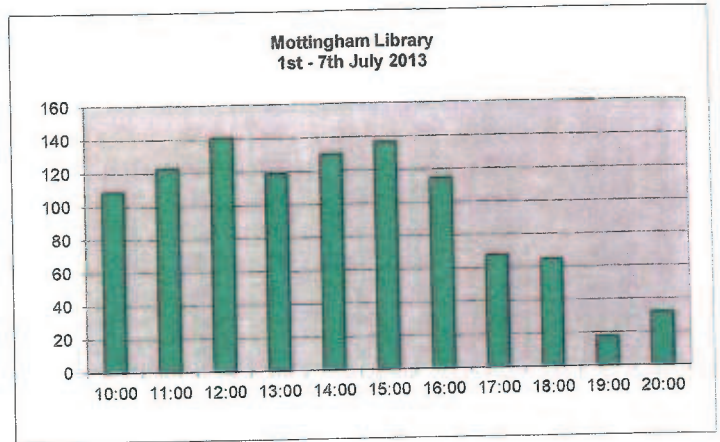


3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00		49			22	9	80
11:00		36			44	23	103
12:00		11			8	30	49
13:00		8			24	14	46
14:00							
15:00		33		22	6	21	82
16:00		38		26	27	21	112
17:00		15		8	27	12	62
18:00		4		5	16		25
19:00				4			4
20:00				3			3
		194		68	174	130	566



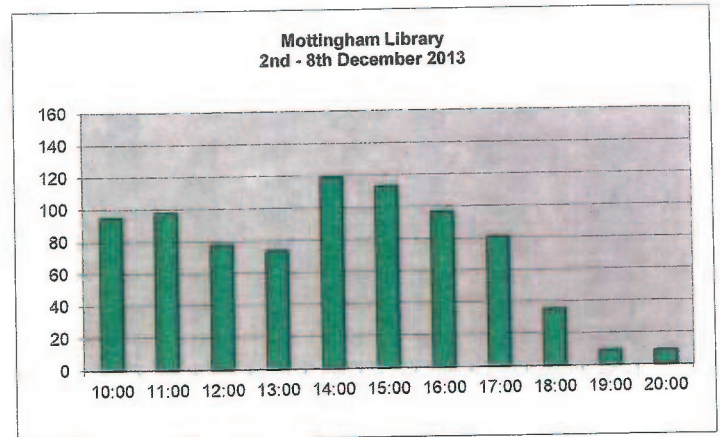
Mottingham Library

1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	21	35	20		13	20	109
11:00	28	28	26		26	15	123
12:00	38	34	31		22	16	141
13:00	38	19	21		36	5	119
14:00	24	14	42		37	13	130
15:00	18	30	41		24	24	137
16:00	21	32	35		21	6	115
17:00	18	14	19		9	8	68
18:00	12	13	16		24		65
19:00					18		18
20:00					32		32
	218	219	251		262	107	1057



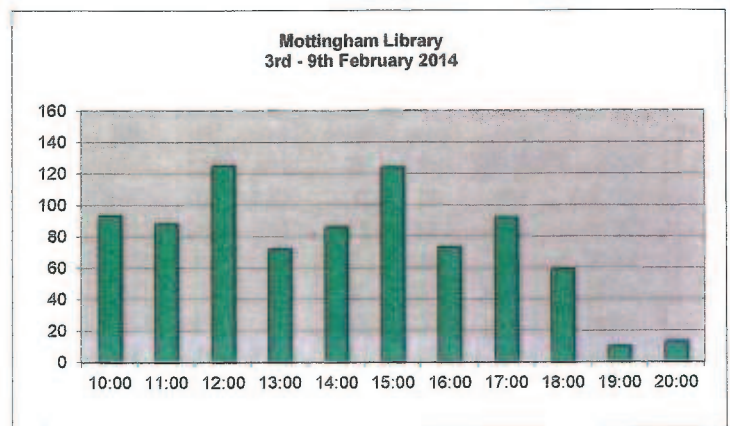
2nd - 8th December 2013

2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	20	26	23		13	13	95
11:00	13	28	12		34	11	98
12:00	12	19	9		20	18	78
13:00	16	5	10		25	18	74
14:00	23	19	46		19	12	119
15:00	30	18	30		27	8	113
16:00	14	18	12		38	15	97
17:00	25	15	9		22	10	81
18:00	9	10	3		13		35
19:00					9		9
20:00					9		9
	162	158	154		229	105	808



3rd - 9th February 2014

3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	17	20	22		17	17	93
11:00	16	35	11		18	8	88
12:00	46	13	27		26	13	125
13:00	18	17	17		8	12	72
14:00	11	12	50		13		86
15:00	15	27	19		63		124
16:00	24	12	25		12		73
17:00	13	22	7		50		92
18:00	18	12	13		16		59
19:00					10		10
20:00					13		13
	178	170	191		246	50	835

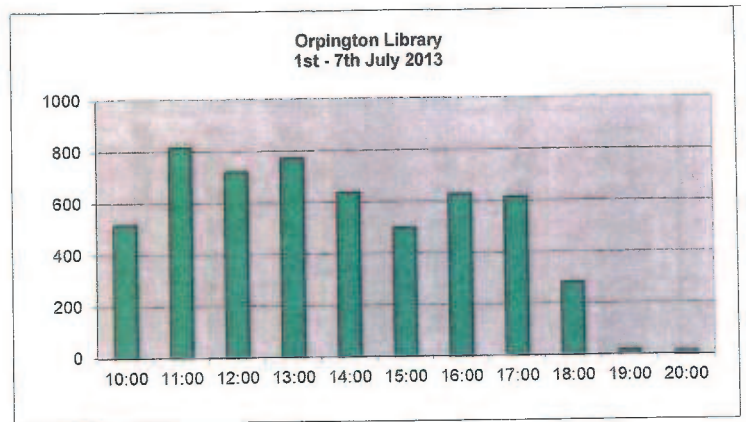


Sat pm - library closed due to staff sickness

Orpington Library

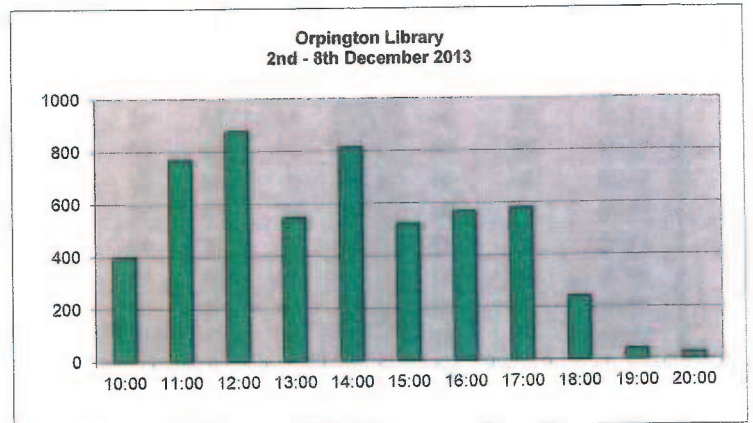
1st - 7th July 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00		90	140	94	113	81	518
11:00	110	155	77	203	160	111	816
12:00	144	128	105	129	74	142	722
13:00	159	125	125	102	129	132	772
14:00	130	118	108	86	128	69	639
15:00	128	97	82	83	45	65	500
16:00	120	99	102	111	85	113	630
17:00	98	93	137	141	95	52	616
18:00	55	75	51	62	39		282
19:00	16						16
20:00	14						14
	974	980	927	1011	868	765	5525



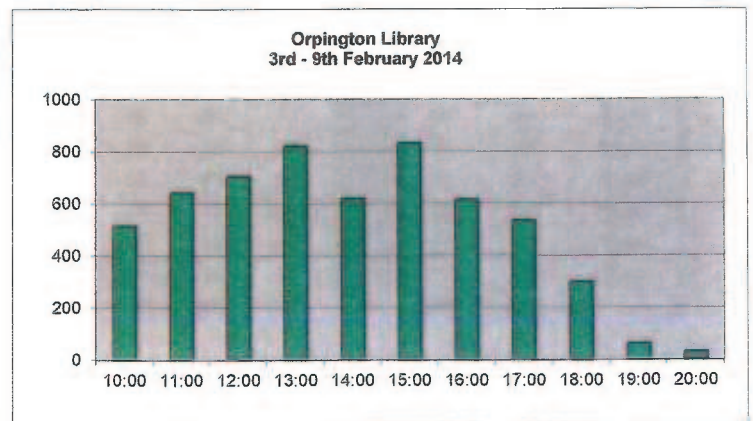
2nd - 8th December 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00		58	78	100	75	90	401
11:00	209	97	67	154	106	137	770
12:00	141	164	151	188	119	114	877
13:00	96	68	83	54	110	136	547
14:00	139	130	160	150	84	152	815
15:00	118	62	67	44	79	154	524
16:00	96	95	90	82	84	122	569
17:00	106	127	97	85	93	73	581
18:00	55	26	66	34	60		241
19:00	40						40
20:00	26						26
	1026	827	859	891	810	978	5391



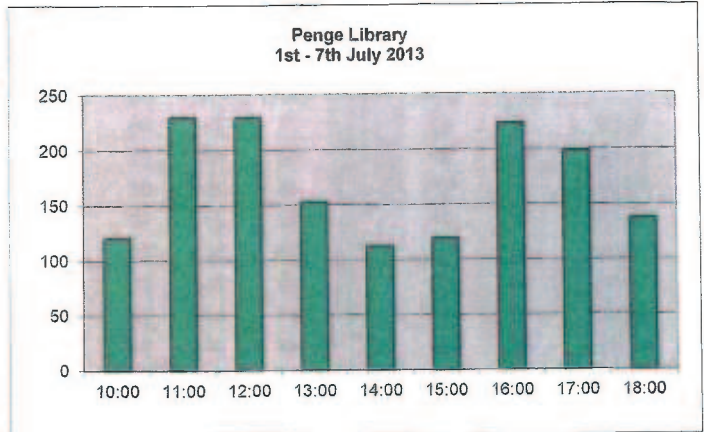
3rd - 9th February 2014

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00		126	59	114	82	133	514
11:00	198	61	97	164	20	101	641
12:00	132	94	114	187	32	146	705
13:00	146	127	67	79	162	241	822
14:00	124	122	75	80	51	169	621
15:00	89	147	58	62	248	229	833
16:00	117	62	77	100	115	144	615
17:00	93	89	63	72	152	65	534
18:00	70	82	54	55	38		299
19:00	62						62
20:00	31						31
	1062	910	664	913	900	1228	5677

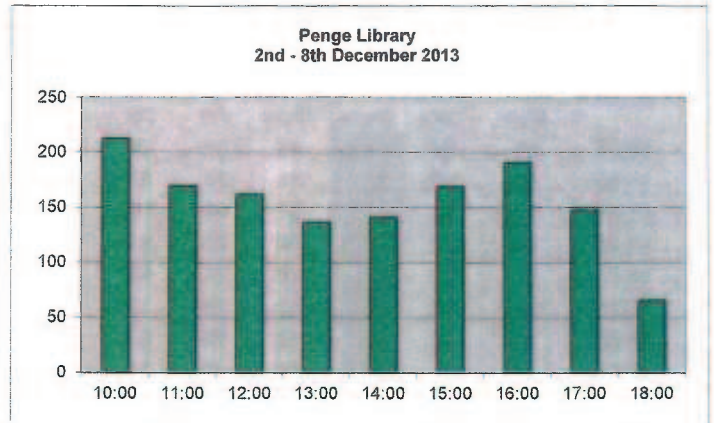


Penge Library

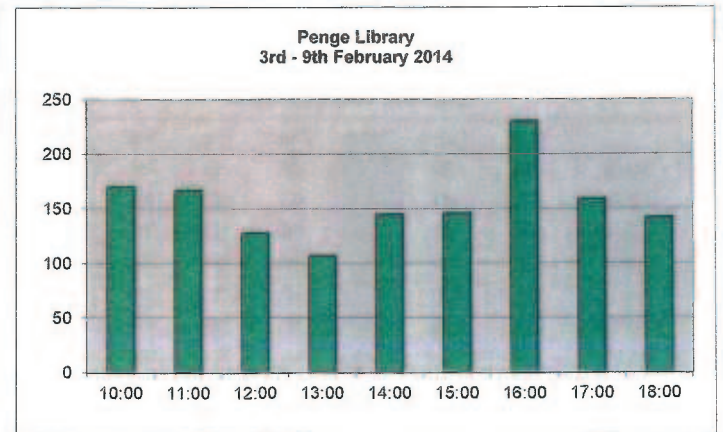
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	18	17		32	19	35	121
11:00	38	27	30	60	40	35	230
12:00	44	17		90	47	32	230
13:00	44	28		20	26	35	153
14:00	35	15		26	16	21	113
15:00	38	21		23	26	12	120
16:00	91	49		33	24	27	224
17:00	73	48		43	27	8	199
18:00	19	21		28	70		138
	400	243	30	355	295	205	1528



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	36	40	56	34	20	27	213
11:00	32	30		42	24	42	170
12:00	36	26		23	25	52	162
13:00	24	28		27	36	22	137
14:00	30	49		27	16	19	141
15:00	33	42		22	29	43	169
16:00	48	32		59	38	14	191
17:00	59	46		16	15	12	148
18:00	17	12		20	17		66
	315	305	56	270	220	231	1397



3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	17	11	64	22	23	33	170
11:00	8	38		26	40	55	167
12:00	17	25		40	22	24	128
13:00	14	12		17	26	38	107
14:00	21	17		31	11	65	145
15:00	14	26		20	46	40	146
16:00	132	39		23	21	15	230
17:00	53	29		22	21	34	159
18:00	52	19		22	49		142
	328	216	64	223	259	304	1394

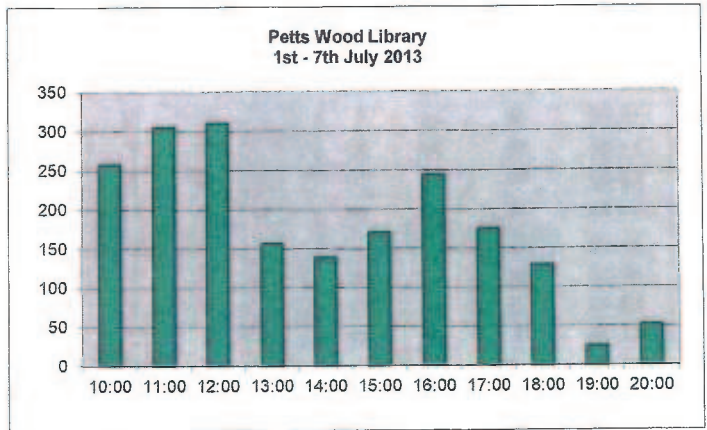


Wednesdays - All Join In activity for children

Petts Wood Library

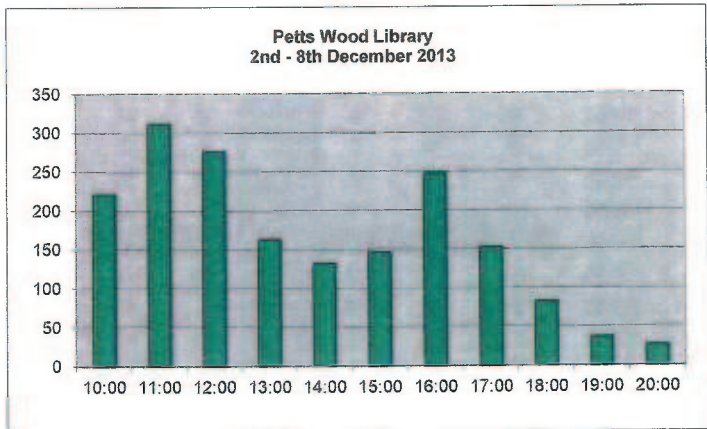
1st - 7th July 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	36	63		71	33	55	258
11:00	51	97		48	48	62	306
12:00	60	109		45	30	67	311
13:00	33	28		32	24	40	157
14:00	26	30		28	30	25	139
15:00	44	39		33	35	20	171
16:00	76	57		41	44	27	245
17:00	36	34		44	26	36	176
18:00	60	19		14	36		129
19:00	16			9			25
20:00	13			39			52
	451	476		404	306	332	1969



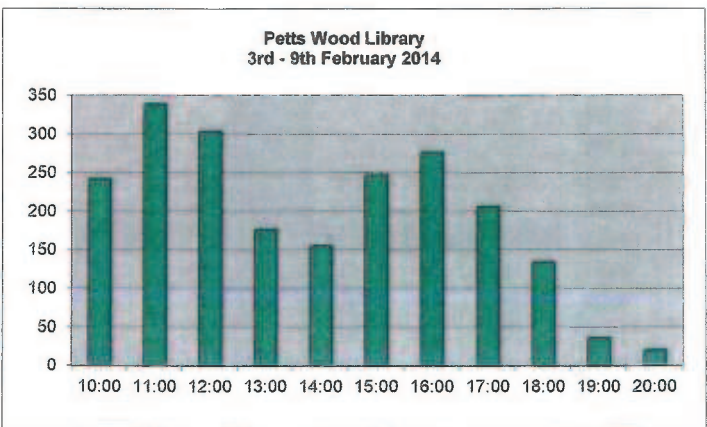
2nd - 8th December 2013

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	60	58		43	31	29	221
11:00	37	142		33	37	63	312
12:00	29	84		57	27	79	276
13:00	29	22		33	25	54	163
14:00	32	25		10	24	41	132
15:00	23	26		32	28	37	146
16:00	36	30		62	63	57	248
17:00	42	31		19	49	12	153
18:00	20	24		28	10		82
19:00	18			18			36
20:00	16			10			26
	342	442		345	294	372	1795



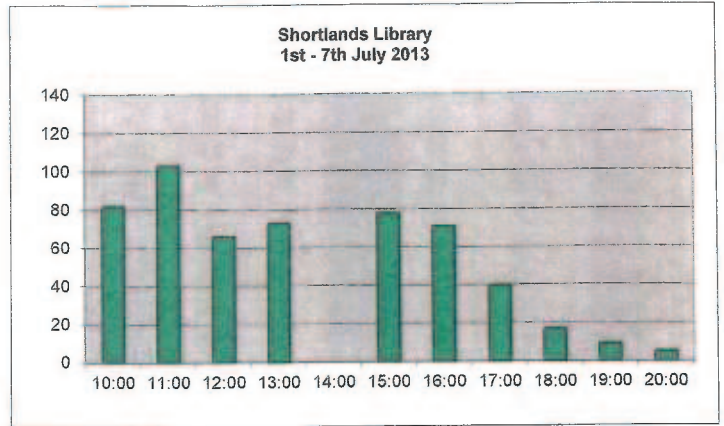
3rd - 9th February 2014

	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	69	84		28	19	42	242
11:00	34	136		47	60	62	339
12:00	64	92		32	31	85	304
13:00	32	39		24	24	58	177
14:00	29	22		40	19	45	155
15:00	65	36		62	36	48	247
16:00	52	60		55	51	59	277
17:00	42	41		21	48	54	206
18:00	57	12		17	48		134
19:00	22			14			36
20:00	5			15			20
	471	522		355	336	453	2137



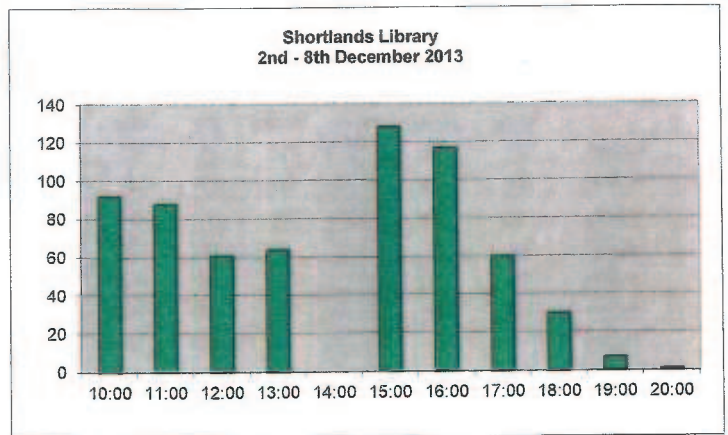
Shortlands Library

1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	36	18	6		10	12	82
11:00	35	28	20		13	7	103
12:00	11	14	20		16	5	66
13:00	9	10	18		25	11	73
14:00							
15:00	20	20	14		10	14	78
16:00	12	30	14		7	8	71
17:00	9	6	19		4	2	40
18:00	11	1	3		2		17
19:00	9						9
20:00	5						5
	157	127	114		87	59	544



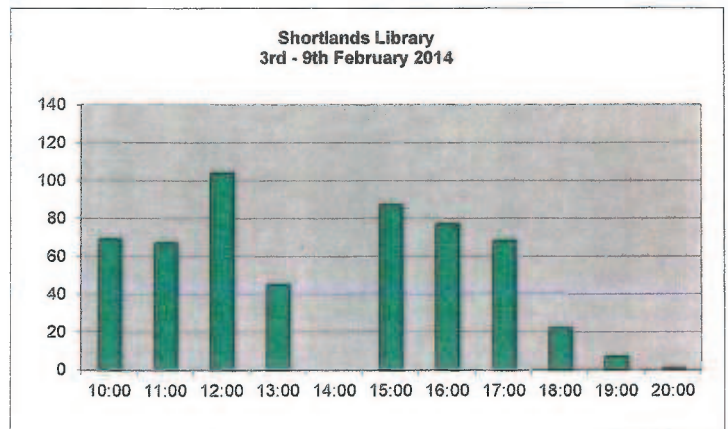
2nd - 8th December 2013

2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	35	23	9		15	10	92
11:00	24	35	7		9	13	88
12:00	11	16	12		12	10	61
13:00	12	10	16		9	17	64
14:00							0
15:00	30	12	19		19	48	128
16:00	39	13	13		7	45	117
17:00	15	4	13		18	10	60
18:00	22	2	2		4		30
19:00	7						7
20:00	1						1
	196	115	91		93	153	648



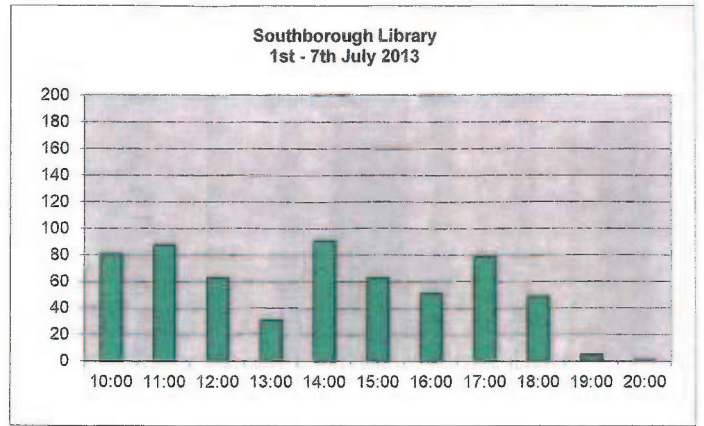
3rd - 9th February 2014

3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	28	24	7		2	8	69
11:00	17	6	7		8	29	67
12:00	22	32	16		16	18	104
13:00	8	6	10		8	13	45
14:00							0
15:00	35	21	4		24	3	87
16:00	26	15	13		12	11	77
17:00	10	14	16		16	12	68
18:00	8	8	2		4		22
19:00	7						7
20:00	1						1
	162	126	75		90	94	547



Southborough Library

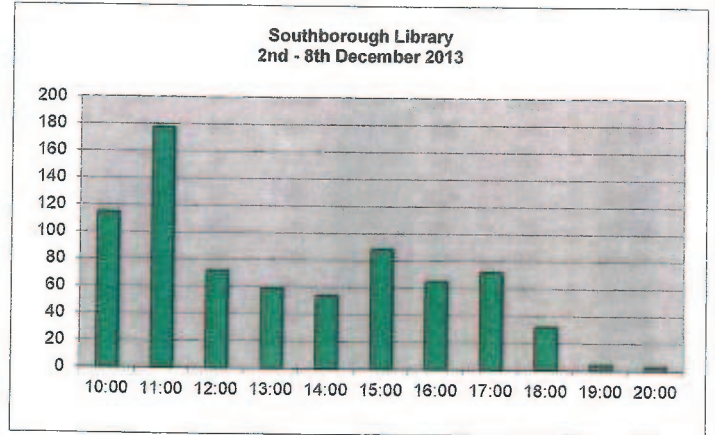
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	20	19		15	16	11	81
11:00	14	13		19	21	21	88
12:00	15	15		11	8	14	63
13:00	7	7		6	5	6	31
14:00	39	8		15	18	11	91
15:00	10	8		17	17	11	63
16:00	10	12		7	10	12	51
17:00	17	14		21	19	8	79
18:00	7	15		17	10		49
19:00					5		5
20:00					1		1
	139	111		128	130	94	602



2nd - 8th December 2013

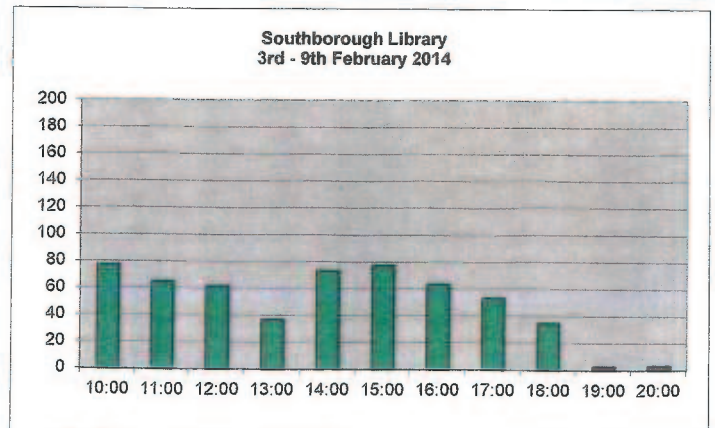
A coffee morning was held on Tuesday morning

2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	41	14		12	21	27	115
11:00	20	106		12	21	19	178
12:00	15	10		8	17	22	72
13:00	6	8		3	26	16	59
14:00	9	10		11	12	12	54
15:00	18	20		25	16	10	89
16:00	17	8		14	17	9	65
17:00	9	12		24	18	9	72
18:00	5	5		12	10		32
19:00					4		4
20:00					3		3
	140	193		121	165	124	743



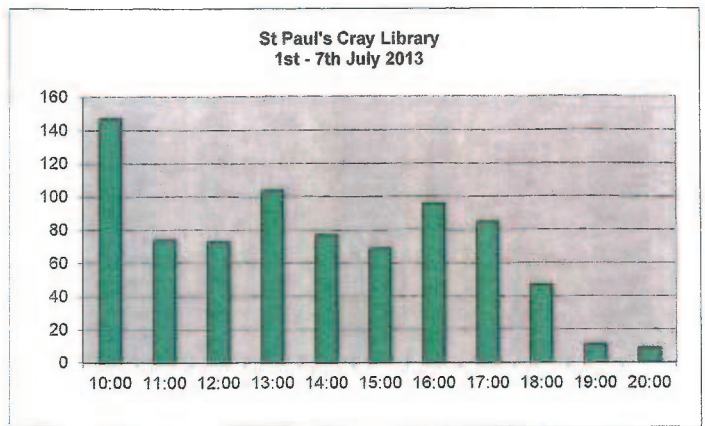
3rd - 9th February 2014

3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	23	11		10	24	10	77
11:00	9	17		15	11	14	65
12:00	10	17		8	11	16	62
13:00	7	9		6	6	10	37
14:00	5	22		9	15	23	73
15:00	12	24		15	17	11	78
16:00	14	14		8	21	7	64
17:00	14	11		4	18	8	53
18:00	10	8		9	8		35
19:00					3		3
20:00					3		3
	102	132		83	134	98	547

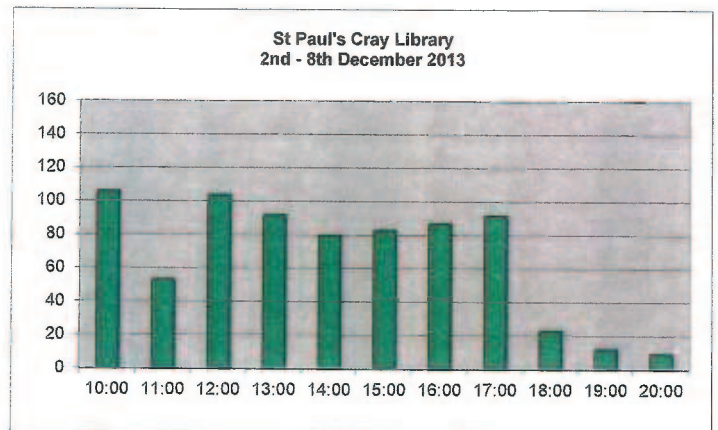


St Paul's Cray Library

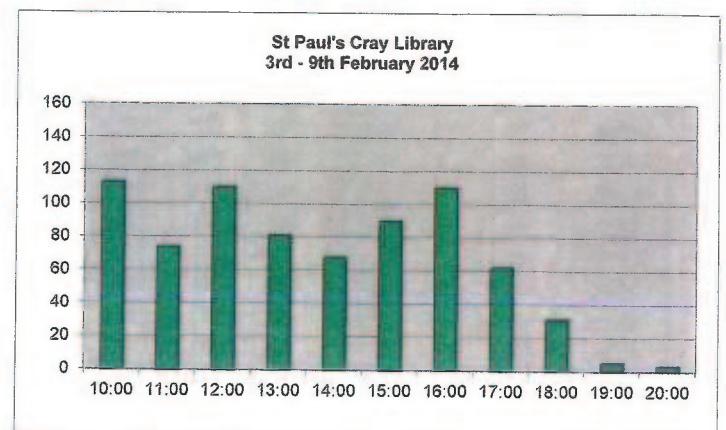
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	47	23		21	44	12	147
11:00	13	22		10	11	18	74
12:00	10	11		10	16	26	73
13:00	19	19		25	14	27	104
14:00	24	13		15	10	15	77
15:00	4	13		26	10	16	69
16:00	24	28		22	13	9	96
17:00	14	12		26	15	18	85
18:00	9	9		22	7		47
19:00		11					11
20:00		9					9
	164	170		177	140	141	792



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	25	20		19	22	20	106
11:00	22	9		16	6	0	53
12:00	22	11		20	12	39	104
13:00	27	15		11	24	15	92
14:00	16	18		25	11	10	80
15:00	18	15		15	27	8	83
16:00	12	13		13	38	11	87
17:00	17	26		17	26	6	92
18:00	7	3		5	8		23
19:00		12					12
20:00		9					9
	166	151		141	174	109	741

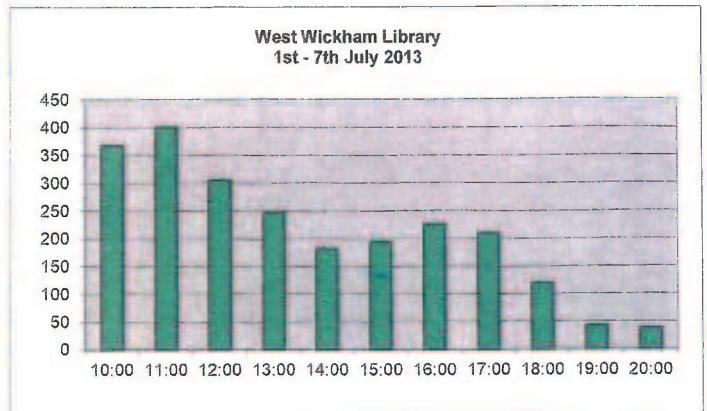


3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	25	14		20	32	22	113
11:00	25	1		22	10	16	74
12:00	11	15		36	23	25	110
13:00	22	25		15	11	8	81
14:00	15			13	21	19	68
15:00	28	16		13	8	25	90
16:00	34	11		2	20	43	110
17:00	26	12		4	10	10	62
18:00	8	10		9	4		31
19:00		5					5
20:00		3					3
	194	112		134	139	168	747

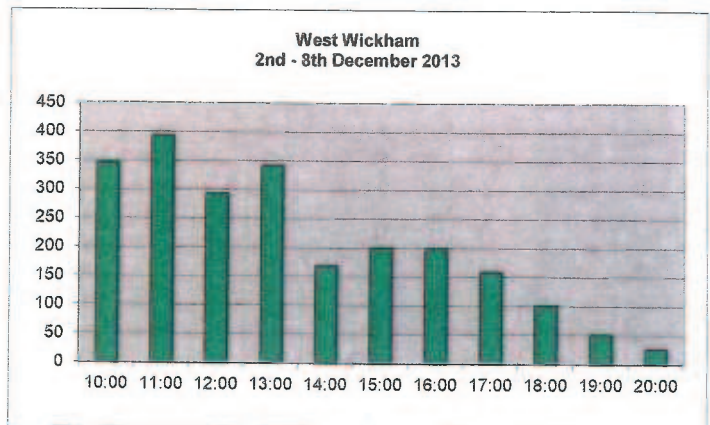


West Wickham Library

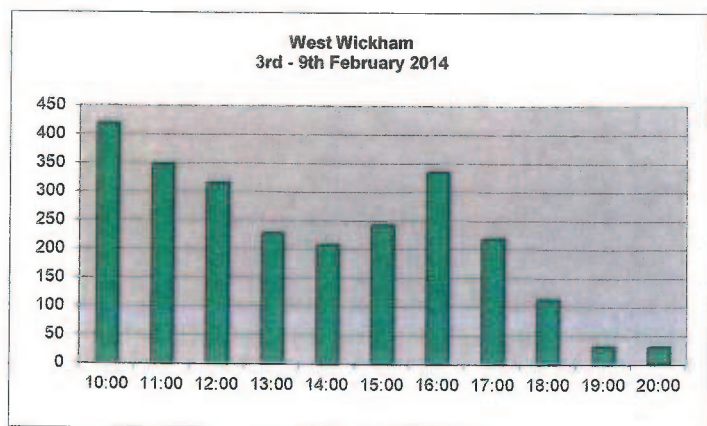
1st - 7th July 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	79	62		65	63	99	368
11:00	58	48		89	111	95	401
12:00	52	54		64	53	83	306
13:00	44	53		60	36	56	249
14:00	34	50		37	39	22	182
15:00	44	22		59	36	34	195
16:00	55	52		35	44	40	226
17:00	48	48		42	33	39	210
18:00	39	12		40	29		120
19:00	16				27		43
20:00	24				15		39
	493	401		491	486	468	2339



2nd - 8th December 2013							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	13	85		100	62	87	347
11:00	114	82		38	88	72	394
12:00	13	38		66	51	126	294
13:00	70	50		122	39	62	343
14:00	40	42		31	19	37	169
15:00	36	43		23	50	49	201
16:00	49	41		28	45	37	200
17:00	13	39		32	43	33	160
18:00	19	26		12	44		101
19:00	21				30		51
20:00	16				10		26
	404	446		452	481	503	2286



3rd - 9th February 2014							
	Mon	Tues	Weds	Thurs	Fri	Sat	Totals
10:00	76	94		101	77	71	419
11:00	48	74		66	104	56	348
12:00	62	65		36	43	109	315
13:00	40	33		56	48	51	228
14:00	37	53		18	50	50	208
15:00	39	33		45	71	55	243
16:00	69	73		56	56	81	335
17:00	38	42		24	69	46	219
18:00	24	35		14	40		113
19:00	14				17		31
20:00	10				21		31
	457	502		416	596	519	2490



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APPENDIX 2

CURRENT LIBRARY OPENING HOURS – MARCH 2014

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Central	9.30-6.00	9.30-8.00	9.30-6.00	9.30-8.00	9.30-6.00	9.30-5.00	
Anerley	9.30-8.00	9.30-6.00	9.30-6.00		9.30-6.00	9.30-5.00	
Beckenham	9.30-6.00	9.30-6.00	9.30-8.00		9.30-8.00	9.30-5.00	
Biggin Hill	7.30-9.30	7.30-9.30	7.30- 9.30	7.30-9.30	7.30-8.30	8.00 – 7.30	8.00 – 7.30
Burnt Ash	9.30-1.00 2.00-6.00			9.30-1.00 2.00-6.00		9.30-1.00 2.00-5.00	
Chislehurst	9.30-8.00	9.30-6.00		9.30-8.00	9.30-6.00	9.30-5.00	
Hayes		9.30-1.00 2.00-6.00		2.00-8.00	9.30-1.00 2.00-6.00	9.30-1.00 2.00-5.00	
Mottingham	9.30-6.00	9.30-6.00	9.30-6.00		9.30-8.00	9.30-5.00	
Orpington	10.00-8.00	9.30-6.00	9.30-6.00	9.30-6.00	9.30-6.00	9.30-5.00	
Penge	9.30-6.00	9.30-6.00		9.30-6.00	9.30-6.00	9.30-5.00	
Petts Wood	9.30-8.00	9.30-6.00		9.30-8.00	9.30-6.00	9.30-5.00	
Shortlands	9.30-1.00 2.00-8.00	9.30-1.00 2.00-6.00	9.30-1.00 2.00-6.00		9.30-1.00 2.00-6.00	9.30-1.00 2.00-5.00	
Southborough	9.30-6.00	9.30-6.00		9.30-6.00	9.30-8.00	9.30-5.00	
St Paul's Cray	9.30-6.00	9.30-8.00		9.30-6.00	9.30-6.00	9.30-5.00	
West Wickham	9.30-8.00	9.30-6.00		9.30-6.00	9.30-8.00	9.30-5.00	

PROPOSED LIBRARY OPENING HOURS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Central	9.30-6.00	9.30-6.00	9.30-6.00	9.30-8.00	9.30-6.00	9.30-5.00	
Beckenham	9.30-6.00	9.30-6.00	9.30-8.00		9.30-6.00	9.30-5.00	
Biggin Hill	7.30-9.30	7.30-9.30	7.30- 9.30	7.30-9.30	7.30-8.30	8.00 – 7.30	8.00 – 7.30
Burnt Ash	9.30-1.00 2.00-6.00			9.30-1.00 2.00-6.00		9.30-1.00 2.00-5.00	
Chislehurst	9.30-8.00	9.30-5.30		9.30-5.30	9.30-5.30	9.30-5.00	
Hayes		9.30-1.00 2.00-6.00			9.30-1.00 2.00-6.00	9.30-1.00 2.00-5.00	
Mottingham	9.30-1.00 2.00-5.30		9.30-1.00 2.00-5.30		9.30-1.00 2.00-5.30	9.30-1.00 2.00-5.00	
Orpington	10.00-8.00	9.30-6.00	9.30-6.00	9.30-6.00	9.30-6.00	9.30-5.00	
Penge	10.00-7.00	10.00- 5.30	10.00-3.00	10.00-5.30	10.00-5.30	10.00-5.00	
Petts Wood	9.30-5.30	9.30-5.30		9.30-8.00	9.30-5.30	9.30-5.00	
Shortlands	9.30-1.00 2.00-5.30	9.30-1.00 2.00-5.30			9.30-1.00 2.00-5.30	9.30-1.00 2.00-5.00	
Southborough	9.30-1.00 2.00-5.30	9.30-1.00 2.00-5.30			9.30-1.00 2.00-5.30	9.30-1.00 2.00-5.00	
St Paul's Cray	9.30-1.00 2.00-5.30	9.30-1.00 2.00-5.30		9.30-1.00 2.00-5.30		9.30-1.00 2.00-5.00	
West Wickham	9.30-8.00	9.30-5.30		9.30-5.30	9.30-5.30	9.30-5.00	

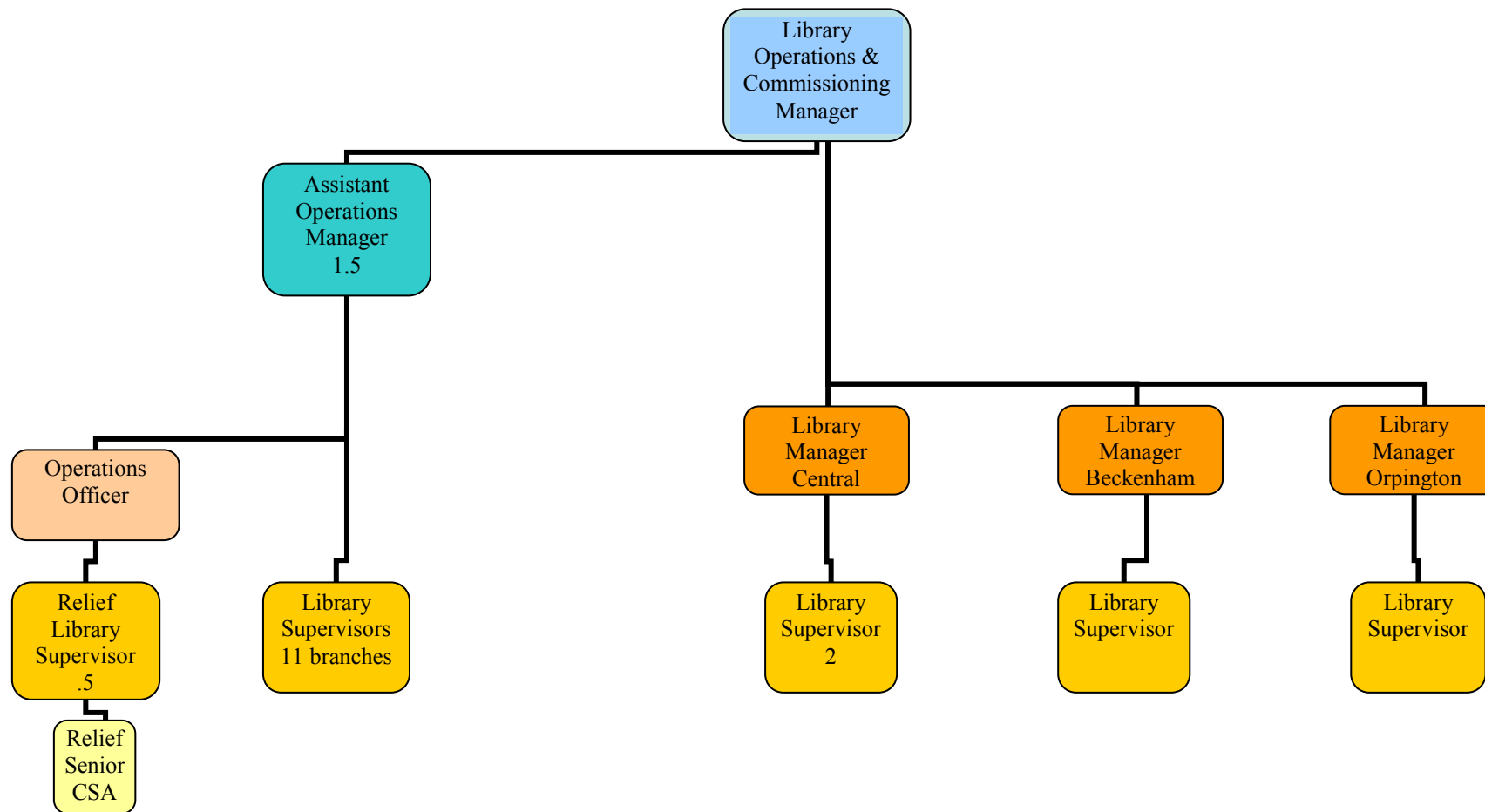
PROPOSED CHANGES TO LIBRARY OPENING HOURS

	Library	Current Hours	Proposed Hours	% Change	Comments
1	Central	54	52	- 3.7%	Reduction of one late night.
2	Beckenham	45.5	43.5	- 4.4%	Reduction of one late night
3	Orpington	51.5	51.5	0	
4	West Wickham	45.5	42	- 7.7%	Reduction of one late night. Close at 5.30pm instead of 6pm
5	Petts Wood	45.5	42	- 7.7%	Reduction of one late night. Close at 5.30pm instead of 6pm
6	Chislehurst	45.5	42	- 7.7%	Reduction of one late night. Close at 5.30pm instead of 6pm
7	Biggin Hill	58	58	0	
8	Burnt Ash	21.5	21.5	0	
9	Hayes	27.5	21.5	- 21.8%	Hayes to mirror Burnt Ash opening hours
10	Mottingham	43.5	27.5	- 36.8%	Open 4 days instead of 5; close for lunch; close at 5.30pm instead of 6pm or 8pm
11	Penge	41.5	43.5	+4.8%	
12	Shortlands	38.5	27.5	- 28.6%	Open 4 days instead of 5; close at 5.30pm instead of 6pm or 8pm
13	St Paul's Cray	43.5	27.5	- 36.8%	Open 4 days instead of 5; close for lunch; close at 5.30pm instead of 6pm or 8pm
14	Southborough	43.5	27.5	- 36.8%	Open 4 days instead of 5; close for lunch; close at 5.30pm instead of 6pm or 8pm
	Total Library	605	527.5	- 13%	
	Mobile	33.5	0	-100%	Cease this service
	Total Reduction Library and Mobile	638.5	527.5	-17.4%	

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PROPOSED LIBRARY OPERATIONAL STAFF RESTRUCTURING



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APPENDIX 6

**Mobile Library
Visit count 3rd - 8th February 2014**

			Visitors 1 - 7 Jul 13	Visitors 2 - 8 Dec 13	Visitors 3 - 8 Feb14
Monday	9.30 - 10.30	Keston Village	8	4	4
	10.45 - 11.15	Stanhope Grove	4	5	4
	11.30 - 12.00	Downe Pre School (Jul)/Burmash House(Dec)/Bromley Road School(Feb)	9	1	32
	13.40 - 14.15	Warner House (Dec)/Funshine(Feb)		3	6
	14.50 - 15.50	Gates Green School	28	42	26
	16.10 - 16.40	Downe Village	0	0	0
	16.45 - 17.15	Standard Road	1	2	0
		Total	50	57	72
Tuesday	9.15 - 9.45	Darrick Wood Community Centre	1	3	1
	9.45 - 10.15	Isabella Drive	1	1	1
	10.30 - 11.00	Sheltered housing, Tintagel Road	1	2	0
	11.15 - 11.45	Chelsfield Primary School	18	8	2
	13.00 - 14.00	Farnborough Primary School	↓	↓	5
	14.00 - 15.00	Farnborough Primary School	↓	↓	4
	15.00 - 16.00	Farnborough Primary School	↓	↓	18
	16.00 - 16.30	Farnborough Primary School	Total 13.00 to 16:30= 31	Total 13.00 to 16:30= 48	6
	16.45 - 17.20	Craven Road	3	3	4
	17.30 - 18.15	Goddington Lane	8	3	3
		Total	29	68	44
Weds	9.30 - 10.15	Wardens Field Close	9	5	3
	10.45 - 11.15	Mayfield Avenue	5	5	1
	11.35 - 12.00	Tidebrook Court, Sandway Road	1	1	0
	12.00 - 12.20	Tillingbourne Green	0	2	0
	13.30 - 14.30	SPC School	(Sports Day)	22	23
	15.00 - 15.45	St Mary Cray School	3	5	10
	16.00 - 16.30	Somerden Road	6	2	4
	16.45 - 17.45	Reed Avenue	6	2	2
		Total	30	44	43
Thurs	10.00 - 10.45	Summerlands	5		
	11.00 - 11.45	Travellers	0		
	13.00 - 14.00	The Buff	↓	↓	8
	14.00 - 15.00	The Buff	↓	↓	14
	15.00 - 16.15	The Buff	Total 13.00 to 16:15= 32	Total 13.00 to 16:15= 45	34
	16.30 - 17.00	Forest Way		2	3
	17.15 - 17.45	Grange Road	14	10	2
		Total	51	57	61
Friday	9.30 - 10.00	Allington Road, Kelvin Parade	2	0	2
	10.00 - 11.00	Elms Nursery, Orpington			23
	11.15 - 12.00	Grays Farm			12
	13.00 - 13.55	Pratts Bottom Junior	0 (School Trip)	1	0
	15.00 - 15.20	Bull, Ringwood Avenue	2	3	4
	15.45 - 16.20	Cudham Rec South	8	4	3
	16.30 - 16.55	Hazelwood	5	4	3
	17.00 - 17.30	Cudham Rec North	6	4	3
		Total	23	16	50
Sat	9.30 - 10.30	Windsor Drive	27		10
	10.30 - 11.30	Windsor Drive			8
	11.30 - 12.30	Windsor Drive			4
	12.30 - 13.00	Windsor Drive		Total 9.30-13.00 = 21	1
	14.15 - 15.00	Sainsburys, Locksbottom			3
	15.00 - 15.30	Sainsburys, Locksbottom			4
	15.30 - 16.15	Sainsburys, Locksbottom		Total 14.15-16.15 = 7	3
		Total	27	28	33
		Overall total	210	270	303

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Report No.
DRR14/029

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PORTFOLIO HOLDER FOR RENEWAL AND RECREATION
WITH PRE-SCRUTINY BY THE RENEWAL AND RECREATION
POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 1 April 2014

Decision Type: Non-Urgent Executive Non-Key

Title: BROMLEY BID PROJECT UPDATE

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: Bromley Town;

1. Reason for report

In January the Council's Executive agreed to set aside a sum of £110k from the Economic Development and Investment Fund to assist with the development of a Business Improvement District (BID) in Bromley town centre. Subsequent to discussions which have taken place with key stakeholders in the town centre, this report sets out in more detail the means for achieving the goal of introducing a BID in Bromley and requests Portfolio Holder authorisation for a grant to be made to a business group established specifically for the purpose of promoting the proposed BID.

2. **RECOMMENDATION(S)**

That the Portfolio Holder for Renewal and Recreation:

2.1 Notes the proposed methodology for promoting a Business Improvement District (BID) in Bromley town centre and the establishment of a business-led group (named the Bromley BID Task Group) to lead on this project, as outlined in paragraphs 3.4 – 3.7.

2.2 Authorises the granting of up to £90k, staged over a period of up to 18 months, to the Bromley BID Task Group to assist with the promotion and establishment of the Business Improvement District

2.3 Authorises the Director of Environment and Community Services to enter into a grant agreement with the Bromley BID Task Group, which will set out the purposes of the grant and the conditions attached to the grant, the key elements of which are summarised in paragraph 3.6.

Corporate Policy

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

Financial

1. Cost of proposal: £90k
 2. Ongoing costs: Non-Recurring Cost
 3. Budget head/performance centre: Economic Development and Investment Fund
 4. Total current budget for this head: £110k of the £32.04m set aside for the establishment of a Bromley BID
 5. Source of funding: Economic Development and Investment Fund
-

Staff

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

Legal

1. Legal Requirement: None: Discretionary service
 2. Call-in: Applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Occupiers of up to 1083 rateable business properties
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: A separate briefing meeting with ward Councillors took place on 18 March which was also attended by Cllr Peter Morgan and Cllr Ian Payne. The feedback from Councillors was that they are broadly in support of the approach outlined in this report, but were concerned to ensure that the BID Task Group, and any subsequent BID Board, has a membership which is fully representative of the whole town centre, including Bromley North Village and Bromley South, and both independent and national companies.

3. COMMENTARY

3.1 During the summer of 2013, officers in the Town Centre Management and Business Support team undertook an initial feasibility exercise to ascertain the financial viability and potential levels of business support for the establishment of Business Improvement Districts (BIDs) in Beckenham and Bromley. The results of this study were reported to the Recreation and Renewal PDS Committee in November 2013 and Members agreed with the assessment that Beckenham town centre was not yet ready to embark on the BID process, but that officers should make plans to help introduce a BID in Bromley. Subsequently, a proposal to set aside £110k from the Economic Development and Investment Fund to assist with this process, which was expected to take up to 18 months, was agreed by the Council's Executive in January 2014.

3.2 As underlined in the report to the Renewal and Recreation Committee and to the Executive, a BID cannot be established without a strong core of businesses within the proposed BID area taking the lead and playing an active role. Therefore since January, officers have been in close discussions with various businesses in the town centre with a view to establishing a strong stakeholder group for the town centre. Included at an early stage in these discussions was the new Intu Bromley (Glades) General Manager, Mr Marc Myers. Previous to his transfer to Bromley in December 2013, Mr Myers spent a number of years in an equivalent position at Ilford Exchange, and crucially, has also been the Chairman of the Ilford Business Improvement District for 5 years, during which time the BID successfully passed a ballot for its first renewal on an increased majority. He is also on the Board of British BIDS – a national body to oversee quality and good practice in the BID industry. Mr Myers is therefore uniquely placed to help lead a representative group of local businesses through the process of establishing a BID in Bromley.

3.3 When the Orpington 1st BID was established in 2012-13 the project was largely delivered by officers within the Council or attached to the Council, with all related goods and services procured directly by the Authority. There was of course involvement and oversight by the businesses through the medium of the BID Working Group, but this was an unincorporated group with no direct decision making powers. Whilst the project was ultimately successful, with the BID receiving a yes vote at ballot in February 2013, the majority was quite narrow and it is likely that the campaign was hampered by the impression that the project was Council-led rather than business-led.

3.4 Subsequent to discussions described in 3.2 above, officers are proposing an alternative method of delivery which is for the bulk of the project to be led and delivered by the business group now forming in the town centre. This group, with a working title of Bromley BID Task Group, will include representatives of the various types of businesses within the proposed BID area – both large and small, multiple and independent, retail and non-retail – and will form the core of a future BID Board for Bromley. It should be stated that these potential BID levy payers will be joined by advisory, non-voting representatives from the public sector (including the Council) and local community groups. However, the major advantage of this approach, which according to research published by the Department for Communities and Local Government¹, is the dominant method of new BID delivery, is that the project will be business-led, and will be seen as business-led, from the outset.

3.5 It is proposed that the Bromley BID Task Group will be incorporated as a limited company, with voluntary Directors drawn from amongst the group, to enable it to hold monies, make purchases and enter into contracts. This will enable it to work independently of the Council. It is further proposed that the Task Group, once incorporated, be in receipt of a grant of up to

¹ 'The Development & Implementation of Business Improvement Districts' DCLG, 2007 p 23. Table 2.6 shows that for only around 20% of BIDs surveyed, the process was led and managed by Local Authorities, as opposed to over 60% by businesses or business-led partnerships.

£90k to cover expenses related to the establishment of the BID. This grant will be provided in stages, with each stage relating to a phase of delivery for the BID – as outlined in **APPENDIX 1**, which also contains an outline budget for the project. This outline budget excludes any elements which are within the direct remit of the Council to provide – such as the ballot process and the establishment of a BID levy billing system. A sum of £20k from the original £110k would therefore be retained by the Council to cover these expenses.

3.6 The provision of the grant at each stage will be wholly conditional upon the Bromley BID Task Group meeting the agreed milestones for each phase of BID development as identified and agreed in advance in a Grant Agreement between the Task Group and the Council. The Grant Agreement will set other conditions to ensure clear accountability and probity in the use of public funds and will also include a clause requiring the BID Task Group to maintain a membership which is fully representative of all parts of the town to be included in the proposed BID area. As outlined in the Executive report in January, there will remain key decision points for the Council to withdraw support for the project should there be indications that the BID is unlikely to be successfully established, thereby reducing the Authority’s exposure to risk.

3.7 In order to undertake all the tasks necessary to establish a BID, the Bromley BID Task Group, which will be made up of business owners and managers acting on a voluntary basis, will need to engage a delivery partner. There has already been some discussions between Mr Myers and a group with a successful track record in the BID ‘industry’ both as instigators of new BIDs and managers of existing BIDs. The costs outlined in APPENDIX 1 are based on their assessment of the requirements for establishing a BID in Bromley. It is expected that if the grant is authorised that the Task Group will invite this group to partner with them to undertake the delivery of the project.

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 On 15th January 2014, the Executive agreed that a sum of £110k was earmarked from Economic Development and Investment Fund to assist with the development of a BID in Bromley Town Centre.

5.2 Following discussions with the forming Bromley BID Task Group it is proposed that £90k of this is provided to the Task Group as a staged grant with the specific purpose of undertaking a project to establish a BID in Bromley Town Centre. The remaining £20k will be retained by the Council to cover additional elements of the project not within the remit of the Task Group – including running the BID ballot and setting up the BID levy collection system.

TABLE 1: Amended budget for implementation of Bromley BID

	£'000
Grant to Bromley BID Task Group for implementation	90
Ballot costs	5
Billing system software set-up	6
Contingency	9
	110

6. LEGAL IMPLICATIONS

- 6.1 To reiterate the legal background to the project, 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, in the case of Bromley this will be the Bromley BID Task Group. The Bromley BID Task Group 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 latter part of 2014.
- 6.5 The Council may from time to time enter into partnerships with external bodies and may also provide grants of funds to these partners for the achievement of the Council's objectives.
- 6.6 However public bodies must bear in mind that the offer of financial assistance to third sector organisations, i.e. organisations that are neither public or private enterprises, in respect of start-up and ongoing costs must comply with State Aid rules.
- 6.7 State Aid rules prohibit subsidies by governments to companies or industries when the subsidy confers an unfair advantage on the organisation.
- 6.8 The current threshold for state aid subsidies is £167K over three fiscal years. The rules provide for the repayment of wrongly granted funding. In this instance the rules will not apply as the value of the grant is below the stipulated threshold.
- 6.9 Where monies have been granted to a third party it is expected that these will be bound by a form of Grant Agreement which will ensure the funds are used in support of the agreed objectives. Whilst there is an expectation that the use of these funds will be subject to regular monitoring by the Council, there is no requirement for the third party to abide by the Council's Contract Procedure Rules or the EU Procurement legislation as these only apply where either a below or above threshold contract has been awarded. The proposal in this instance is for the Council to provide financial assistance as opposed to the award of a contract.

7. PERSONNEL IMPLICATIONS

- 7.1 As outlined in the report to Executive the Bromley BID Task Group will formally take the lead on the development of the BID proposal, but it now also expected to take a more active role in the commissioning of work to develop the BID. The Head of Town Centre Management will take the lead from the Council point of view, and will represent the Council as an advisory member on the Task Group. The Bromley Town Centre Manager will also assist in an advisory capacity and assist with engagement, however it is not now expected that there will be a need for the Council to engage additional temporary staff or commission external consultants.
- 7.2 Should the BID be successfully established, there will clearly be personnel implications for the Town Centre Management & Business Support Team. The proposed management structure of the BID will be included within the terms of the BID proposal. The responsibilities of any new post(s) created to manage the BID would be guided by the express needs of the businesses in the BID area and are yet to emerge. 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)	<ul style="list-style-type: none">- Report to Executive 15/1/2014 - Business Improvement District (BID) Strategy for Town Centres 2014-2015 (DRR13/111).- ‘The Development and Implementation of Business Improvement Districts, DCLG, 2007

BID PROJECT UPDATE : APPENDIX 1

A. DRAFT PROJECT PLAN

Showing estimated grant funding for each stage

Timescales given are assuming a ballot date in Feb / March 2015 with a launch date in April

Stage	Activities	Timescale	Estimated grant funding required
Feasibility stage	<ul style="list-style-type: none"> • Establishing the need • Assessing business interest • Gauging local authority support • Crude viability test • Assessing the capacity • Raising awareness of the process <p>[Note that Town Centre Management has already partially completed this stage]</p>	April – June 2014	£5k
Planning stage	<ul style="list-style-type: none"> • Establishing the vision • Research • Consultation • Database • Modelling • Proposal drafting • Go ahead' stage <p>[At the end of this stage the proposal would be presented to Members for approval to proceed to ballot.]</p>	June – Sept 2014	£15k

Stage	Activities	Timescale	Estimated grant funding required
Local Authority stage	<ul style="list-style-type: none"> • Baseline agreements • Operating agreement • Ballot process • Council processes • Voter database • Ballot timetable • Levy collection set up 	Sept – Oct 2014	£5k
Campaign stage	<ul style="list-style-type: none"> • Timetable • Establishing voters • Launch of campaign • Communications strategy • Ballot monitoring • Contingency for failure at ballot • Demonstration projects 	Oct 2014 – March 2015	£65k This can be split into 2 tranches of funding - £32.5k in Oct 2014 and £32.5k in Jan 2015
Establishment stage	<ul style="list-style-type: none"> • Preparation for launch • Launch date • Billing Procedures • Governance arrangements • Staffing and recruitment • Performance measurement • Reporting requirements 	Feb - April	Nil
TOTAL			£90k

B. DRAFT PROJECT BUDGET FOR BROMLEY BID TASK GROUP

Draft Project budget for Bromley BID Task Group

Item	£
Delivery partner fees - by project stage	
i) Feasibility Stage	5,000
ii) Planning Stage	15,000
iii) Local Authority Stage	5,000
iv) Campaign Stage	10,000
v) Establishment stage	0
Marketing collateral	15,000
Demonstration projects	20,000
On-site resource *	20,000
Total	90,000

*'On-site resource' is to provide a Bromley-based person with the remit primarily to communicate and 'sell' the BID on the ground in readiness for and throughout the ballot. This role is not required throughout the process, however it would be needed for elements of the Planning Stage and later stages throughout the Campaign Stage (assumed 6 months in total).

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Report No.
DRR14/030

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: PORTFOLIO HOLDER FOR RENEWAL AND RECREATION WITH PRE-SCRUTINY BY THE RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 1 April 2014

Decision Type: Non-Urgent Executive Non-Key

Title: TOWN CENTRE MANAGEMENT INITIATIVE FUND 2014-15

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

This report combines the regular update for Members on the activities of the Town Centre Management and Business Support Team, with an outline of the proposed Town Centre Management events and activities which are planned for the 2014/15 financial year. The report provides the outcome of a review of the Council's Christmas lights policy and seeks approval to utilise the Town Centre Management Initiative Fund in support of Christmas lights funding and town centre events during the coming financial year.

2. **RECOMMENDATION(S)**

The Renewal & Recreation Portfolio Holder is asked to:

2.1 Note the range of activities which have taken place during Q4 2013/14 as provided in APPENDIX 1.

2.2 Note the outcome of an officer review of Christmas lights policy, as outlined in paragraphs 3.4 – 3.10, and agree that up to £25k be set aside from the Town Centre Initiatives Fund 2014/15 for use on Town Centre Christmas Lights schemes as set out in paragraph 3.10.

2.3 Agree the schedule of Town Centre Management events and activities for 2014/15 outlined in paragraph 3.14, which will have a total net cost of £14k funded from the Town Centre Initiative Fund.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost: £39k
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre: Town Centre Management Initiatives Fund
 4. Total current budget for this head: £39k
 5. Source of funding: Existing revenue budget for 2014/15
-

Staff

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

Legal

1. Legal Requirement: None : Discretionary activities
 2. Call-in: Applicable
-

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Introduction

- 3.1 The Town Centre Management (TCM) and Business Support service in Renewal & Recreation 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 and sponsorship. Highlights of the TCM and Business Support work programme in Quarter 4 of 2012/13 is provided as **APPENDIX 1**.
- 3.2 The proposed work programme for the Town Centre Managers during 2014/15 will continue to involve a wide range of duties ranging from facilitation of some public events through to day to day assistance to town centre occupiers. Members are asked to take note, however, that resources available are less than in previous years due to the ending of the Mayor of London's Outer London Fund programme (which provided significant additional funding for events during 2012 and 2013). There will also be an estimated £21k shortfall in income derived from town centre promotions and rides in Bromley town centre, mainly due to the impact of the Bromley North Village works in Market Square, which will have an impact on the Council funding available for initiatives (further information on this is provided in paragraph 5.2 below). The Council's approach to the management of promotions, rides and other activities in Bromley town centre is under review and will be the subject of a report to a future meeting of the R&R PDS Committee. The staff resource available during 2014/15 will also be less than previously due to the maternity leave of the Bromley Town Centre Manager, whose post will only be partially covered during the year due to funding restrictions.
- 3.3 One of the key priorities for the TCM and Business Support service has been and continues to be the development of Business Improvement Districts in town centres. As Members are aware the proposed Orpington BID was successful at ballot in February 2013 and was launched in April 2013. The Head of Town Centre Management and a local ward Councillor attend the BID Board meetings as advisory members, and the former provides a key liaison and monitoring contact between Council officers and the BID – although the Council no longer retains a Town Centre Manager post for Orpington. Officers in the TCM and Business Support team have undertaken an initial feasibility exercise into the prospects for BIDs starting in other locations, and as a result have started the process for a Bromley BID, which is the subject of a separate report to Members on the Renewal and Recreation PDS Committee.

Christmas Lights

- 3.4 As requested by the Chairman of the PDS Committee and prompted by the forthcoming expiry of the contract for supply of Christmas lights in 3 of the main town centres, Officers have undertaken a short review of Christmas lights policy for 2014 onwards. This is to refresh a more thorough review of Christmas lights policy which took place in 2011 and was reported to the Renewal and Recreation PDS Committee in April 2011.
- 3.5 After in-depth consultation with businesses and business representative groups during early 2011, Members were advised that there was little prospect of businesses contributing enough to cover all costs related to Christmas lights, but with a concerted campaign it would be possible to increase the level of contribution from the private sector. Members were presented with a number of options, ranging from continued full funding of lights in the main town centres, to withdrawal of all funding. The preferred option was to offer match funding of up to 50 percent of each scheme, with the remainder funded by businesses or other partner contributions. In the small town centres, it was agreed that the Council would continue to make small donations

towards lights schemes, which are generally organised and paid for by local business and residential groups. Following the April 2011 decision, Town Centre Managers spent considerable time and effort engaging with businesses in each main town centre, in partnership with traders groups, to encourage participation in the scheme. Whilst there was some increase in contributions in 2011 as a result of this (as illustrated in Table 1, below), it was not sufficient to provide displays of sufficient quality or extent to match previous years light schemes in these centres. Later in 2011 the Council was successful in bidding for funding from round 1 of the Mayor of London's Outer London Fund. This provided capital funds which were used to purchase lights for the three successful town centres – Bromley, Orpington and Penge – with the Council only required to fund the installation and storage costs. Following a tendering exercise, a contractor was engaged to supply the lights, and install, store and maintain these during the period from Christmas 2011 to Christmas 2013. This contract is due to come to an end in October 2014.

Table 1 Expenditure on Christmas lights and sources of funding from 2010-2013

Description	2010	2011	2012	2013	Total	%
Total spent on lights and trees	71,600	147,000	31,000	33,100	282,700	
Business contribution	900	10,300	1,600	2,100	14,900	5.3%
Other contribution - including OLF	0	116,000	600	0	116,600	41.2%
Net cost to LBB	70,700	20,700	28,800	31,000	151,200	53.5%

- 3.6 Town Centre Managers have again undertaken consultation with larger businesses and business representative groups in the main town centres, particularly Bromley, Beckenham and Penge. As in previous years, there is some reluctance amongst businesses to contribute to Christmas decorations, especially if they feel others are not contributing. For Beckenham and Penge it is considered realistic to generate around £2,500 and £1,500 respectively to assist with the cost of the scheme. For Bromley businesses were keen to sponsor the Christmas event, but less so to contribute towards Christmas lights, with the exception of the Christmas tree, which is usually sponsored. Potentially, some income could be generated through sponsorship and other charging related to business promotion at events, but this is not likely to generate more than £2,000 for Bromley. To put these figures in context the decorations for Beckenham during the past 3 years have cost around £6,000 per annum and the installation-only costs for Bromley and Penge have been £13,500 and £4,000 per annum respectively. Therefore it is likely that the Council would still need to fund the bulk of the costs in 2014 if Christmas lights are to be displayed in these town centres. A survey of other town centres in the London area in order to benchmark the most common approach unfortunately had a low response rate. However, what responses were received suggested that increasingly only town centres with BIDs were operating lights schemes, and these were usually wholly or mainly funded through the BID levy of businesses, without contributions from Local Authorities.
- 3.7 In order to understand the options open to the Council for Christmas lights in the main town centres for 2014 and beyond, an independent inspection of the festive lights and decorations owned by the Council (for Bromley, Orpington and Penge) was commissioned. Based on a bench test of all lights, frames and connections, the condition report showed that the lights were all in good working order and could be used for at least one, if not two further seasons. This means that for at least the 2014 season funding would only be required for installation, maintenance and storage of these.
- 3.8 Under the arrangements in place to establish the Orpington 1st BID (agreed by Executive in September 2012), the Council agreed to transfer the ownership of the Christmas lights used in Orpington Town Centre to the BID, on condition that they would fund all future costs associated

with their installation, storage and maintenance for the town. The BID will therefore be offered the lights in an 'as seen' condition for them to utilise or dispose of as they see fit.

- 3.9 Given the role of BIDs in funding Christmas lights in Orpington and other boroughs across London it is likely that this will also become part of the remit of any new Bromley town centre BID – which, if successful at ballot, would be launched during 2015. It would seem sensible therefore for the Council to retain responsibility for funding the installation, maintenance and storage for one further year in Bromley. As an option, Members may also favour maintaining support for lights schemes in Beckenham and Penge for 2014, with a view to withdrawing all Council funding in 2015 or 2016. Town Centres Managers will work to realise the potential private sector contributions towards Christmas lights for each town, as outlined in paragraph 3.6, above.
- 3.10 A one year contract for maintenance and installation of the existing lights in Bromley and Penge, plus the hiring of lights in Beckenham would be expected to cost in the region of £25,000. Traditionally, a sum has been set aside each year to support smaller town centres with donations towards their festive decorations. However, due to the very restrictive funds now available it is recommended that no contributions are made by the Council to small town centre Christmas lights in 2014. Should Members be in support of the overall approach suggested, a budget of £25k will be allocated from the Town Centre Management Initiative Fund towards Christmas lights in the 2014-15 financial year, and officers will undertake a three written quotes process to procure a contractor to undertake this work for the 2014 season.

Events

- 3.11 Coordinating events for the general public aimed at increasing footfall and raising the profile of our town centres have always been a key part of the work of the Town Centre Management service. During 2013/14 a number of successful town centre events have taken place, funded from the Town Centre Management Initiative Fund and other sources including grant funding of £25k from the Outer London Fund.
- 3.12 From 1 April, responsibility for town centre events in Orpington has been taken over by Orpington 1st BID company – and these have successfully enhanced the programme previously offered by Town Centre Management. Key events coordinated by Town Centre Managers during 2013/14 includes Bromley Fashion Week in May, activities on Bromley High Street Garden during the summer and the 'Are you Bromley's Future?' event on 1 September. In Beckenham the Town Centre Manager supported the Local Produce Market launched in May in partnership with Copers Cope Residents Association, and the Beckenham Heritage Trail Launch event in October. In Penge a pop up market was run on several occasions, enhanced by entertainment and live music. Many towns in the borough benefitted from community Christmas events during November and December – either directly managed or supported by the Town Centre Management team.
- 3.13 The 2013/14 events brought additional vitality into each of the town centres. For example, the lights switch on combined with a Santa Dash event in Bromley on the first Sunday in December, helped draw in over 88,000 people to the town centre, representing an increase of over 80% compared with the previous Sunday. The events also encouraged visitors and shoppers to extend their 'dwell time', provided positive publicity for the town concerned, fostered a greater sense of community and helped to promote local businesses, particularly those sponsoring or supporting the events.
- 3.14 In 2014-15 due to the lack of external grant funding (e.g. Outer London Fund) and the expected shortfall in income from promotions and rides, there will be a very limited events programme. Town Centre Managers will concentrate on delivering good quality and high profile Christmas events in Bromley, Beckenham and Penge. In addition, officers will continue to support smaller

events and promotions through assistance to local groups with fund raising, facilitation, advice and guidance.

Table 2: Draft Council-funded Town Centre event programme 2014/15

Town	Approx date	Event title	Description	Estimated total cost	Estimated partner contributions	Net cost to the Council
Beckenham	29/11/2014	Christmas event	Christmas parade, market, mini-fair ground and Lego workshop	£2,680	£500	£2,180
Bromley	November TBC	Christmas Parade / Santa Dash	Family event including Santa Dash, stage with entertainment and local performers, Christmas parade with reindeers, lights switch on and fireworks	£16,000	£6,000	£10,000
Penge	November TBC	Christmas event	Christmas themed event with entertainment, market and children's rides	£2,500	£500	£2,000
TOTALS				£21,180	£7,000	£14,180

3.15 The funded events programme would have a net cost to the Council of £14,180, and therefore this sum is requested to be allocated from the Town Centre Management Initiative Fund.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

5.1 For 2014/15 the Town Centre Management Initiative Fund budget is £60,180. This is reduced from the previous year as the Council will no longer be providing a contribution towards the Christmas lights in Orpington.

5.2 There is a further reduction in available funding as a result of an expected shortfall in income of £21k for 2014-15. This results from a restriction in the availability of pedestrianized space which can be used for promotions and rides in the Market Square area of Bromley due to the ongoing Bromley North Village improvement works. It is expected that once the works have been completed in the pedestrianized area (August 2014) the promotional income will take some time to recover to 2013 levels,

5.3 The following table summarises the proposed spending on this fund:-

Town Centre Management Fund	£
2014/15 Budget (excluding impact of Orpington BID)	60,180
Less impact of expected income shortfall	<u>-21,000</u>
Net budget available	<u>39,180</u>
Proposed events and activities	
Town Centre Events	14,180
Christmas Lights	<u>25,000</u>
Total	<u>39,180</u>

5.4 For 2014/15, the activities of the Town Centre Management and Business Support Team are financed through various funding streams, summarised as follows: -

Funding available for TCM and Business Support Activities

Funding type	£'000
Town Centre Management Initiative Fund (adj for income shortfall)	39
Outer London Fund	10
Earmarked reserve for Local Parades Improvement Initiative	15
Earmarked reserve for Bromley BID project	<u>110</u>
	<u><u>174</u></u>

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	R&R PDS Report – Town Centre Management Initiative Fund 2013/14 (DRR13/034 – 26 Feb 2013)

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APPENDIX 1: TOWN CENTRE MANAGEMENT UPDATE REPORT APRIL 2014

1. Summary of activities January to March 2013/14

1.1 Business Improvement Districts (BIDs)

The Council continues to maintain direct 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. Discussions have been ongoing between the BID, Town Centre Management and Liberata about the arrangements for BID levy collection in 2014/15, and the BID has been setting its budget and activity programme for the new financial year. On 1 February the BID officially took over the running of the Orpington Walnuts public conveniences and, with a grant from the Council to support this initiative, have refurbished the facilities to a high standard. The expected launch date is 19 March.

Following a feasibility study about an extension to the BID concept, involving analysis of business rates data and consultation with businesses in Bromley and Beckenham, recommendations for action were reported to the 15 January Executive meeting, where the Executive endorsed the setting aside of £110k from reserves to fund a project to introduce BIDs to Bromley town centre. The means of implementing this project is the subject of a separate report to the R&R PDS Committee (on 2 April 2014).

1.2 Environmental issues

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

Environmental monitoring in Bromley town centre has focused around ensuring the Bromley North Village works by the contractor Conway are being carried out with the least amount of impact on the shopping environment as possible.

Discussions have taken place regarding the storage of the green bags collected by Kier in Beckenham as these are constantly being torn and the contents strewn about. A solution has been identified. Enforcement notices have been issued to premises in Beckenham re waste issues behind shops. Work has been on going with the Odeon cinema regarding fly tipping in their car park. Clean up days organised with business volunteers in Beckenham. TCM visited Barclay's Bank to discuss with the business manager environmental issues in front of the branch. Barclays staff to help on future clean up days.

Local Shopping parade Initiative funding may be used to help address Pigeon problem in Penge.

1.3 Vacant units

Below are the most recent Town Centre Manager counts of vacant units in the 3 largest towns:

Beckenham - 9 empty units - 3.4% vacancy rate (March 2014) * cf December 2013 - 2.4%
(Source: TCM count)

* NB Work has already begun refurbishing 3 of the vacant units and a fourth is under offer

Bromley – 29 units empty – 8% vacancy rate (February 2014) cf December 2013 - 8.2%
(Source TCM count)

Penge – 15 units empty – 8.5% vacancy rate (December 2013) cf July 5.9%
(Source TCM count)

Orpington – High street vacancy rate 13.7% (March 2014) cf May 2013 – 9.2%
(Source: Local Data Company)

NB For comparison, the National vacancy rate is 12% (Source: Local Data Company)

TCM continue to seek to engage landlords and agents for vacant units across the borough to press for the installation of shop window vinyls or temporary use for displays / pop up shops.

1.4 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

- Clockhouse
- Mottingham – High Street

Projects funded by the scheme include:

- Anerley Hill – including improvements to paving and street furniture, new local history mural, vacant shop improvements and a deep clean
- Biggin Hill – Christmas lights, tree pit for Christmas tree, noticeboards and flower towers
- Chatterton Village – flower towers and hanging baskets
- Chislehurst, High Street and Belmont Parade – including new Christmas lights (which were installed and working over Christmas period), village signs, community notice boards, resurfacing of alleyways and additional pay and display parking (under consultation)
- Coney Hall – Christmas lights, new bins, planters, village signs, new trees, pavement repair – although some of this work is pending a favourable decision on signage from TfL and also a possible change to parking and loading bays
- Cray Valley – provision of street lamp banners to promote Cray Festival
- Hayes Village, The Street – including resurfacing of forecourt, improvement to frontage of village hall, street signs and new bins
- Hayes, Station Approach – new permanent Christmas tree, community noticeboards, repair to car park entrances and deep clean.
- Keston - Village Sign
- Mottingham, Kimmeridge Cross – including new planters, hanging baskets, community noticeboards and benches
- Petts Wood – New Christmas lights
- Penge – resurfacing of forecourts, new bins, new permanent Christmas tree and improved signage

In each case, Town Centre Managers have been assisting local groups to identify costs and explore feasibility for a variety of projects. By the end of the 2013/14 financial year it is expected that £117k of the original £250k will have been spent. However, another £118k has been authorised and is planned expenditure for 2014/15. There is therefore £15k available to allocate to projects in parades and small town centres not yet served by this programme.

1.5 Bromley North Village Improvement works

The Bromley North Village improvement works commenced in late July and are expected to run until November 2014. Works commenced in the first week of January in Market Square and are

expected to continue there until the summer. This will have an impact on the ability of Town Centre Management to utilise this space for events or for promotions (which generate income for the Town Centre Management programme). Inevitably the works are causing disruption for businesses in the Bromley North 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. The TCM has been involved in commissioning a number of promotional initiatives, for example vinyl signs and banners which have been installed across the town to promote Bromley North Village and its businesses.

1.6 Events

The last quarter of the year is traditionally quiet for public events – but in mid-February there was a Valentines-themed ‘Love your local high street’ event in Beckenham, which incorporated a popular Lego workshop, promotional banners and balloon decorations.

In Bromley, the Town Centre Manager has concentrated on developing a strong stakeholder group for the town centre and two town-wide business meetings have taken place – with a focus on the future of the town and the potential for a Business Improvement District (BID).

TCM is seeking to develop a more retailed involvement in the Beckenham Business Association and a date has been set for a breakfast networking meeting as felt may be a more suitable time for traders to attend. This event will be sponsored by Weatherspoon and Love a Slice.

1.7 Business Support Programme

The Bromley Town Business Growth Club had its last workshop in early January. Since then officers have been undertaking a survey of the programme users to help understand what the impact of the programme has been on the participating businesses. The survey was undertaken online and via telephone – and had 28 responses, mostly from businesses based in the Bromley area. Of these, 13 saw an increase in turnover during the period of the programme and 9 took on additional staff. 6 employees were taken on directly as a result of the support provided and 10 jobs were safeguarded due to the support.

In addition to the Business Growth Club, officers have also been working closely with other organisations to organise and host joint support events - such as a Start Up Loans event in early January, and ‘Financial Fitness for Business’ workshop on late January (co-hosted with Metrobank and the Institute of Chartered Accountants in England & Wales (ICAEW)). In late March an event to promote the Growth Accelerator programme, for fast growth business, will be held in the Central Library.

1.8 Business and Traders Group liaison

In addition to the main town centre groups, the Town Centre Management team has maintained links and attended meetings, providing support and advice where required to a number of traders and town centre groups across the borough.

A new edition of the Bromley Town Centre Guide for 2014 has now been published. This booklet provides visitors, residents and businesses a guide to Bromley Town Centre, highlighting not only the shopping and leisure on offer but also the history and culture of the town. Copies have been distributed to key locations in and around the town centre.

2. Priorities for the Town Centre Management & Business Support Team from April to June 2014

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

- 2.1 Engaging with and strengthen partnerships with local businesses and other town centre stakeholders. There will be a focus on continuing support for the Beckenham Town Centre Team and also the re-established Beckenham Town Centre Working Group – which has a focus on guiding and influencing the developing designs for the major TfL-funded scheme for Beckenham. In Bromley, the Town Centre Manager will work closely with the forming Bromley BID Task Group to help engage with a wide cross section of the towns businesses.
- 2.2 Continue to support the Orpington 1st BID through officer representation on the BID Board, and liaison with Liberata and the BID to set up the BID Levy billing and recovery process for 2014/15.
- 2.3 Subject to Member approval of a proposed grant to the forming Bromley BID Task Group (see separate report on the R&R PDS agenda for 1 April), officers in this team will start to work closely with the Group, as they lead on the development of a proposed BID in Bromley town centre. The aim is to run a ballot for the establishment of a BID in Feb or early March 2015. An internal BID project team will be formed to ensure that the Local Authority role in developing the BID is coordinated.
- 2.4 Continue to take a leading role in business liaison and communications in respect of the major improvement works for Bromley North Village.
- 2.5 Liaison with local town centre groups to plan for the funding and development of public events, including special markets, during the year.
- 2.6 Subject to Member approval, officers in this team will commission procurement of Christmas lights services for the 2014 season in Bromley, Beckenham and Penge and will make arrangements for the transfer of ownership of the Orpington lights to the Orpington 1st BID.
- 2.7 Work with partner organisations to develop a programme of support workshops and seminars for local businesses during the year – at low cost to the Council.
- 2.8 Work with colleagues in the Council's Town Centre Renewal team to finalise the arrangements for evaluation of the Outer London Fund Round 2 programme – including commissioning of appropriate surveys.
- 2.9 Maintain regular business communication channels and publications – including the business e-bulletin and promotion of the Bromley Business Guide and Directory (2013/14 edition). Work with an external partner to arrange for publication of the Business Guide in future years – without cost to the Council. The team will continue to engage with businesses through attendance at various networking events, and also facilitate the Bromley Economic Partnership and the Commercial Property Agents Forum.

Agenda Item 8

Report No.
DRR14/042

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 1st April 2014

Decision Type: Non-Urgent Non-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)

Members

2.1. 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 and Capital Programme
 4. Total current budget for this head: £133k and £3.257m
 5. Source of funding: Town Centre Development Fund, capital receipts and TfL funding
-

Staff

1. Number of staff (current and additional): 5
 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:
- Following feedback from Councillors and local traders officers have worked with the Council's contractors Conway to revise the delivery programme for Bromley North Village to ensure the early delivery of the scheme. This has now been completed and the revised programme is attached as **Appendix 2**. Through a combination of weekend working and revisions to the programme it is proposed that the scheme will now be completed before the end of November 2014 to allow the free running of buses through Market Square and High Street North.

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 A sum of £233k was set aside by Members to fund the Town Centre Development Programme. To date £100K has been spent leaving a balance of £133K available to fund specialist advice for the remaining part of the process.
- 5.2 On 16 December 2013, Transport for London(TfL) confirmed that the bid for Beckenham Town Centre had been approved and that £164k had been allocated for 2014/15 to fund the design work. TfL require specific 'gateways' to be met by the design work before the £2.181m balance of funding will be released. Full Council on 2 December 2013 agreed to add the Beckenham Town Centre Improvement Scheme, with a total estimated cost of £3.257m, to the capital programme.

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

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DRR14/042 APPENDIX 1 Town Centres Individual Site Updates – April 2014

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 inform the drafting of Local Plan draft policies. TfL have completed an economic and design feasibility and viability assessments of a number of options. Officers are continuing to work with TfL to examine how these options can be further developed.
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.

<p>Site C: Town Hall</p>	<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>Contracts were exchanged with the Cathedral Group on 16th December 2013. The grant of the long lease is conditional on them obtaining planning permission to convert the Town Hall to a hotel, conference centre and associated restaurants.</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>
<p>Site F: Civic Centre</p>	<p>The Council</p> <p>Lead: HH</p>	<p>Following a review of the options, it has been agreed that in the short term, up to 2015, the Council will concentrate on meeting its accommodation needs through the more efficient use of the campus site, undertaking limited investment in maintenance.</p> <p>Anne Springman and Joseph Lancaster blocks have been vacated.</p>	<p>Position</p> <p>A review of the use of the Civic Centre buildings is currently underway to ensure that use is maximised. A strategy for the future of the Civic Centre will be developed in tandem with a consideration of the Council's medium and long term office requirements.</p>
<p>Site G: West of High street</p>	<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. Muse are amending their original scheme design following the commencement of the Crest Nicolson residential scheme in Ringers Road. Officers are working with Muse to work up and evaluate this alternative proposal and this work should be completed by the end of March 2014.</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>A permanent kiss and drop off point on the Waitrose access road has been completed 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 policy development.</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>Trillium Bromley Christian Centre.</p> <p>Lead: KM</p>	<p>The AAP Policy seeks a comprehensive redevelopment of the Crown Buildings and the adjacent Bromley Christian Centre Site. The Policy seeks a mixed use scheme including hotel, residential and replacement of office floorspace.</p>	<p>Position</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.</p> <p>Telereal Trillium, the owners of the Crown Buildings have sold the site to the Education Funding Agency. The EFA are proposing to use the site to house a 3 form entry bi-lingual (French) primary school commencing in September 2014. The EFA/ Schools Minister have been urged to reconsider their plans for this site.</p>
<p>Bromley North Village</p>	<p>Lead: KM</p>	<p>In support of transformational public realm improvements an Area Based bid to the Transport for London, as part of the Mayor's 'Great Spaces' initiative, has been successful in providing access to £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>East Street, White Hart Slip and Naval Walk are now complete. Works have commenced and are progressing on schedule in the pedestrianized area of Market Square and High Street. Thames water works to replace the water main are progressing well. Works are due to be completed in November 2014.</p>

Orpington

<p>Orpington Town Centre</p>	<p>Lead : KM</p>	<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 of the Walnuts are 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. The Crown Buildings have been demolished.</p> <p>Berkeley Homes has completed the purchase of 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> <p>This September Orpington College will be launching the UK's first Career College in Hospitality, Food & Enterprise, in partnership with the Careers College Trust. New industry-standard facilities will include training kitchens, classrooms and a student-run restaurant in Orpington town centre which will offer students real-life work experience in the hospitality and catering industry.</p>
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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.	<p>Position:</p> <p>After reviewing project progress and the results of survey work undertaken the Council's Executive Committee requested that the business case for this project be reviewed. As part of reviewing the business case, detailed designs are being developed to prepare for a potential second round application in June 2014. This work will establish more accurate delivery costs and will inform a full assessment of the revenue implications of proceeding with the project. A report outlining the options for the future of the Priory will be considered by the Council's Executive Committee.</p>
Beckenham			
Public Realm Improvements	Lead: KM	As reported at the last Committee, the Council has secured funding from TfL Major Scheme Allocation for 2014/15 to develop the Beckenham town centre scheme.	<p>Position:</p> <p>As agreed at the last meeting, the Beckenham Working Group, Chaired by Cllr. Tickner has been reconvened. This is a task and finish group to provide design oversight and strategic guidance during the initial scheme design stage. Project Governance procedures are also being established to ensure successful delivery of the scheme design.</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 July 2014. A report on Penge Library is going to the Executive on April 2 nd .
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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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Phase 1 - East Street
Complete - 06/12/13

Phase 2 - East Street
Start Date = 06/01/14
Finish Works = 16/03/14
Duration = 10 Weeks

Phase 10 - East Street jcn with West Street
Start Date = 27/10/14
End Date = 30/11/14
Duration = 4 Weeks

Phase 5a - High Street
Start Date = 24/02/14
End Date = 06/04/14
Duration = 6 Weeks

Phase 5b - High Street
Start Date = 07/04/14
End Date = 18/05/14
Duration = 6 Weeks

Phase 5c - High Street
Start Date = 19/05/14
End Date = 06/07/14
Duration = 7 Weeks

Phase 9 - East Street to Widmore Road
Start Date = 15/09/14
End Date = 29/11/14
Duration = 8 Weeks

Phase 7 - Market Square (Highway)
Start Date = 22/06/14
End Date = 17/08/14 - 8 Weeks (C/W)
14/09/14 - 4 Weeks (F/W)

Phase 8 - Widmore Road (Highway)
Start Date = 17/08/14
End Date = 14/09/14
Duration = 4 Weeks

Phase 4 - Market Square (Pedestrianised Area)	
Start Date = 06/01/14	Finish Works = 18/08/14
Gang 1:	
A = 06/01/2014 - 23/02/2014	B = 24/02/2014 - 16/03/2014
C = 17/03/2014 - 13/04/2014	D = 14/04/2014 - 01/06/2014
E = 02/06/2014 - 17/08/2014	Total = 32 Weeks
Gang 2:	
F = 06/01/2014 - 13/04/2014	G = 17/03/2014 - 13/04/2014
H = 14/04/2014 - 18/05/2014	I = 19/05/2014 - 22/06/2014
Total = 24 weeks	

Phase 6a+b - Church Road jcn with High Street
Start Date = 14/04/14
End Date = 22/06/14
Duration = 10 Weeks

CLIENT	London Borough of Bromley
PROJECT	Phase Plan
TITLE	Bromley North Village
DRAWN	LW
CHECKED	TM
DATE	Jan 2014
SCALE	1:500
DRAWING NUMBER	BNV-TM-PH1-7B
PROFESSIONAL SERVICES Conway House • Rochester Way • Dartford • Kent • DA1 3QU Tel : (020)86368822 Fax : (020)86368827	
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SHEET 1 OF 2	
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Agenda Item 9

Report No.
DRR14/034

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 1 April 2014

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

Title: PLANNING APPEALS MONITORING REPORT (APRIL 2013 TO MARCH 2014)

Contact Officer: Catharine Leadbeater, Planner
Tel: 020 8461 7762 E-mail: Catharine.Leadbeater@bromley.gov.uk

Chief Officer: Chief Planner

Ward: (All Wards);

1. Reason for report

The report provides an update on planning appeals received and decided for the year 2013/2014.

2. **RECOMMENDATION(S)**

Members note the report

Corporate Policy

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

Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre:
 4. Total current budget for this head: £
 5. Source of funding:
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The attached table (**Appendix 1**) provides a summary of appeals activity in the period 1 April 2013 to 31 March 2014. 248 new appeals were lodged, compared with 309 in 2012/13. Over the same period 278 appeal decisions were received of which 154 were dismissed and 114 allowed, with 10 being part allowed part dismissed.
- 3.2 With regard to the appeal procedure, the written representation method has remained the most popular method accounting for 48% of all appeals received. The proportion of fast track appeals are gradually increasing each year from approximately 35% in 2010/11 to 46% in 2013/14.
- 3.3 The breakdown by appeal procedure for 2013/2014 compared with 2012/2013 is summarised below:

Procedure	2012 – 2013	2013 - 2014
'Fast track'(expedited written representations)	135 (43.7%)	113 (45.6%)
Written Representations	144 (46.6%)	118 (47.6%)
Informal Hearing	19 (6.1%)	12 (4.8%)
Local Inquiry	11 (3.6%)	5 (2%)
Total	309 (100%)	248 (100%)

- 3.4 Since 6 April 2009 the Secretary of State has had the power to determine by which procedure an appeal will be heard (ie by written representations, informal hearing or by local inquiry).

Section 196 of the Planning Act 2008 inserted section 319A of the Town and Country Planning Act 1990 to enable this function. Although the Council may request a certain procedure in all cases the method is determined by the Planning Inspectorate.

- 3.5 The new appeal procedural guidance of 6 March 2014 restates this prerogative and also states that this power has been commenced in relation to planning, advertisement and enforcement appeals. The power to determine the appeal procedure does not yet apply to listed building and conservation area consent appeals.
- 3.6 The Procedure Rules and Planning Inspectorate targets were changed to enable faster decision- making in October 2013. The expedited written representations procedure currently used for householder appeals (HAS), introduced in 2009, has been extended to appeals against refusal of express consent for the display of an advertisement, appeals for minor commercial (shop front) development and this is now known as the CAS appeal service.
- 3.7 The validation requirements for an appeal have been changed so that the appeal process is front loaded with appellants providing a 'full statement of case' with the appeal form, a statement explaining choice of procedure and the provision at an early stage of a draft statement of common ground for inquiry or hearing setting out factual information not considered to be in dispute.
- 3.8 The targets have been changed to enable faster decision making. The process has been shortened by 1 week so that residents have 5 weeks within which to make any additional comments concerning appeals rather than the 6 weeks previously given at this stage. The target is to determine 80% of written representations appeals within 14 weeks of the start date, 80% of hearings within 14 weeks of the start date and 80% of non-bespoke inquiries within 22 weeks of the start date,
- 3.9 A separate report on planning appeal costs for the financial year 2013/2014 will be made.

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

Appendix 1

Planning appeals received and decided 2013/2014

	Fast track	Written	Hearing	Inquiry	Total	Percentage
Planning Appeals Lodged	112	103	10	2	227	92%
Enforcement appeals lodged	1	15	1	2	19	8%
Total Appeals Lodged	113	118	12	5	248	
	45.60%	47.60%	4.80%	2.00%		100%

Planning appeals decided						
Allowed	47	52	4	6	109	39%
Dismissed	61	77	8	1	147	53%
Part Allowed/part dismissed	4	3	0	0	7	3%
Enforcement appeals decided						
Allowed	0	3	0	2	5	2%
Dismissed	0	6	0	0	6	2%
Part Allowed/part dismissed	0	3	0	0	3	1%
Total Appeal Decisions	112	144	12	9	277	100%
Total Dismissed	61	83	8	2	154	
Percentage Appeals Dismissed	54.5%	57.6%	66.7%	22.2%	55.6%	56%

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Agenda Item 10

Report No.
DRR14/038

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Date: Tuesday 1 April 2014

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

Title: ENFORCEMENT MONITORING REPORT (JANUARY TO DECEMBER 2013)

Contact Officer: John Stephenson, Planning Investigation Officer
Tel: 0208 461 7887 E-mail: John.Stephenson@bromley.gov.uk

Chief Officer: Chief Planner

Ward: (All Wards);

1. Reason for report

This report provides an update of enforcement activity from January to December 2013.

2. **RECOMMENDATION(S)**

Members note the report

Corporate Policy

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

Financial

1. Cost of proposal: N/A
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Planning – Appeals and Enforcement Section
 4. Total current budget for this head: £285k
 5. Source of funding: Existing revenue budget 2013/14
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 In the period January to December 2013 the Council received 627 new complaints about alleged breaches of planning control, representing an average of 52 new cases per month. These are summarised in the attached table (**Appendix 1**). This compares with approximately 762 complaints received in 2012 representing an average of 63 new cases per month.
- 3.2 In terms of enforcement activity 74 enforcement notices were issued in respect of breaches of planning control in the period January to December 2013.

Type of Notice	Number of Notices
Operational Development	34
Change of Use	6
S215 (Untidy site) Notice	16
Breach of Condition Notice	8
Planning Contravention Notice	10
Stop Notice	0
Total	74

- 3.3 The majority of enforcement action is authorised under Delegated Authority and a list of cases where delegated enforcement action has been taken is regularly reported to Development Control Committee. In addition a monthly report of notices issued is circulated to all Members.
- 3.4 A wide range of complaints is received but the most frequent relate to operational development (37%), not built in accordance with plans (13%), untidy sites (10%) and change of use (10%). A substantial number of complaints are received which do not involve breaches of planning control which are not recorded on the planning enforcement monitoring system. These include non-planning issues such as boundary disputes, anti-social behaviour and other civil matters which fall outside the remit of planning control.
- 3.5 In cases where an enforcement notice has been effective and not been complied with the Council may exercise its powers of prosecution. The Council's solicitors are currently in the process of prosecuting on the following types of breaches of planning control in line with our current planning enforcement policy.
1. A property in SE20 – unauthorised sub-division to create 5 flats, alterations to roof to increase height, rear extension and stairwell together with an alteration to its shop front.
 2. A property in BR1 – over height fence to front boundary.
 3. A property in TN16 – unauthorised decking.
 4. Land in TN16 – development including hard standing within Green Belt.
 5. Shop in BR2 – unauthorised installation of external roller shutters.
 6. Shop in BR6 – for the unauthorised display of an advertisement.
- 3.6 In June 2012, Members decision to approve a Planning Enforcement Policy which was published on our Councils we page and is now available for all our service users.

This policy will enable our service users to see our current procedures, policies and reasons if and when we consider taking enforcement action and the types of action that we take to remedy breaches of planning control.

It will give our service users an understanding of the many different types of allegations and how we prioritise our sometimes conflicting priorities.

Complaints about alleged breaches of planning control will be dealt with in accordance with these procedures and principles as set out in this policy document.

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

Planning Enforcement range of complaints and notices issued in 2013

Range of complaints		
Operational Development	197	31%
Untidy Sites (S215)	67	11%
Commercial Activity	42	7%
Breach of condition	53	8%
Adverts	39	6%
Boundary treatment	21	3%
Plans - not built according to	85	14%
Commercial vehicle - parking of	7	1%
Change of Use	89	14%
Access	2	0%
Shop shutters	2	0%
Satellite Dishes	6	1%
Other	17	3%
TOTAL	627	100%

Number of Notices		
Operational Development	34	45.9%
Change of Use	6	8.1%
S215	16	21.6%
Breach of Condition Notice	8	10.8%
Planning Contravention Notice	10	13.5%
Stop Notice	0	0
TOTAL	74	100%

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THE LONDON BOROUGH

***RENEWAL AND RECREATION POLICY DEVELOPMENT
AND SCRUTINY COMMITTEE***

CHAIRMAN'S ANNUAL REPORT 2013/14

As considered by E&R PDS Committee on 27 March 2014

Submission to Full Council on 14 April 2014

9. Report from Renewal and Recreation PDS Committee

Chairman: Councillor Ian F Payne
Vice-Chairman: Councillor Julian Bennington

- 9.1 The Committee will have met 5 times this municipal year. Each meeting has scrutinised the reports for decision by the Renewal and Recreation Portfolio Holder and considered policy development of key areas of the Portfolio. Alongside the elected Members on the PDS Committee we were also pleased to welcome a co-opted member from the Bromley Youth Council, Mr Ross Stanford.
- 9.2 The committee have monitored performance against the Renewal and Recreation Department's Building a Better Bromley priorities, namely
- Vibrant, thriving town centres
 - Protection, conservation and enhancement of the natural and built environment
 - Enhanced opportunities for leisure, recreation and the arts, and employment and skills
 - Supply good quality affordable housing that best meets local statutory and priority housing needs.

Economic Development

- 9.3 The Government has provided new financial incentives impacting on the way Local Government will be funded in the future. It has introduced reforms to the collection and spending of business rates, with a focus on local retention (30%) to incentivise local authorities to financially bolster their economy and business rates base. In response to this and wider Planning issues, the council commissioned a study by G L Hearn Ltd (GLH) into the potential land use options for stimulating the economy in Bromley. This was aimed both at creating employment and economic growth and with increasing business rates through commercial development.
- 9.4 The main preferred option for the three growth areas suggested and agreed were Bromley Town Centre, Biggin Hill and the Cray Business Corridor.

Town Centre Developing and Planning Site A: Bromley North

- 9.5 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.

Site B: Tweedy Rd

- 9.6 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

- 9.7 Site allocated for mixed use development comprising Hotel and/or offices. Contracts have now been exchanged with the Cathedral Group based on their proposal to convert the Town Hall to a hotel, conference centre and associated restaurants. 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.

Site F: Civic Centre

- 9.8 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. A report on options for the short term use of Ann Springman and Joseph Lancaster blocks is being prepared.

Site G: West of High Street

- 9.9 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. Officers are continuing to work with Muse Developments on agreeing a viable scheme proposal and partnering arrangements that will deliver the Council's objectives. Muse are amending their original scheme design following the commencement of the Crest Nicolson residential scheme in Ringers Road.

Site J: Bromley South

- 9.10 Network Rail have improved the station, in particular; access, drop off facilities, disabled access, internal layout, repairs and refurbishment of the building. A permanent kiss and drop off point on the Waitrose access road has been completed as part of the Outer London Fund round 2 allocations. 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 policy development.

Site K: Westmoreland Road car park

- 9.11 Mixed use development site comprising cinema, A3/4/5 uses, residential, hotel and reprovision 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. Work is progressing in accordance with the programme plan and is due for completion by Autumn 2015.

Site L: Former DHSS

- 9.12 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. Telereal Trillium, the owners of the Crown Buildings have sold the site to the Education Funding Agency. The EFA are proposing to use the site to house a 3 form entry bi-lingual (French) primary school commencing in September 2014.

Bromley North Village

- 9.13 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 . £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. Works are underway and on-schedule in East Street and Market Square. However, the issue with the water main in the High Street has caused some programming issues. Thames Water will commence replacing the main from 13th 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.

Orpington Town Centre

- 9.14 The new owner of the Walnuts are 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. At the ballot of Business Rate payers to establish a Business Improvement District (BID) for Orpington town centre had been successful.

The Priory

- 9.15 The development work undertaken to date, which included a number of surveys and investigations (including a full condition survey) revealed that there were a number of backlog maintenance issues affecting the total project cost of the work. After reporting the increased project costs to the Executive Committee, officers have been asked to review the business case for the project. As a result, project work has been delayed to enable a full range of options for the future of the Priory site to be considered and the business case for each of these to be reviewed so that a fully informed decision may be given full and proper consideration. Officers continue to have regular discussions with the Heritage Lottery Fund on the future of the project

Beckenham

- 9.16 It was reported at 18th September 2013 Renewal and Recreation PDS Committee that a revised Beckenham Town Centre Step 1 scheme bid had been submitted to Transport for London's Area Based Programme. The Council received notification on 16 December that the Initial Scheme Design bid had been successful and that TfL had allocated funding to complete the initial scheme design commencing in April 2014.

9.17 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

Business Support Programme

9.18 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 planning workshops and a webinar during the autumn. In addition to the Business Growth Club, officers have also been working closely with other organisations to organise and host joint support events - such as a Start Up Loans evening in November (co-hosted with Prospects Business Services) and a networking event in December (co-hosted with Metrobank and the Institute of Chartered Accountants in England & Wales (ICAEW)).

9.20 Also in the past year congratulations are due to Alison Stammers, Chairman of the Chislehurst Town Team, who was given the Mary Portas High Street Champion Award for 2013.

Business Improvement District

9.21 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 – Given the successful establishment of Orpington 1st, Members have asked Officers to explore the business case for establishment of BIDs in other town centres.

Penge

9.22 Plans were developed for the provision of a new library service to serve the Penge/Anerley area. Work on the detailed design for the new Library at 46 Green Lane has now been completed. The design of the Library fit out has also been finalised. It is anticipated that the new library will open at the end of May or early June 2014 subject to the contractors programme.

Leisure & Culture

9.23 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. Officers have applied to Pro Active South London for funding a capacity building officer and have been advised they have been successful in achieving £20k. Pro Active Bromley meetings are taking place regularly, facilitated by Council officers.

9.24 Procurement of a management contractor to manage and operate the athletics track at Norman Park has been carried out and the contract was awarded to Norman Park Track Management Limited following the R&R Committee on 18th September.

Crystal Palace Park

- 9.25 Although the application to English Heritage for funds to undertake survey work to identify appropriate remedial work was successful, the appointment of specialists is currently under consideration as the area is now covered by an Exclusivity Agreement with the ZhongRong Group who are developing plans for a Crystal Palace at the park.
- 9.24 The Executive Group of the Management Board met on 20th November and discussions focussed on the ZhongRong Group's proposals for the park. In particular, the design selection process to identify an appropriate design team was discussed, and ARUP, the ZhongRong Group's appointed advisors, set out their planned community engagement activity. The Heritage & Environment Stakeholder Group met on 5th December, the Community Stakeholder Group met on 24th October and 21st November and the Site Management Stakeholder Group met on 9th December. All groups were given an update on the ZhongRong Group's investment proposals.

Housing

- 9.25 Produce and maintain the new London Borough of Bromley Housing Strategy. An initial Member Group meeting was held in July to consider the type and content of the forthcoming Housing Strategy. A draft Housing Strategy formulated by Strategic Housing in consultation with a corporate officer team. A further Member Group meeting was undertaken in October to consider proposed draft Strategy in detail. The final draft Strategy and action plan is currently being reviewed by officers in light of the publication of the Mayor's draft Housing Strategy in December 2013.
- 9.26 A corporate Property Acquisitions Project Group has been established to drive delivery. To date, three suitable properties have been identified and offers have been accepted by vendors. Of the offers accepted, one purchase is expected to complete by late January 2014. The conveyancing progress is progressing for the other two properties with exchange/completion expected estimated for February 2014.
- 9.27 Finally I wish to thank all the members of the Committee for an excellent year, a lot of work has been carried out, including lot of conversation and passion within this area of the Council. Also I would like to thank all the officers in the R&R Department, for not just their tireless work at the committee meetings, but the ongoing day to day work being carried out at a time of great pressure and economic challenge - you are all to be congratulated.

Councillor Ian Payne
Chairman, Renewal and Recreation PDS Committee

Report No.
CSD14037

London Borough of Bromley

PART 1 - PUBLIC

Decision Maker: Renewal and Recreation PDS Committee

Date: 1 April 2014

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

Title: **RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (JUNE 2014-MAY 2015)**

Contact Officer: Lisa Thornley, Democratic Services Officer
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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 for the Municipal Year June 2014-May 2015).

Corporate Policy

1. Policy Status: Existing policy. PDS Committees are encouraged to review their work programmes.
 2. BBB Priority: Excellent Council.
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Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £367,636
 5. Source of funding: Existing 2013/14 revenue budget
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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
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Legal

1. Legal Requirement: No statutory requirement or Government guidance.
 2. Call-in: Not applicable. PDS Report.
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough-wide
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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 the new Municipal Year 2014/15 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 – 24 June 2014				
Appointment of Co-Opted Member	LT	No		
Matters Arising from Previous Meetings	LT	No		
Membership of the Arts Consultative Panel	LT	Yes		
R & R Budget Monitoring 2014/15	CM	Yes		
R & R Business Plan 2014/15	HJ	Yes		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
Enforcement Planning Report	JK	No		
R&R PDS Work Programme	LT	No		
Bromley Economic Partnership – 8 July 2014				
Renewal and Recreation Policy Development and Scrutiny Committee – 1 October 2014				
Matters Arising from Previous Meetings	LT	No		
R & R Budget Monitoring 2014/15	CM	Yes		
R & R Business Plan 2014/15	HJ	Yes		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
Enforcement Planning Report	JK	No		
R&R PDS Work Programme	LT	No		
Bromley Economic Partnership – 7 October 2014				

Report Title	Report Author	PH Decision (Yes/No)	Referred	
			From	To
Renewal and Recreation Policy Development and Scrutiny Committee - 18 November 2014				
Matters Arising from Previous Meetings	LT	No		
R & R Budget Monitoring 2014/15	CM	Yes		
R & R Business Plan 2014/15	HJ	Yes		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
Enforcement Planning Report	JK	No		
R&R PDS Work Programme	LT	No		
<u>Exempt Reports</u>				
Bromley MyTime Annual Report	JG	Yes		
Bromley Economic Partnership – 20 January 2015				
Renewal and Recreation Policy Development and Scrutiny Committee - 29 January 2015				
Matters Arising from Previous Meetings	LT	No		
R & R Budget Monitoring 2014/15	CM	Yes		
R & R Business Plan 2014/15	HJ	Yes		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
Enforcement Planning Report	JK	No		
R&R PDS Work Programme	LT	No		

Report Title	Report Author	PH Decision (Yes/No)	Referred	
			From	To
Renewal and Recreation Policy Development and Scrutiny Committee – 12 March 2015				
Matters Arising from Previous Meetings	LT	No		
R & R Budget Monitoring 2014/15	CM	Yes		
R & R Business Plan 2014/15	HJ	Yes		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
Enforcement Planning Report	JK	No		
Chairman's Annual Report	Chairman	No		
R&R PDS Work Programme	LT	No		
Bromley Economic Partnership – 14 April 2015				
Other Items to be Scheduled				
Orpington Leisure Centre - Roof (post-completion report)				
Anerley Town Hall				
MyTime Investment Fund				

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