



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Keith Pringle

keith.pringle@bromley.gov.uk

DIRECT LINE: 020 8313 4508

FAX: 020 8290 0608

DATE: 14 March 2014

To: Members of the
ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Councillor William Huntington-Thresher (Chairman)
Councillor Samaris Huntington-Thresher (Vice-Chairman)
Councillors Reg Adams, Judi Ellis, John Getgood, Julian Grainger, David Jefferys,
Nick Milner and Catherine Rideout

A meeting of the Environment Policy Development and Scrutiny Committee will be held at Bromley Civic Centre on **TUESDAY 25 MARCH 2014 AT 7.30 PM**

MARK BOWEN
Director of Corporate Services

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

A G E N D A

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 four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Wednesday 19th March 2014.

**4 MINUTES OF THE ENVIRONMENT PDS COMMITTEE MEETING HELD ON
29TH JANUARY 2014 (Pages 3 - 14)**

HOLDING THE PORTFOLIO HOLDER TO ACCOUNT

5 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING

In accordance with the Council's Constitution, questions to the Portfolio Holder must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Wednesday 19th March 2014.

6 PRE-DECISION SCRUTINY OF REPORTS TO THE ENVIRONMENT PORTFOLIO HOLDER

The Environment 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 15 - 28)**
- b CAPITAL PROGRAMME MONITORING Q3 2013/14 & ANNUAL CAPITAL REVIEW 2014 TO 2018 (Pages 29 - 38)**
- c ON-STREET ENFORCEMENT (Pages 39 - 44)**

7 PRE-DECISION SCRUTINY OF A REPORT FOR BOTH THE ENVIRONMENT PORTFOLIO HOLDER AND THE EXECUTIVE

- a MAINTENANCE OF GREEN SPACES TRANSFERRED TO LB BROMLEY (Pages 45 - 48)**

8 PRE-DECISION SCRUTINY OF A REPORT TO THE EXECUTIVE

- a HOUSEHOLD WASTE RECYCLING CENTRES: GRANT FUNDING FROM LONDON WASTE & RECYCLING BOARD (Pages 49 - 54)**

POLICY DEVELOPMENT AND OTHER ITEMS

9 FORWARD WORK PROGRAMME, MATTERS ARISING FROM PREVIOUS MEETINGS, AND CONTRACTS REGISTER (Pages 55 - 62)

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ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.30 pm on 29 January 2014

Present

Councillor William Huntington-Thresher (Chairman)
Councillor Samaris Huntington-Thresher (Vice-Chairman)
Councillors Reg Adams, Peter Fookes, Julian Grainger,
David Jefferys, Nick Milner and Catherine Rideout

Also Present

Councillor Colin Smith and Councillor Peter Fortune

31 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

There were apologies from Councillor Judi Ellis and Councillor John Getgood. Councillor Peter Fookes attended as alternate for Councillor Getgood.

32 DECLARATIONS OF INTEREST

There were no declarations.

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

There were no questions to the Committee.

34 MINUTES OF THE ENVIRONMENT PDS COMMITTEE MEETING HELD ON 19TH NOVEMBER 2013

The minutes were agreed subject to the final sentence at paragraph (j) of Minute 29 being amended to read: *'Councillor Julian Grainger suggested that there were a number of locations in the vicinity where yellow lines could be removed temporarily'*.

35 QUESTIONS TO THE PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING

Two questions were received from Mr Colin Willetts for written reply – details of the questions and responses are at **Appendix A**.

**36 PRE-DECISION SCRUTINY OF REPORTS TO THE
ENVIRONMENT PORTFOLIO HOLDER**

A) BUDGET MONITORING 2013/14

FSD14007

Members considered the latest budget position for the Environment Portfolio.

Based on expenditure and activity levels to 30th November 2013, the 2013/14 controllable budget for the Environment Portfolio was projected to overspend by £109k.

Details were provided of the 2013/14 projected outturn with a forecast of projected spend for each division compared to the latest approved budget. Background to variations was also outlined.

Report FSD14007 also highlighted expenditure and progress against Environment Portfolio projects within the Member Priority Initiatives programme.

As The Environment Agency's regulatory guidance no longer permitted the composting of detritus and leafing collected from street cleansing, additional costs of £140k have had to be incurred in 2013/14 to dispose of the material. Given the magnitude of the costs, Councillor Grainger suggested independent testing of the collected leaves to demonstrate their fitness for composting. The Chairman felt it might be more productive for the Council to collaborate with other boroughs on testing arrangements and apply a risk based approach ranking streets according to traffic volumes.

(Democratic Services Note: on testing Bromley's leaves, it was reported post meeting that discussions had taken place with officials from both the Department for Environment, Food and Rural Affairs (DEFRA) and the Environment Agency (EA).

Officials accepted that more testing is needed to arrive at a better methodology for deciding whether collection methods might be a way of deciding what is acceptable – this based on the fact that 'fresh' leaves might be more acceptable.

Analysis by officers of tree types in each road, used to organise the leafing collections, had been sent to DEFRA and the EA as evidence of how L B Bromley differentiate between fresh leaves and older detritus. As yet there had been no feedback).

RESOLVED that the Environment Portfolio Holder be recommended to:

(1) endorse the latest 2013/14 budget projection for the Environment Portfolio; and

(2) note progress on the implementation of the Environment projects within the Member Priority Initiatives programme.

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

FSD14002

At its meeting on 20th November 2013, the Executive agreed a revised Capital Programme for 2013/14 to 2016/17. Changes in respect of the Capital Programme for the Environment Portfolio were outlined and a revised programme for the Portfolio was presented. Details on scheme progress at the end of the second quarter 2013/14 were also provided including spend against budget.

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

C) PARKING BAILIFF SERVICES

Report ES14016

Portfolio Holder agreement was sought for the procurement of bailiff services to provide debt recovery for collection of outstanding Penalty Charge Notices (PCNs). Report ES14016 recommended that parking services use JBW and Phoenix until October 2016 – the date at which all other key contracts managed by the Shared Parking Service are due to expire. Bailiff services would therefore be aligned with the main enforcement contract across both L B Bromley and L B Bexley. Liberata also use JBW and Phoenix for Council tax debt collection.

Dealing with more than two companies would increase the complexity of day to day management and communication, and the number of warrants issued to each company would be too few; retaining just one company would leave the service vulnerable to the risk of poor performance.

RESOLVED that the Environmental Portfolio Holder be recommended to approve the use of JBW and Phoenix for bailiff debt collection services from 1st April 2014 until 31 October 2016.

D) PLANNED HIGHWAY MAINTENANCE PROGRAMME

Report ES14009

Members considered proposed programmes of planned footway and carriageway maintenance for completion during the 2014/15 financial year. Roads to be considered in subsequent years as reserve schemes or potential programmes of planned maintenance were also provided to Members.

The approach to prioritising roads for maintenance was discussed. Officers considered the prioritisation strategy to have worked effectively with value

management helping to direct funds to the busiest roads in poorest condition. However, it was acknowledged that this may have been to the detriment of unclassified roads - the condition index suggesting that 20% of unclassified roads now required planned maintenance soon.

Councillor Grainger supported the direction of some resources to unclassified roads, questioning the inclusion of A223 Sevenoaks Road (High Street to Cardingham Road) in the Priority 1 Programme, suggesting it appeared to be in a reasonable condition (although the Chairman considered its condition poor between Charterhouse Road and Park Avenue). Officers were looking to work with Members to address unclassified roads and the stage was almost reached where measures other than surface patching were necessary to prevent further reactive costs.

In view of the Council's financial position and the condition index for unclassified roads, officers would welcome a discussion with Members on trialling different road treatment materials for unclassified roads. Some carriageways had already failed structurally and officers were looking at other treatments. The Vice-Chairman suggested a breakdown of roads needing more than surface repair.

Councillor Rideout referred to any risks from heavy goods vehicles (HGVs) and plant travelling to building works along unclassified roads. She suggested visiting roads where there had been significant building work to assess whether HGVs/plant had caused any road damage. However locating such roads was considered difficult, and unclassified roads should be able to withstand the impact of HGVs at low levels. More impact might arise if any vehicle/plant applied consistent road pressure from "mechanical feet". It would be difficult to impose weight limits in view of access requirements for emergency vehicles. Councillor Grainger suggested smaller blocks rather than large slabs to prevent footway damage by HGVs; any increased costs could be worthwhile longer term.

Councillor Grainger provided further observations. He understood that Medway Council carried out surface dressing on unclassified roads. He also advocated the division of minor roads into treatment lengths e.g.40/50 metre in order to treat solely those lengths requiring attention. He further suggested that Members contact officers if there were specific maintenance problems with roads in their ward.

Concerning a working group to consider, *inter-alia*, the level and projections of the condition index and treatments for unclassified roads, the Chairman recommended that this should be considered at the first Environment PDS Committee of the new Council Year - a further meeting of the Waste Minimisation Working Group being the highest priority for the current year. In advance of any working group next year, the Vice-Chairman suggested that officers research the approach taken by Medway Council on surface dressing for unclassified roads.

RESOLVED that the Environment Portfolio Holder be recommended to:

(1) agree that the schemes listed at Appendix A to Report ES14009 should form the basis of the Council's programme of planned highway maintenance for 2014/15 and, subject to budgetary provision, that the works be progressed;

(2) note the reserve schemes and potential programmes of work for future years as listed at Appendix B to Report ES14009; and

(3) note the proposed TfL funded programme of highway maintenance works (Principal A Roads) for 2014/15 as set out at Appendix C to Report ES14009.

E) PROCUREMENT STRATEGY FOR NON-PROGRAMMED PARKS WORKS EXPENDITURE AND SOFT LANDSCAPING PROCUREMENT

Report ES13128

Portfolio Holder approval was sought to a proposed procurement strategy for Park Works Expenditure not already captured in the Term Contracts. This aligns with the overall strategy for procuring Grounds Maintenance services, to provide maximum flexibility over future contracting options at the conclusion in 2017 of the current contract with The Landscape Group.

The following were covered by the proposed strategy:

- Playground Maintenance
- Hard Landscaping
- Parks Furniture
- Soft Landscape Works
- Plants, Shrubs and Bedding

In discussion Members were advised that further analysis had been conducted in respect of Hard Landscaping and Plants, Shrubs and Bedding. This had indicated that current term contract rates are not particularly competitive, and as such it was recommended that all elements of the Parks Non-term Contract Works expenditure are put to the market.

Although floral bedding was now largely sponsored, it was agreed that officers would investigate whether there might be any further scope for sponsorship. It was also confirmed that Ward Members would be advised of any proposal for a new playground. However, Members would not normally be advised on matters concerned with for minor playground maintenance or equipment replacement.

RESOLVED that the Portfolio Holder be recommended to:

(1) agree that all the non-programmed works for parks outlined in Report ES13128, be subjected to market testing rather than offered to existing term contractors, in order to obtain favourable costs at competitive rates for the works; and

(2) approve the tendering timetable for the works as outlined in Report ES13128 and Appendix C to the report.

F) SOFT LANDSCAPING TENDERING

Report ES14018

Related to the procurement strategy for Non-Programmed Park Works (Report ES13128), Members considered a Gateway Report seeking Portfolio Holder approval to a proposed Soft Landscaping tendering process.

It was intended to maximise procurement options for Soft Landscaping prior to the end of the current Main Term Contract for Grounds Maintenance in December 2017 and to maximise flexibility after this for overall Grounds Maintenance procurement.

RESOLVED that the Portfolio Holder be recommended to:

(1) approve the tender process to bring the six soft landscape elements into one package, to be tendered as one contract from May 2014 to December 2017; with the option of awarding single or multiple elements to a single provider or a number of providers; and based on a term co-terminus with the expiry of existing contracts in December 2017; and

(2) approve the tendering timetable outlined in Report ES14018 for soft landscape works.

37 THE STREET ENVIRONMENT CONTRACT REVIEW 2012-13

Report ES14008

The contract for frontline street environment services (incorporating street cleansing, graffiti removal, cleansing of public conveniences, and highway drainage cleaning) was let on 29th March 2012 for a period of five years with an option of a two year extension. The report outlined contract performance against key issues raised by Members, taking account of resident perceptions of street cleanliness and satisfaction with the service.

Mr Terry Allen, Regional General Manager of Kier Environmental Service and Mr Darren Retour, Contract Manager of Kier Environmental Service attended the meeting to answer Member questions.

A weekday programme of deep cleansing was provided for tightly parked streets along with a weekend programme of road channel cleaning for streets with heavy weekday parking. A particular street could be considered for one of the programmes if requested by Members. Adjustments had been made to the programme since its introduction in the first year of the current contract. Increasing the number of roads for programme adjustments (e.g. late night/weekend cleans or alternating some roads on weekdays with some at weekends) could be considered but there were limitations in view of financial constraints and the number of streets to clean (some 3,000).

Difficulties clearing leaf fall had been experienced following recent prolonged rainfall; heavy mechanical sweeping machines have been used to clear gutters and road gullies. It has sometimes been difficult to keep pace with the volume of fallen tree debris; and the extra staff and machines used for the autumn leafing programme were withdrawn at the beginning of January. Removing material from channels has been as efficient as possible with the machinery available – no further machinery is available on the market to clean channels more efficiently. Leaf mulch left in a drain grate required manual removal. The contractor was required to prioritise areas at risk of flooding to ensure gullies remained free of debris (there are some 35,000 gullies in the borough). The contractor expected to clear all residual leaf fall waste within the following two to four weeks. Councillor Rideout commended work of the street cleaning service given the current volume of waste.

Councillor Grainger referred to debris at Windsor Drive, Woodside and Warren Road where cars would normally be parked mid-week, close to Chelsfield Station. These roads were included in the weekend road sweeping programme due to the volume of commuters. He also highlighted two corner locations where mechanical sweepers appeared unable to sweep, the locations not having been attended to since Christmas. Councillor Grainger advocated more focused and effective sweeping with fewer routine sweeps; he considered deep cleans effective, wishing to see more of them.

The Portfolio Holder supported more weekend cleaning, encouraging Members to nominate roads and recommend the best times to clean; such communication would help adjust the balance of cleaning in an area. Reporting via the Council website would also help. Within a limited budget, more communication would assist in further improving cleaning standards.

Officers offered to work with Councillor Fookes to address his concerns over street cleanliness in Penge, targeting the remaining leaf clearance in the north of the borough. Residents were encouraged to report problems via the Council website. It was confirmed that the contractor had 73 staff (including administrative staff) working on street cleansing in the borough.

Concerning bagged waste, and in view of the contractor's use of some 0.5m black bags annually, storage and collection options for green bags were being reviewed to ensure bags would not be left on the highway for extended periods. The Chairman had looked at finding improved locations for such bags in his ward and encouraged Members to be similarly involved.

In regard to surface water on the carriageway during heavy rainfall, the Chairman identified a capacity problem with the Thames Water sewerage system. The Portfolio Holder referred to leaves accumulating around drains, emphasising the need to report problem locations. Although flood related requests had been received, the Head of Area Management indicated that those requests were in addition to cyclical cleaning of gullies which continued on schedule. The street cleaning contractor had used mechanical sweepers to assist with removal of excess water from flooded road surfaces. It was acknowledged that the drainage contractor (Veolia), had attended several reported flooding incidents and attended many callouts of a night-time and over the Christmas period.

Concerned that some residents were known to deflect leaves on to the highway with leaf blowers, the Vice-Chairman suggested working with Friends Groups to discourage the practice. In response, it was explained that press releases last autumn highlighted the problem and a letter had been provided to residents known to be doing this.

The satisfaction survey of street cleansing comprised a major survey of Bromley town centre and a postal survey across the borough, carried out in August 2013. Councillor Milner drew attention to the fact that there could have been less litter during the holiday season and leaf fall would not have started. It was confirmed that timing of the survey would be considered.

On improving links between the Council and Resident Associations (RA) to improve local environments, Councillor Jefferys updated Members on the 'linkage' pilot scheme involving the Park Langley RA and Shortlands RA. Meetings had been held to share knowledge on service delivery and identify local issues and 'hot spots'. Sharing local intelligence was working well and residents were able to highlight street sweeping issues. RAs could also encourage vehicle owners to park on one side of a street (or away from the street) during periods of cleaning. Councillor Jefferys highlighted a need to be specific when targeting cleaning. Residents were understanding of the contractor's difficulties and *vice-versa*. There were advantages in having street cleaning the day after refuse collection. Suggestions were made to achieve maximum gains and a trend analysis carried out by officers would assist with further identification of local issues. Residents also wanted to take forward the purple bag scheme next autumn (used by Friends and voluntary groups to collect litter).

RESOLVED that:

- (1) the positive results of the independent resident satisfaction survey of street cleansing standards be noted with attention given to highlighted areas of concern;**
- (2) the reduced levels of public enquiries regarding street environment contracts be noted since the last report to the Committee; and**

(3) the frequency of sweeping will continue to be monitored and adjusted where required to ensure cleanliness standards are achieved; and that additional programmes of work, including deep cleaning of streets and weekend road cleaning, will continue.

38 DRAFT 2014/15 BUDGET

FSD14008

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

Outstanding issues and areas of uncertainty remained and any further updates would be included in the 2014/15 Council Tax report to Executive on 12th February 2014.

Report FSD14008 outlined both a breakdown of growth pressures in the four year forecast for the Portfolio and a summary of the new savings options for the Portfolio. Appendix 1 to the report included a draft estimate summary sheet, budget variations, notes on the budget variations and a subjective analysis. Expenditure pressures and service risks related to Portfolio services, particularly from unpredictable demand such as waste, parking, highways and winter maintenance, were detailed at Appendix 2 to the report.

In view of budget pressures with waste services (landfill tax and now the upturn in waste per household), the Chairman suggested a meeting of the Waste Minimisation Working Group, particularly in relation to budget planning for 2015/16. On parking enforcement, costs related to recent Government proposals (currently the subject of consultation) were not included in the Draft Portfolio Budget but would be reflected in the provision for risk/uncertainty in the Council's Central Contingency Sum.

The Vice-Chairman referred to the success of the Green Garden Waste collection scheme, suggesting it be made to work even better. A marketing campaign for the scheme was scheduled to start in the spring. Given the scheme's success, Members were advised that another collection vehicle was likely to be necessary, financed by revenue from more customers.

Councillor Grainger suggested the Council lobby Government on Landfill tax which he felt was approaching a level of counter-productivity. He also advocated the recycling of carpet waste and supported a balancing of parking fees according to higher and lower demand.

It was explained that carpets were complicated to recycle due to their varied use of materials and complex structure e.g. bonded underlay; officers were looking at additional materials that can be recycled with mattresses a recent addition. It was suggested the Waste Minimisation Working Group could look at any possibilities for recycling carpet material. The Portfolio Holder confirmed that the Council had expressed its thoughts on Landfill Tax to the

Parliamentary Under Secretary of State for Communities and Local Government. The tax had produced the effect it was designed for and it was felt there should be no escalation of the tax - recycling was a good habit which people had adopted.

RESOLVED that the Committee's comments on the initial draft 2014/15 Budget be provided to the February meeting of the Executive.

39 FORWARD WORK PROGRAMME, MATTERS ARISING FROM PREVIOUS MEETINGS AND CONTRACTS REGISTER

Report ES14002

Members considered the Committee's Work Programme for the remainder of the year and matters arising from previous meetings.

Referring to Minute 29 (h) from minutes of the Committee's previous meeting, Councillor Grainger referred to the lamp column replacement project. Acknowledging that most residents were content with the replacement LED lanterns, there had been some concern on the extent of glare into homes from lamp columns within close proximity to some properties.

Looking at the Committee's future work, Councillor Grainger enquired about scheduling a Working Group meeting to consider the Borough's transport strategy (transport statement) and Local Implementation Plan (LIP). The Chairman suggested that this and matters concerned with road surfacing for unclassified roads be taken forward in the new Council Year. Priority consideration for the remainder of the current year was to look at reducing waste costs for 2015/16.

RESOLVED that:

- (1) the work programme be agreed;**
- (2) the priority of working groups recommended for the Environment PDS in the new council year be (a) Waste Minimisation and Budget Review (b) Planned Maintenance Strategy and (c) Transport Strategy;**
- (3) progress related to previous Committee requests be noted; and**
- (4) a summary of contracts related to the Environment Portfolio be noted.**

The Meeting ended at 9.37 pm

Chairman

Minute Annex

QUESTIONS FROM MR COLIN WILLETTS FOR WRITTEN REPLY

Question 1

(Referring to the written reply to the first question from Mr Willetts at Executive 15th January 2014)

Even with bollards this does not resolve the issue of traffic over riding footway either side of recycling banks and request on behalf of the community that in situ column is moved/ slight kerb line reduction allowing freer flow of traffic on this busy bus route in Station Approach?

Reply

Your personal opinion has been noted.

As you have been advised previously, Cllr Ince is the lead Ward Councillor for this mini project locally and will relay a further update to the local Community, as soon as this work has been completed.

Question 2

Could you tell us the number of Environmental CRM's (Confirm reports) reported to CSC Agent by i) Cllr Stranger, ii) Cllr Ellis, iii) Cllr Ince & iv) Colin Willetts from May 2010 to present?.

Reply

The figures you have requested are detailed below.

Could I take this opportunity to remind you however that CSC is NOT the preferred format to report Environmental faults through for those with the technical ability to do so online.

Significant money can be saved for local Council Tax payers, service standards improved and resolutions to problems speeded up and local residents served far better by the use of the Council's 'Fix' technology, which can be accessed via the following link : <https://fix.bromley.gov.uk/>

Cllr Ellis –	0
Cllr Ince -	25
Cllr Stranger –	0
Colin Willetts –	1,851

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Report No.
FSD14024

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Environment Portfolio Holder

For Pre-Decision Scrutiny by the Environment PDS Committee on

Date: 25th March 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: Nigel Davies, Executive Director of Environment and Community Services

Ward: Borough-wide

1. Reason for report

This report provides an update of the latest budget monitoring position for 2013/14 for the Environment Portfolio, based on expenditure and activity levels up to 31st January 2014. This shows a projected underspend of £117k.

2. **RECOMMENDATION**

That the Environment Portfolio Holder:

2.1 **Endorses the latest 2013/14 budget projection for the Environment Portfolio.**

Corporate Policy

1. Policy Status: Existing Policy Sound financial management.
 2. BBB Priority: Excellent Council; Quality Environment
-

Financial

1. Cost of proposal: Not Applicable
 2. Ongoing costs: Recurring Cost
 3. Budget head/performance centre: All Environment Portfolio Budgets
 4. Total current budget for this head: £42.2m
 5. Source of funding: Existing revenue budgets 2013/14
-

Staff

1. Number of staff (current and additional): 197.4 fte
 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: 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? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 The 2013/14 projected outturn is detailed in Appendix 1. This forecasts the projected spend for each division compared to the latest approved budget, and identifies in full the reasons 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.

4. POLICY IMPLICATIONS

- 4.1 The Resources Portfolio Plan 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 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2012/13 to minimise the risk of compounding financial pressures in future years.
- 4.3 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council’s budgetary control and monitoring arrangements.

5. FINANCIAL IMPLICATIONS

- 5.1 The main variations compared to the last reported budget monitoring report are as follows: -

Variation	£'000
Increase in tree maintenance works due to Christmas storms	100
Drawdown from earmarked reserve for storm damage	-100
Increase in waste disposal tonnages due to storms	230
Underspend on winter maintenance due to mild winter	-116
Increase in parking enforcement income due to the change in reporting basis of new system	-105
Additional parking income due to increase in usage during Christmas period	-77
Settlement of old invoices relating to New Roads and Street Works Act	-65
Other minor variations across the Portfolio	-30
	-163

- 5.2 Although the overall budget shows an underspend of £117k for 2013/14, the controllable budget for the Environment Portfolio is projected to be underspent by £54k at the year-end based on financial information available to 31st January 2014. Within this projection there are major variations which are detailed in Appendix 1 and summarised below.

Parking

- 5.3 A small net surplus of Cr £31k is projected for on street parking and permit parking. An increase in parking contraventions during the first ten months, together with the change in accounting for PCNs for 2012/13 due to the new ICT system, has resulted in additional income being projected of £255k compared to budget. £50k of this surplus is being used replace handheld equipment used for parking enforcement.
- 5.4 Other variations within parking include Cr £30k rebate for business rates and Cr £64k underspend across contract payments and various running expenses.

Street Scene & Green Space

- 5.5 Reduced tonnages of recycled paper have meant that a deficit of £115k is projected. This is partly offset by additional income of £45k mainly from trade waste delivered customers.
- 5.6 3% of commercial customers have withdrawn from the trade waste collected service resulting in a loss of income of £60k being projected. This has been partly offset by a reduction in the collection contract costs for trade waste of £20k.
- 5.7 During the period December to February, there has been a sharp increase in waste tonnages delivered to the CA sites by both residents and traders, suggesting clearance of storm damage from properties. This together with the usual post-Christmas clear-out and increased street sweeping tonnages as a result of the unusual rainfall levels has meant that waste disposal costs are expected to be at least £300k above budget.
- 5.8 A delay in implementing budget options relating to staffing has led to a projected overspend of Dr £27k. This is partly offset by a Cr £20k saving from the Coney Hill contract. Other variations in waste total Cr £5k.
- 5.9 As a result of the stormy weather experienced during October and December, there is a projected overspend within the tree maintenance budget for highways and parks of £200k. This is the result of general damage caused across the borough where trees have had to be cut and removed from highways and parks. This has been partly offset by a drawdown of £100k from the funds allocated to storm damage.
- 5.10 There is a net underspend of £90k projected for the other areas within the Street Scene and Green Space Division. Delays in implementing staff savings have resulted in an overspend of Dr £68k, and the FPN littering offence scheme is projecting a net deficit of Dr £33; this has been offset by a reduction in expenditure of Cr £153k as a result of management action taken, and additional income of Cr £38k. It should be noted that the full year saving for staffing of £107k will be achieved in 2014/15.

Transport and Highways

- 5.11 The mild winter has resulted in an underspend of the winter maintenance budgets totalling £116k. There are other net variations of Cr £30k across staffing and running expenses.
- 5.12 An overspend relating to emergency flood works and clean-up operations of £50k has been offset by a sum draw down from an earmarked reserve set aside for emergency flood works.

5.13 The table below summarises the main variances: -

Summary of Major Variations	£'000
Net surplus of income from on street and permit parking	(31)
Income from increase in parking contraventions	(255)
Replacement of several handheld equipment for enforcement	50
Business rate rebate, underspends from contract and running expenses	(94)
Net shortfall of income from trade waste collected & delivered services and paper	110
Additional waste disposal costs mainly due to the recent storms	300
Delays in implementing budget option	27
Coney Hill and other minor variations within waste services	(25)
Overspend within tree maintenance budgets for highways and parks	200
Draw down from earmarked reserve for storm damage	(100)
Net underspend across other areas within the Street Scene and Greenspace Division	(90)
Underspend of winter maintenance budgets	(116)
Other net variations across Transport & Highways staffing and running expenses	(30)
	<u>(54)</u>

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

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Environment Portfolio 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
(6,470)	Customer & Support Services							
1,359	Parking	Cr 6,645	Cr 6,084	Cr 6,414	Cr 330	1-5	Cr 145	0
	Support Services	1,225	1,239	1,239	0		0	0
(5,111)		Cr 5,420	Cr 4,845	Cr 5,175	Cr 330		Cr 145	0
104	Public Protection - ES							
	Emergency Planning	71	74	74	0		0	0
104		71	74	74	0		0	0
4,440	Street Scene & Green Space							
	Area Management/Street Cleansing	4,426	4,053	4,089	36	6	15	0
2,428	Highways	2,367	2,743	2,678	Cr 65	7	45	0
(36)	Markets	Cr 33	1	Cr 22	Cr 23	8	Cr 16	0
6,007	Parks and Green Space	6,026	6,074	6,067	Cr 7	9	25	0
582	Street Regulation	485	456	525	69	10	23	0
16,182	Waste Services	16,639	16,775	17,187	412	11	147	330
	Management action to meet FYE							Cr 330
29,603		29,910	30,102	30,524	422		239	0
6,622	Transport & Highways							
	Highways incl London Permit Scheme	6,118	6,576	6,450	Cr 126		35	300
167	Highways Planning	135	135	135	0		0	0
303	Traffic & Road Safety	167	188	168	Cr 20		Cr 20	0
	Management action to meet FYE							Cr 300
7,092		6,420	6,899	6,753	Cr 146		15	0
31,688	TOTAL CONTROLLABLE	30,981	32,230	32,176	Cr 54		109	0
7,561	TOTAL NON-CONTROLLABLE	7,983	8,024	7,961	Cr 63		6	0
2,321	TOTAL EXCLUDED RECHARGES	2,022	1,940	1,940	0		0	0
41,570	PORTFOLIO TOTAL	40,986	42,194	42,077	Cr 117		115	0

Reconciliation of Final Budget

£'000

Original budget 2013/14

40,986

Repairs and Maintenance carry forward from 2012/13

41

Allocation of Localisation & Conditions Pay Awards

83

Net loss of income from proposed sale of car parks

546

Centralisation of training budgets

Cr 3

Budget transfer within ECS Department

2

Parking Fund transfer

18

Lead Local Flood Authorities

220

Drawdown of central contingency funds re increased fuel costs

164

Detritus / Leafing - additional street cleansing costs

140

Excluded recharges - minor adjustment

Cr 3

Latest Approved Budget for 2013/14

42,194

REASONS FOR VARIATIONS

1. Income from Bus Lane Contraventions Dr £40k

Based on the latest activity data, a decrease in income of around £55k is projected for 2013-14 due to a reduction in the number of contraventions. This is partly mitigated by additional income of £15k received from previous years, due to the change in the reporting basis of the new parking ICT system.

2. Off Street Parking Cr £68k

Although no overall variation is projected for off street parking income, there are significant variances within some car parks. A shortfall of Dr £65k is projected at The Hill, offset by additional income at the Civic Centre Cr £15k, Village Way Cr £30k, and other surface car parks Cr £20k.

Compared to the same period in 2012/13, income for off street parking is up by around £90k. £56k of this can be attributed to the price increase which came in at the end of April 2012. The balance of £34k relates to an improvement in usage during December 2013.

Other variations include business rate adjustments of Cr £30k, a projected underspend for parking contract payments (Cr £30k) and a small variance of Cr £8k for car park maintenance.

Summary of variations within Off Street Parking	£'000
Off Street Parking income - multi-storey car parks	20
Off Street Parking income - other surface car parks	Cr 20
Business rate adjustments/rebate	Cr 30
Projected underspend on R&M at multi-storey car parks	Cr 8
Underspend on contract payments	Cr 30
Total variations within Off Street Parking	<u>Cr 68</u>

3. On Street Parking Cr £74k

An income deficit of £52k is projected within Bromley Town Centre Inner zones. This is more than offset by additional projected income in the outer Bromley zone of Cr £57k and within Petts Wood, Beckenham and Orpington Cr 25k. Compared to the same period in 2012/13 income is up by around £50k, which again, can be attributed to the price increase.

Other minor variations within running expenses including equipment and contract payments, total Cr £23k.

There is a small surplus projected for other income of £21k.

Summary of variations within On Street Parking	£'000
Income from Bromley Town Centre Inner zones	52
Income from Bromley Town Centre Outer zones	Cr 57
Income from Petts Wood, Beckenham & Orpington	Cr 25
Other income	Cr 21
Underspend on running expenses	Cr 23
Total variations within On Street Parking	<u>Cr 74</u>

4. Parking Enforcement Cr £248k

Based on activity levels up to January 2014, there is a projected net surplus of £107k from PCNs issued by Vinci due to an increase in contraventions. Additional income has been received for PCN contraventions in 2012/13 totalling £90k, due to the change in reporting basis of the new parking ICT system.

Several sets of the enforcement hand-held equipment have had to be replaced at a cost of £50k, and there is a small variation of Cr £3k on the enforcement contract costs.

There is a projected net surplus of around Cr £68k for mobile and static cameras due to an increase in contraventions during 2013/14. Additional income has been received for PCN contraventions in 2012/13 totalling £30k, due to the change in reporting basis of the new parking ICT system.

Summary of variations within Parking Enforcement

	£'000
PCNs issued by wardens	Cr 197
Handheld enforcement equipment replacement	50
PCNs issued by mobile & static cameras	Cr 98
Variation in contract costs	Cr 3
Total variations within Parking Enforcement	Cr 248

5. Permit Parking Dr £20k

Based on income up to January 2014, a net income deficit is projected for permit parking of Dr £20k.

Summary of overall variations within Parking:

	£'000
Bus Routes Enforcement	40
Off Street Parking	Cr 68
On Street Parking	Cr 74
Parking Enforcement	Cr 248
Permit Parking	20
Total variation for Parking	Cr 330

6. Area Management & Street Cleansing Dr £36k

The FPN littering offence scheme is projecting a net deficit of £33k. This has arisen as the income recovery rate, as of writing, has fallen to around 40% in recent months, and therefore costs exceed income collected. It is anticipated that following recent contractor changes and payment arrangements from January 2014, there will be a higher recovery rate, and thus no increase in the deficit. This will continue to be monitored closely as any increased deficit would require compensating savings to be identified elsewhere.

There is a projected overspend within the street cleansing contract of £20k, which has been funded from a planned underspend on gully cleaning within Highways.

Minor variations across other budgets have resulted in a projected underspend of £17k, which is partly offsetting the deficit above.

Summary of variations - Area Management & Street Cleansing

	£'000
Deficit within FPN littering offences	33
Overspend within street cleansing	20
Minor variations	Cr 17
Total variations - Area Management & Street Cleansing	Cr 36

7. Highways SS&GS Cr £65k

A surplus in income is projected from skip licences and street traders' licences totalling £28k, which is contributing to mitigating overspends elsewhere across the division.

Within the materials budget, there is a projected underspend of £14k, largely attributable to lower activity within Snow Friends initiatives as a result of the relatively mild winter.

There is a planned underspend within gully cleaning of £40k. £20k of this is contributing towards mitigating other budget pressures across the division, and £20k is funding additional Street Cleansing works.

Other variations total Cr £33k, mainly within safety road markings/renewals & vehicular guard rails (Cr £15k) and the public rights of way budget (Cr £12k).

As a result of the stormy weather experienced during October and December, there is a projected overspend within the tree maintenance budget of £100k. This is the result of general damage caused across the borough where trees have had to be cut and removed from highways. This has increased from the previously reported variation of £60k (as at 31st December) due to further periods of stormy weather experienced during the Christmas period. £50k will be drawn down from the earmarked reserve set aside for storm damage. Therefore the net overspend relating to tree maintenance as a result of storm damage is projected to be £50k.

Summary of variations - Highways SS&GS	£'000
Surplus income from skip licences	Cr 14
Surplus income from street traders' licences	Cr 14
Underspend on materials for Snow Friends	Cr 14
Planned underspend within gully cleaning	Cr 40
Other variations	Cr 33
Overspend on tree maintenance	100
Drawdown from earmarked reserve set aside for storm damage	Cr 50
Total variations - Highways SS&GS	Cr 65

8. Markets Cr £23k

There is a projected income surplus of £10k due to higher customer activity than previously anticipated. Additionally, there are underspends across supplies and services budgets of £13k, giving a net underspend for the service of £23k. This is being used to contribute towards mitigating deficits within the division.

9. Parks & Greenspace Cr £7k

There is a projected net underspend across salary budgets of £50k. Of this, £20k is attributable to maternity leave, with no subsequent back-filling within the Park Ranger service. The remaining net underspend of £30k is largely due to managing vacancies within BEECHE and Parks Development.

Other minor variations across parks and green space budgets total Cr £7k.

As a result of the stormy weather experienced during October and December, there is a projected overspend within tree maintenance of £100k. This has largely been incurred where a number of fallen trees have had to be removed from residential properties in the Riverside Gardens area of the borough. This has increased from previously reported variation of £60k due to further periods of stormy weather experienced during the Christmas period. £50k will be drawn down from the earmarked reserve allocated for storm damage and therefore the net overspend relating to tree maintenance as a result of storm damage is projected to be £50k.

Summary of variations - within Parks & Green Space	£'000
Underspend within staffing	Cr 50
Other minor variations	Cr 7
Overspend on tree maintenance	100
Drawdown from earmarked reserve set aside for storm damage	Cr 50
Total variations - Parks & Green Space	Cr 7

10. Street Regulation Dr £69k

Delays in implementing staff savings of £107k have resulted in only a part year effect (Cr £39k) being achieved. The full £107k saving will be achieved from April 2014.

Management action has been taken not to backfill a secondment to Education, Care & Health services (Cr £12k), in order to contribute to mitigating the deficit.

There is a projected net overspend across other budget lines of £13k. This comprises £5k within car allowances and a net £8k across other budget headings.

Summary of variations - within Street Regulation	£'000
Delay in achieving staffing savings	68
Management action	Cr 12
Other minor variations	13
Total variations - Street Regulation	69

11. Waste Services Dr £412k

There is currently projected to be a net overspend for waste disposal of £300k. Actual tonnage collected was 3,100 tonnes above budget for the first eleven months of the year, and it is anticipated that there will be a year-end variation for 2013-14 of 3,400 tonnes. This sharp increase in recent months is a direct result of the impact of the storms during the Christmas period.

From April to November, total waste tonnages rose by a total of 1.44%. The impact of the storms led to increases of 7% in December, 12% in January and 12.4% in February. Analysis of the tonnages show sharp increases in waste delivered to the CA sites by both residents and traders, suggesting clearance of storm damage from properties. Collected domestic refuse increased substantially, representing both the usual post-Christmas clearout and increased weights due to high water content. Similarly, street sweeping tonnages increased as a result of the unusual rainfall levels.

It is anticipated that income received as a result of the payment mechanism built into the disposal contract will result in a deficit of £20k. This projection has taken into account tonnage adjustments for 2012/13, disposal tonnages to date and those currently anticipated for the remainder of the year.

Within trade waste collection income, there is a net projected deficit of £40k. Prices were increased by 4.2% from 1st April 2013 with the expectation of a minimal dropout of customers. Around 3% of commercial customers have withdrawn from the service.

Within trade waste delivered income, there is a projected surplus of £45k, due to increased activity from builders and other tradesmen bringing waste to the depots.

There is a projected deficit from paper recycling income of £115k due to reduced tonnages currently being collected from households. It is likely that this trend will continue into future years.

Income from textile collections is projected to generate a surplus of £10k due to increased projected tonnages from previously expected. There is also a small projected surplus of £3k relating to income from special collections.

Within the 2013-14 budget setting process, staff savings of £50k relating to two site supervisor posts were incorporated. The net effect of delays in implementing the changes (effective from 1st February), as well as holding a post vacant for part of the year, is a projected deficit of £27k. The full £50k saving is expected to be delivered from April 2014.

There is an anticipated underspend within the Coney Hill budget of £20k in expectation that sums set aside for replacement equipment and other non-routine items will not be required.

There is also a projected net underspend across various other budgets totalling Cr £12k.

The full-year effect (2014/15) of the deficit relating to disposal tonnages, detritus, leafing, paper income, and trade waste collection income is likely to be around £330k. Of this, there is an amount of £200k has been allocated from centrally held funds as a growth item. The remaining balance of £130k has been met from within existing Streetscene & Greenspace budgets.

Summary of variations within Waste Services	£'000
Waste disposal tonnages	300
Payment mechanism deficit	20
Trade waste collection income	40
Trade waste delivered income	Cr 45
Paper recycling income	115
Textile collections & special collection income	Cr 13
Staffing	27
Coney Hill	Cr 20
Equipment, collection contract & car allowances	Cr 12
Total variation for Waste Services	<u>412</u>

12. Highways (Incl London Permit Scheme) Cr £126k

A balanced budget is projected for all areas of NR&SWA income. This has improved from the previous projected deficit of £65k, largely as a result of the settlement of several old invoices that has allowed the release of a bad debt provision.

The full year-effect within NRSWA income is a projected deficit of around £300k. This has already been met from within T&H budgets as part of the 2014-15 budget setting process work that has been undertaken.

There is a projected underspend within staffing budgets of £40k. This is due to a combination of not recruiting to vacant posts, and delays in appointing to other posts.

Costs relating to winter maintenance budgets have resulted in a projected underspend of £116k, essentially due to the relatively mild winter and lack of snowfall. The table below gives a breakdown of winter maintenance budgets and the projected variances: -

Winter Maintenance	Budget	Projected Spend	Projected Variance
	£'000	£'000	£'000
Salt, gritting & snow clearance	161	28 Cr	133
Met Office Costs	25	30	5
Vehicle / plant maintenance & repairs	113	117	4
Standby / training / overtime and other costs	106	114	8
Winter Maintenance Totals	405	289 Cr	116

As a result of the unprecedented recent heavy rainfall, there is a projected overspend relating to emergency flood works and clean-up operations of £50k. This is particularly prevalent in the Borkwood Court (Orpington) and Courtfield Rise/Corkscrew Hill (West Wickham) areas of the borough. Costs relating to the hire of pumps and other specialist drainage equipment, as well as the purchase of sandbags, have been incurred. Members recently approved a one-off provision for emergency flood damage of £100k. £50k of this earmarked reserve will be drawn down to cover the projected costs and ensure there is no overall budget variation relating to flood damage for 2013/14. It is likely that the remaining £50k will be required in the early part of 2014-15.

There is a net projected overspend across all other highways budgets of £30k. This is more than covered by the staffing and winter maintenance underspends.

Summary of variations within Transport & Highways	£'000
Variation in NRSWA income	0
Salary underspend	Cr 40
Winter Maintenance	Cr 116
Overspend relating to emergency flood work	50
Drawdown from earmarked reserve set aside for emergency flooding	Cr 50
Net overspend across other budgets	30
Total variation for Transport & Highways	Cr 126

13. Traffic & Road Safety Cr £20k

There is a projected underspend across traffic & road safety salary budgets of £20k. This is due to a combination of maternity leave and not backfilling a short-term secondment to Education, Care & Health services.

15. Non-controllable budgets Cr £63k

For information, this variation across the Environment portfolio relates to a net projected underspend within property repairs and maintenance budgets, and a small surplus in rental income. 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 the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the from 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 approved:

- 1) Extension of Hire Car & Light Commercial Vehicle Fleet contract for 12 months: £81k
- 2) Lease Car fleet - Extension of damage repair contract for 12 months from Feb 2014 £60k: (expected cost)

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.

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Agenda Item 6b

Report No.
FSD14022

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Environment Portfolio Holder

Date: For Pre-Decision Scrutiny by the Environment PDS Committee on
25th March 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 Environment Portfolio. The revised programme for this portfolio is set out in Appendix A, detailed comments on individual schemes are included at Appendix B and the new schemes approved for this Portfolio are set out in Appendix C.

2. **RECOMMENDATION**

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; Quality Environment
-

Financial

1. Cost of proposal: £4.4m for new schemes (see para 3.7 and Appendix C)
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Capital Programme
 4. Total current budget for this head: £32.0m for the Environment 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: 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 Environment 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 Environment Portfolio Programme approved by the Executive in February are shown in the table below and further details are included in paragraphs 3.3 to 3.5. The revised Programme for the Environment 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	8,929	8,303	4,050	4,050	0	25,332
Less: Carbon Management scheme t/f to Resources	-138	0	0	0	0	-138
Beckenham Town Centre improvements (Executive 16/10/13)	0	214	800	2,243	0	3,257
Programme before Q3 monitoring	8,791	8,517	4,850	6,293	0	28,451
<u>Variations agreed by Executive 12/02/14</u>						
Revised TfL grant allocations (para 3.3)	-843	0	0	0	0	-843
Station Road Car Park - completed scheme (para 3.4)	-21	0	0	0	0	-21
Rephasings from 2013/14 to later years (para 3.5)	-1,035	1,035	0	0	0	0
Total Q3 Monitoring variations	-1,899	1,035	0	0	0	-864
New schemes (para 3.7 and Appendix C)	0	120	50	140	4,100	4,410
Revised Environment Capital Programme	6,892	9,672	4,900	6,433	4,100	31,997

3.3 Transport for London (TfL) – Revised Support for Highway Schemes (£843k reduction)

Provision for transport schemes to be 100% funded by TfL was originally included in the Capital Programme 2013/14 to 2016/17 on the basis of the bid in our Borough Spending Plan (BSP). Notification of an overall reduction of £843k in 2013/14 was reported to the Executive on 12th February and the Capital Programme was reduced accordingly. Grant allocations from TfL change frequently and any further variations will be reported in subsequent capital monitoring reports

3.4 Station Road Car Park – deletion of residual balance (£21k reduction)

Provision for miscellaneous items of expenditure has remained in the Capital Programme for a number of years after the completion of the sale of Station Road Car Park, Orpington, to Tesco. The Executive was advised that no further expenditure is anticipated on this scheme and agreed that the remaining budget of £21k be deleted.

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. Some £545k of the overall slippage from 2012/13 into 2013/14 related to Environment Portfolio schemes and this was analysed in the 1st quarter's monitoring report to the PDS Committee meeting in October 2013. No rephasings on Environment schemes from 2013/14 into later years were identified in either the 1st or the 2nd quarter's monitoring exercises, but, as is shown in the table in paragraph 3.2, a total of £1.0m was rephased by the Executive in February. This is 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
Orpington Public Realm improvements	-42	42
Street Lighting Invest to Save initiative	-951	951
Bromley Town Centre – increased parking capacity	-42	42
Total Environment Programme rephasing	-1,035	1,035

Annual Capital Review – new scheme proposals

- 3.6 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. Our asset disposal programme has diminished and any new capital spending will effectively have to be met from our remaining revenue reserves.
- 3.7 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. Details of the new Environment Portfolio schemes are provided in Appendix C.

Post-Completion Reports

- 3.6 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 Environment 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 Environment 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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ENVIRONMENT 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		
SCHEMES FULLY FUNDED BY TFL	48366	29121	3245	4000	4000	4000	4000	Various	100% TfL funding, based on Borough Spending Plan submission to TfL and will only proceed if 100% funding is agreed by TfL. The Capital Programme will be adjusted to reflect revised TfL approvals as these are received.
TOTAL SCHEMES FULLY FUNDED BY TFL	48366	29121	3245	4000	4000	4000	4000		
OTHER									
Winter maintenance - gritter replacement	1210	645	165	40	90	180	90	Paul Chilton	
Orpington Public Realm Improvements	2200	2134	24	42				Garry Warner	£1.2m TfL funding
Beckenham Town Centre improvements	3257	0	0	214	800	2243		Kevin Munnely	Executive 16/10/13. £2,345k TfL funding; £150k Members' Initiative reserve
Depots - stand by generators	120	0	0	120				Paul Chilton	
Street Lighting Invest to Save Initiative	8507	3	3300	5204				Garry Warner	Funded by Invest to Save Fund (Executive 28/11/12)
*Feasibility Studies	50	0	10	10	10	10	10	Claire Martin	
TOTAL OTHER	15344	2782	3499	5630	900	2433	100		
CAR PARKING									
Station Road Car Park - Miscellaneous works relating to sale	487	487	0					Heather Hosking	Funded by capital receipt from disposal; residual balance £21k deleted
The Hill Multi-Storey Car Park - strengthening works	280	222	58					Paul Redman	Approved by Executive 29/09/10
Bromley Town Centre - increased parking capacity	420	288	90	42				Paul Redman	Approved by Executive 23/05/12
TOTAL CAR PARKING	1187	997	148	42	0	0	0		
TOTAL ENVIRONMENT PORTFOLIO	64897	32900	6892	9672	4900	6433	4100		

ENVIRONMENT 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	Rephased into 2014/15 & other changes	Revised Estimate Feb 2014	
	£'000's	£'000's	£'000's	£'000's	£'000's	
SCHEMES FULLY FUNDED BY TFL	29121	4088	1093	-843	3245	TfL grant support reduced by £843k
TOTAL SCHEMES FULLY FUNDED BY TFL	29121	4088	1093	-843	3245	
OTHER						
Winter maintenance - gritter replacement	645	165	153	0	165	New gritter received November 2013. Additional snow plough to be purchased for use by community farmer who assists LBB with snow clearance. Ongoing monitoring of footway and ancillary winter equipment with replacements schedules based on use and condition.
Orpington Public Realm Improvements	2134	66	11	-42	24	Balance of funding being utilised for minor redesigns to scheme.
Beckenham Town Centre improvements	0	0	0	0	0	Scheme due to commence in 2014/15
Depots - stand by generators	0	0	0	0	0	Scheme due to commence in 2014/15
Street Lighting Invest to Save Initiative	3	4251	1221	-951	3300	Works in Hayes and Shortlands have largely been completed and the project has moved on to the next area, Chislehurst. The rate of column erection would indicate an estimated spend during 2013/14 of £3.3 m.
*Feasibility Studies	0	10	0	0	10	
TOTAL OTHER	2782	4492	1385	-993	3499	
CAR PARKING						
Station Road Car Park - Miscellaneous works relating to sale	487	21	0	-21	0	Scheme complete; residual balance £21k deleted
The Hill Multi-Storey Car Park - strengthening works	222	58	0	0	58	End of maintenance period inspections are being carried out. If satisfactory, outstanding retention sums will be released to the contractor.
Bromley Town Centre - increased parking capacity	288	132	0	-42	90	Mitre Close has been partially constructed and will be completed by the end of 2013/14. Elmfield Road is currently being consulted upon and implementation is likely to extend into 2014/15.
TOTAL CAR PARKING	997	211	0	-63	148	
TOTAL ENVIRONMENT PORTFOLIO	32900	8791	2478	-1899	6892	

CAPITAL PROGRAMME REVIEW 2013						
NEW CAPITAL SCHEMES APPROVED BY EXECUTIVE 12/02/14						
ENVIRONMENT PORTFOLIO						
Capital Scheme/Project	TOTAL	14/15	15/16	16/17	17/18	Comments
	£000's	£000's	£000's	£000's	£000's	
Winter maintenance - replacement of equipment	280	0	50	140	90	To fund the continuation of the phased programme of replacement of the Council's aging winter maintenance equipment, which will enable the continuation of a reliable winter maintenance service. The Capital Programme currently includes provision for 2013/14 and 2014/15
Depots - stand-by generators	120	120	0	0	0	To provide stand-by generators for Depot operations (Central, Churchfields & Shire Lane). This would ensure that all front-line services based at the Council's depots are able to function in the event of a total or partial loss of electrical power thereby ensuring that disruption to essential services is minimised. Because of the layout of the largest depot, two heavy duty mobile generator units will enable prompt reaction to electrical power loss with ease of connection to suitably modified power infrastructure points at Central Depot. The use of trailer mounted mobile units will enable ease of transportation to outlying depots such as Churchfields Depot and Shire Lane Salt Depot. The equipment will also form part of the emergency plant group held in Transport Operations and will remain available to the Emergency Planning Manager in support of a reactive response to any other emergency within the Borough
Highway schemes funded by Transport for London	4000	0	0	0	4000	Annual provision for highway schemes to be fully funded by Transport for London
Feasibility studies - block provisions	10	0	0	0	10	Provision for 13/14-16/17 already in Capital Programme
TOTAL NEW SCHEMES FOR ENVIRONMENT PORTFOLIO	4410	120	50	140	4100	

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Report No.
ES14027

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Environment Portfolio Holder
for Pre-Decision Scrutiny by the Environment PDS Committee on

Date: 25 March 2014

Decision Type: Non-Urgent Executive Non-Key

Title: **ON-STREET ENFORCEMENT**

Contact Officer: Dan Jones, Assistant Director Street Scene and Green Space
Tel: 0208 313 4211 E-mail: Dan.Jones@bromley.gov.uk

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

Ward: All

1. Reason for report

This report recommends extending the use of Ward Security for the enforcement service serving fixed penalty notices (FPNs) for littering and dog fouling offences, and outlines a strategy for the future delivery of this service.

2. **RECOMMENDATIONS**

That the Environment Portfolio Holder:

- 2.1 Approves the extension to 31st August 2014 of the negotiated variation to an existing contract arrangement with Ward Security under CPR 27.1/13.1.;
- 2.2 Approves a review of the previous and current service models for Enforcement Services; and
- 2.3 Agrees that officers enter into negotiations with service providers to establish an appropriate service model from 1st September 2014.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost of the contract extension is £48k with a net cost to the Council of up to £16k depending on the recovery rate achieved
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Streetscene and Greenspace Division
 4. Total current budget for this head: £29.9m
 5. Source of funding: Existing controllable revenue budget 2013/2014 and 2014/15 budget
-

Staff

1. Number of staff (current and additional): 1
 2. If from existing staff resources, number of staff hours: 0.3 FTE
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 Early in 2012 the Council received a proposal from XFOR Local Authority Support Ltd (XFOR), for the provision of an enforcement service to issue FPNs to offenders who drop litter or allow their dog to defecate in public places. The uniformed enforcement officers would also be able to advise and educate the public.
- 3.2 Following the meeting of the Environment PDS Committee on 17 April 2012 (Report ES12066), the Environment Portfolio Holder approved the proposal to enter into an agreement (under a concessionary arrangement) with XFOR a for trial period.
- 3.3 The trial period commenced in September 2012. The service provided by XFOR was for one team leader, four enforcement officers and one administrator; operating 40 hours per week, Monday to Saturday between 8am and 6pm, with any other days, hours or special projects by agreement. XFOR's fee for providing this service would be £45 for each FPN issued – later reduced to £40.
- 3.4 Following the meeting of the Environment PDS Committee on 15 January 2013 (Report No.ES13002), the Environment Portfolio Holder approved the extension of the trial period to the end of August 2013, allowing for a more detailed analysis of the scheme over a 12 month period.
- 3.5 In February 2013, XFOR was acquired by Kingdom Security Ltd (KSL). On 1 March 2013 the Council entered into a contract with KSL to provide the same service as previously offered by XFOR.
- 3.6 Following the meeting of the Environment PDS Committee on 19 November 2013(Report No. ES13127) the Environment Portfolio Holder approved the extension of this arrangement with an appropriate provider through a negotiated arrangement to 31st May 2014. This was to allow sufficient time for a detailed review and analysis of this service. The extension period would enable further consideration to be given to options for the provision of environment enforcement services, including the negotiation of the price of any commissioned service. It was agreed that a further report would be submitted via the Environment PDS Committee in early 2014.
- 3.7 Responsibility for provision of the service until the 31 May 2014 was transferred to Ward Security on the 20 January 2014 under a fixed price arrangement (£16k per month), via a negotiated variation to the existing contract.
- 3.8 Given the delay in entering into a new agreement it has not been possible to assess the effectiveness of the fixed fee arrangement in order to inform the options analysis for the procurement strategy.
- 3.9 It is therefore recommended that the arrangement with Ward Security be extended by three months to 31 August 2014, to allow for a review and analysis to be conducted. This will enable the development of a robust procurement strategy for presentation to Members, including consideration of other related enforcement functions and the possibility of joint working with neighbouring authorities.

4. POLICY IMPLICATIONS

- 4.1 To contribute towards the Building a Better Bromley objective of a Quality Environment, a key aim set out in the Environment Portfolio Plan 2013-16 is to improve street cleanliness. This scheme supplements existing Council resources in bringing about an improvement to the street scene through a reduction in the amount of litter. The Environment Portfolio Plan 2013/16 also includes a specific commitment to “Extend the trial use of a private enforcement company to issue fixed penalty notices for littering and dog fouling”.

5. FINANCIAL IMPLICATIONS

- 5.1 This original contract with XFOR (and subsequently KSL) was expected to be cost neutral, but additional costs have been incurred due to non-payment of FPNs and additional resource pressures on the Council’s Legal, Finance and Streetscene teams supporting this pilot. From September 2011 to 19th January 2014, net additional costs of £45k have been incurred due to the recovery rate being below 50%; this has been funded from within the Streetscene and Greenspace budget.
- 5.2 Since the provision of the service was transferred to Ward Security on 20th January 2014 for a fixed fee of £16k per month, the number of tickets issued per month has fallen to under 350. Should this level of tickets continue, together with the latest average recovery rate of 41%, net additional costs of £21k will be incurred until the end of May 2014. This deficit will also have to be funded from within Streetscene and Greenspace budgets.
- 5.3 This report recommends that the contract with Ward Security is extended to 31 August 2014, to allow adequate time for a thorough review and analysis to be undertaken. It is proposed that Ward Security will continue to be paid a fixed fee of £16k per month, with LBB retaining all income.
- 5.4 Based on the latest average recovery rate of 41%, additional costs of up to £16k could be incurred during the extension period to 31 August 2014. This will continue to be contained within the Streetscene and Greenspace budgets. However, it is expected that the recovery rate will improve under the contract management of Ward Security and better measures in place for increasing payment rates from offenders.
- 5.5 The overall contract value for the service from 10 September 2011 to 31 August 2014 will be £451k. The table below summarises the financial position assuming the current average recovery rate of 41%: -

	Sept 11 to Mar 13	Apr 13 to 19 Jan 14	20 Jan 2014 to 31 May 2013	Extension 1 Jun 2014 to 31 Aug 2014	Total
FPN Nos.	2,961	4,804	1,576	1,050	10,391
	£	£	£	£	£
Expenditure & Income					
Contract costs - XFOR/Kingdom Security	133,245	199,760	0	0	333,005
Contract costs - Ward Security	0	0	69,680	48,000	117,680
Stationery costs	6,000	5,000	3,000	2,000	16,000
Income (actual & expected)	-128,302	-170,800	-51,690	-34,440	-385,232
Net cost /(surplus)	10,943	33,960	20,990	15,560	81,453

5.6 The additional resource pressures on the Legal, Finance and Streetscene teams will continue to be monitored, and costs will be considered as part of the extension as well as any future proposals for the service. To date it is estimated that the amount of staff time involved in the monitoring and management of this contract is equivalent to £35k.

6. LEGAL IMPLICATIONS

- 6.1 The FPN process is in accordance with the requirements of The Clean Neighbourhoods and Environment Act 2005. This legislation enables the Council to enter into an agreement with a contractor to issue FPNs.
- 6.2 For the purpose of the initial trial period, under Contract Procedure Rule (CPR) 13.1 the Portfolio Holder waived the requirement to put this scheme out for competitive tender. It is intended to continue with this arrangement during the extended period of the trial.
- 6.3 The arrangement from 20 January 2014 to 31 August 2014 with Ward Security is a negotiated variation to the existing contract for the provision of security services to the London Borough of Bromley. Necessary authorisation will be sought under CPR 23.7 and 13.1.

7. PERSONNEL IMPLICATIONS

- 7.1 There is a requirement to manage the arrangement with Ward Security, which will need to continue. This impact on existing resources amounts to about 0.3 FTE, which is currently being covered by changing priorities in other work areas.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	<p>Proposal to introduce Fixed Penalty Notices in respect of litter. Report No. ELS05339. 20 October 2005.</p> <p>An update on Fixed Penalty Notices in respect of litter. Report No. ELS06163. 27 June 2006.</p> <p>Fixed Penalty Notices for Envirocrime Offences. Report No. ELS07031. 8 March 2007.</p> <p>Proposal for Provision of Enforcement Services. Report No. ES12066. 17 April 2012.</p> <p>Review of the Provision of Enforcement Services. Report No. ES13002. 15 January 2013.</p>

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Report No.
ES14028

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: 1. Environment Portfolio Holder

2. Executive

**For Pre-Decision Scrutiny by Environment PDS Committee on
25 March 2014**

Date: 2nd April 2014

Decision Type: Non-Urgent Executive Non-Key

Title: MAINTENANCE OF GREEN SPACES TRANSFERRED TO
LB BROMLEY

Contact Officer: Robert Schembri, Greenspace Contract Manager
Tel: 0208 313 4322 E-mail: robert.schembri@bromley.gov.uk

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

Ward: Penge and Cator; West Wickham

1. Reason for report

This report provides details of maintenance works that need to be undertaken to fulfil the management responsibilities for two areas of land that have been transferred to the Council.

2. **RECOMMENDATIONS** That:

2.1 **The Environment Portfolio Holder approves the carrying out of maintenance works to the following areas of land, funded by S106 monies:**

a) **The enabling, opening and management of Cyphers Gate open space in Kings Hall Road, Beckenham; and**

b) **The management of Cheyne Woods, Wood Lodge Road, West Wickham.**

2.2 **The Executive agrees to set aside the £192,500 in an earmarked reserve for the future maintenance of Cheyne Woods and Cyphers Gate open space.**

Corporate Policy

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

Financial

1. Cost of proposal: £23,750 one-off costs and £8,900 on-going costs
 2. Ongoing costs: £8,900 per annum
 3. Budget head/performance centre: Section 106 funds
 4. Total current budget for this head: £192,500
 5. Source of funding: Funds obtained under Section 106 of the Town and Country Planning Act 1990
-

Staff

1. Number of staff (current and additional): 1
 2. If from existing staff resources, number of staff hours: less than 0.1 fte
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Visitors to Cyphers Gate and Cheyne Woods.
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? Yes
2. Summary of Ward Councillors comments: All three West Wickham Members support the proposal for Cheyne Woodland. A Penge and Cator Councillor supports the proposals for Cyphers Gate, in Kings Hall Road.

3. COMMENTARY

3.1 As part of the planning process, two Section 106 agreements secured the transfer of Cyphers Gate and Cheyne Woods from their previous owners to the Council, together with a revenue sum for their future maintenance. Such sites are usually only accepted by the Council when initial or outstanding works have been completed by the developer at his cost prior to handover, and to the Council's satisfaction. These two sites meet that condition.

3.2 Section 106 funds are held corporately and require Member approval for release.

3.3 Maintenance works are now required to these two sites which were transferred to the Council through this process . Details of the sites and the proposed maintenance works, are as follows:

Planning Ref	Development	s106 Agreement Clause	Amount and how the money will be allocated	Justification
269	89 Kingshall Road (to be known as Cyphers Gate open space)	Payment of £157,000 towards the on going maintenance of the open land and tennis courts shown on the plan B on or before the occupation of the fourth house	It is intended to open this facility in the late spring/early summer of 2014 as a dog-free area. The site requires maintenance and management to the same standards as other parks and green spaces. The proposed expenditure would: i) Provide pedestrian gates, seats, litter bins, enhancement of an adjoining area and signage, at an estimated one-off cost of £9,500; and ii) Fund future maintenance revenue costs in the order of £6,400 per annum.	
151	Part of the Children's hospital, Woodlands Way, West Wickham (to be known as Cheyne Woods)	The payment of £35,000 to cover future maintenance of the woodland area shown edged green on plan 1 to cover future maintenance	Works are now considered necessary to the tree stock and footpaths; following handover previously. The proposed expenditure is: i) Tree surgery and replanting - £4,750; ii) Pathway resurfacing including additional paths - £9,500; and iii) Future maintenance costs of the order of £2,500 per annum.	

4. POLICY IMPLICATIONS

- 4.1 The acquisition and upkeep of greenspace accords with the Council's policy of landscape management for public access, health, education and leisure pursuits and supports the BBB priority – A Quality Environment.
- 4.2 The Environment Portfolio Plan 2013/14 includes the key aim "Conserve and enhance Bromley's parks and green spaces."

5. FINANCIAL IMPLICATIONS

- 5.1 The S106 funds available for the maintenance of Cyphers Gate and Cheyne Woods relate to two agreements.
- 5.2 The first relates to the legal agreement concerning the development at Kings Hall Road Beckenham. An area of land was transferred to the Council along with a sum of £157,500 towards the future maintenance of the open space and tennis courts.
- 5.3 The second agreement relates to the Cheyne Hospital development, which transferred an area of woodland together with a sum of £35,000 to cover the future maintenance of the land.
- 5.4 This report is seeking approval to spend £23,750 on initial one-off works plus estimated annual maintenance of £8,900 p.a. as summarised in the table below: -

Area of land	One-off works £	Annual maint £
Cyphers Gate open space, Kings Hall Road	9,500	6,400
Cheyne Woods, Wood Lodge Road	14,250	2,500
Total estimated costs	23,750	8,900

- 5.5 This report is also requesting that the Executive agree to set aside the original sums totalling £192,500 to an earmarked reserve for the future maintenance of Cheyne Woods and Cypher Gate open space.
- 5.6 After allowing for the one-off works, the balance of funding remaining would provide for routine maintenance of Cypher Gate open space for 23 years; and 26 years for Cheyne Woods. After this time the cost of maintaining these areas of land would have to be subsumed within the Council's grounds maintenance budgets.

6. LEGAL IMPLICATIONS

- 6.1 The specific terms of the section 106 agreement which secured each payment determine how the monies. The relevant terms of the section 106 agreement and the purposes for which the monies will be spent are accordingly set out. The legal advice is that the proposed expenditure accords with the requirements of the respective section 106 agreements.

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

Report No.
ES14031

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive

**For Pre-Decision Scrutiny by the Environment PDS Committee
on 25 March 2014**

Date: 2 April 2014

Decision Type: Non-Urgent Executive Non-Key

Title: **HOUSEHOLD WASTE RECYCLING CENTRES: GRANT
FUNDING FROM LONDON WASTE & RECYCLING BOARD**

Contact Officer: John Woodruff, Head of Waste Services
Tel: 020 8 313 4910 E-mail: john.woodruff@bromley.gov.uk

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

Ward: All

1. Reason for report

In October 2013 the London Waste & Recycling Board (LWRB) launched a £1.2 million Driving Up Performance Fund, with the aim of helping London boroughs improve recycling facilities and boost recycling rates. The London Borough of Bromley has been awarded £145,000 from this fund for enhancements to its facilities at the Waldo Road and Churchfields Road Household Waste Recycling Centres (HWRCs). This report outlines the proposed enhancements at the sites and requests formal agreement to accept the grant funding offered by the LWRB.

2. **RECOMMENDATIONS**

That the Executive:

- 2.1 **Agrees to accept and release the £145,000 grant offered by the London Waste & Recycling Board from the Central Contingency, to improve the Household Waste Recycling Centres at Waldo Road and Churchfields Road.**

Corporate Policy

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

Financial

1. Cost of proposal: £145,000:
 2. Ongoing costs: Recurring Cost: There is no recurring cost from the changes proposed. Ongoing savings may result if diversion from landfill is successful which will help to mitigate the increased cost pressures within the waste service
 3. Budget head/performance centre: Central Contingency
 4. Total current budget for this head: £145,000
 5. Source of funding: Grant funding from LWRB
-

Staff

1. Number of staff (current and additional): 1
 2. If from existing staff resources, number of staff hours: 0.2 FTE (approx.)
-

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Estimated 100,000 customer visits to Waldo p.a.; and 50,000 customer visits to Churchfields p.a.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The London Waste & Recycling Board (LWRB) announced a £1.2 million Driving Up Performance Fund in Autumn 2013. London boroughs were invited to bid against this Fund, with proposed projects required to demonstrate methods for increasing recycling rates through either improved collection services or improved facilities.
- 3.2 Bromley submitted a bid proposing improved facilities at the Borough's two Household Waste and Recycling Facilities (HWRC). Details of the bid are set out below. The Council has been awarded £145,000. Conditions attached to the funding require formal Member approval of the project and acceptance of the funding, which has to be spent by March 2015.
- 3.3 Funding will be provided in arrears upon submission of invoices. Invoices need to be submitted along with 6 monthly project reports on 31/10/14 (covering the period 1/4/14 – 30/9/14) and 30/4/15 (covering the period 1/10/14 – 31/3/15).
- 3.4 **Churchfields HWRC.** It is proposed to revise the current layout of the site, replacing the current static material bays with mini-skips. Signage will be provided on each skip to ensure the public can identify where appropriate materials should be deposited. This signage will be transferrable, enabling container capacity to be revised seasonally (e.g. more green waste containers in the summer).
- 3.5 A dedicated area will be created where the residual waste skips can be transferred for secondary sorting. This will enable any re-useable/recyclable materials in the residual waste to be extracted. The scheme also includes improvements to the waste bays, improved flooring, provision of mini-skips to provide receptacles for the various material streams, and a vehicle to move the skips on-site. Improved signage is also included, along with more space on site for residents to segregate their waste.

Items LWARB funding requested for:	Cost
Churchfields	
Waste Audit	£2,500
Modify Barrier	£5,000
Install additional flooring	£10,000
Procurement of 10 x adapted mini-skips	£8,000
Procurement of on-site skip vehicle	£20,000
Revision of site signage	£5,000
Total	£50,500

- 3.6 **Waldo Road HWRC.** The constrained nature of Waldo Road means that space is at a premium. The site currently contains a redundant Vertical Composting Unit which is within 250 metres of domestic properties and so is not able to operate under planning restrictions. This area will be cleared and resurfaced, and enclosed to screen the area from local residents. This will enable the relocation and expansion of the storage facilities used for the Community Payback scheme.
- 3.7 The new bay will also be able to receive waste and recyclables from the roll-on-off containers used within the HWRC. This will enable re-sorting of the residual waste, and re-sorting of any containers where recycling has been contaminated.
- 3.8 The bay will also be utilised by the Community Payback scheme. The additional space and expanded sorting facilities will enable a more thorough sort of the borough's litter bin waste.

3.9 The bid thus requests funding for removal of the Vertical Composting Unit, appropriate flooring, installation of push-up walls and a roof, provision of mini-skips to provide receptacles for the various material streams, and a vehicle to move the skips on-site. Improved signage is also incorporated into the scheme, but funding is not sought for this.

Items LWARB funding requested for:	Cost
Waldo Road	
Waste Audit	£2,500
Dismantle and remove VCU	£10,000
Install 'L' frame walls	£30,000
Install roof	£5,000
Install additional flooring	£10,000
Procurement of 15 x adapted mini-skips	£12,000
Procurement of on-site skip vehicle	£20,000
Revision of site signage	£5,000
Total	£94,500

3.10 The project is expected to divert 1,000 – 2,000 tonnes of material p.a. from landfill to either recycling or re-use, representing a potential saving in disposal costs of between £48k – 115k p.a. The actual tonnages will be closely monitored, and any diversion of material will assist in mitigating increased waste costs caused by the rising overall tonnages. However, the funding is not conditional on achieving any diversion or reduction in tonnage.

4. POLICY IMPLICATIONS

4.1 The Environment Portfolio Plan 2013/14 seeks to deliver the key outcome of “Minimising Waste and Increasing Recycling and Composting”; through achieving the twin aims of increasing the proportion of waste recycled and composted, and reducing the amount of waste sent to landfill.

4.2 The recommendations outlined in this report also support the Corporate Operating Principle of delivering value for money, as the benefits of the project will accrue to the Council. It also supports ‘making better use of the space we and our partners have available’ and ‘working with ... partners to deliver services where there are benefits to the citizen’.

5. FINANCIAL IMPLICATIONS

5.1 The Council has been awarded a grant of £145k from the LWRB to improve the facilities at two of the household waste recycling centres in the Borough.

5.2 The table below summarises the proposed costs of the improvements during 2014/15: -

	2014/15		
	£		
Churchfields HWRC	50,500		
Waldo Road HWRC	94,500		
	145,000		

- 5.3 The grant conditions require formal Member approval of the project and acceptance of the funding, which must be spent by the end of March 2015. The grant can only be spent on the agreed improvements at the two sites and is not dependent on any specific outcomes.
- 5.4 The project is expected to reduce the amount of tonnage being landfilled and could result in savings in disposal costs of between £48k and £115k per annum. The actual tonnage will be closely monitored to assess the level of savings achieved. These savings will assist in mitigating future waste cost pressures as a result of rising tonnages and the on-going decline in income from recycled paper due to reduced tonnages being collected from households.
- 5.5 This report seeks Executive approval to release the grant sum of £145k from the Central Contingency.

Non-Applicable Sections:	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Letter from LWRB letter detailing their decision to award funding to Bromley's bid

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Agenda Item 9

Report No.
ES14023

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Environment PDS Committee

Date: 25th March 2014

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

Title: **FORWARD WORK PROGRAMME, MATTERS ARISING FROM PREVIOUS MEETINGS, AND CONTRACTS REGISTER**

Contact Officer: Gavin Moore, Assistant Director Parking & Customer Services
Tel: 020 8313 4539 E-mail: gavin.moore@bromley.gov.uk

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

Ward: Borough Wide

1. Reason for report

Members are asked to review the Committee's draft work programme for 2014/15 and to consider:

- progress on requests from previous meetings of the Committee; and
 - the contracts summary for the Environment Portfolio
-

2. **RECOMMENDATIONS**

2.1 **That the Committee:**

- Review the draft work programme attached as Appendix 1;**
- Review the progress report related to previous Committee requests as set out in Appendix 2; and**
- Note the Environment Portfolio contracts listed in Appendix 3.**

Corporate Policy

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

Financial

1. Cost of proposal: No Cost
 2. Ongoing costs: Not Applicable
 3. Budget head/performance centre: Environment Portfolio 2013/14 approved budget
 4. Total current budget for this head: £32.2m and £6.3m of LIP funding from TfL.
 5. Source of funding: 2013/14 revenue budget and 2013/14 LIP funding agreed by TfL
-

Staff

1. Number of staff (current and additional): 197 fte
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

Forward Programme

- 3.1. The table in **Appendix 1** sets out the Environment Forward Programme for 2014/15, as far as it is known. The Environment Forward Programme indicates which division is providing the lead author for each report. The Committee is invited to comment on the schedule and propose any changes it considers appropriate.
- 3.2 Other reports may come into the programme. Schemes may be brought forward or there may be references from other Committees, the Portfolio Holder or the Executive.

Previous Requests by the Committee

- 3.3 The regular progress report on requests previously made by the Committee is given at **Appendix 2**. This list is rigorously checked after each Committee meeting so that outstanding issues can be addressed at an early stage.

Contracts Register

- 3.4 Information extracted from the current Contracts Register, in a format which addresses the responsibilities of the Environment Portfolio, is attached as **Appendix 3**. Future contracts are marked in *italics*. The final column of the appendix provides additional background information including (where known) the date when contract approval, or approval for an extension, will be sought.

4. POLICY IMPLICATIONS

- 4.1 Each PDS Committee is responsible for setting its own work programme.

Non-Applicable Sections:	Financial, Legal and Personnel
Background Documents: (Access via Contact Officer)	Environment PDS agendas and minutes for the years 2006/07 to 2013/14 http://sharepoint.bromley.gov.uk/default.aspx

APPENDIX 1

ENVIRONMENT PDS COMMITTEE FORWARD PROGRAMME FOR MEETINGS 2014/15

Environment PDS – 1 July 2014		
Forward Work Programme, Matters Arising from Previous Meetings and Contracts Register	P&CS	PDS Committee
Budget Monitoring 2014/15	Finance	For pre-decision scrutiny
Provisional Outturn 2013/14	Finance	For pre-decision scrutiny
Congestion Relief - Heathfield Road / Westerham Road scheme	T&H	For pre-decision scrutiny
A222 Chislehurst Common Improvement	T&H	For pre-decision scrutiny
Flood & Water Management Act	T&H	For pre-decision scrutiny
Station Access Programme Identification of Projects	T&H	For pre-decision scrutiny
Environment Portfolio Plan	P&CS	For pre-decision scrutiny
Parking Contract Gateway Strategy	P&CS	For pre-decision scrutiny
Chelsfield Parking Review	T&H	For pre-decision scrutiny
Friends Report	SS&GS	PDS Committee
Gosshill Road	T&H	For pre-decision scrutiny
Environment PDS – 23 Sept 2014		
Forward Work Programme, Matters Arising from Previous Meetings and Contracts Register	P&CS	PDS Committee
Budget Monitoring 2014/15	Finance	For pre-decision scrutiny
Environment PDS – 4 Nov 2014		
Forward Work Programme, Matters Arising from Previous Meetings and Contracts Register	P&CS	PDS Committee
Budget Monitoring 2013/14	Finance	For pre-decision scrutiny
Half Year Review – Portfolio Plan 2014/15	P&CS	PDS Committee

APPENDIX 2

Progress Report on Previous Requests of the Committee

PDS Cttee. Date	Committee Request	Progress
01.10.13.	The outcome of consultation on the Heathfield Road/Westerham Road scheme should be reported back to the Committee in view of the wider interests across the area.	The results of the consultation will be reported to Environment PDS Committee in July 2014.
29.01.14	The Council's response to government consultation on parking enforcement be circulated to Environment PDS	Complete.
29.01.14	Options for 2014/15 Working Groups to include Waste, Transport Strategy and Highways Maintenance	These options will be brought to the July PDS Committee

Contracts Register Summary

Appendix 3

Contract (Register No.)	Start Date (Core Contract)	End Date (Core Contract)	Extension / Waiver	Contractor	£ Original Contract Value + Extension	Projected 2013/14 Spend (£)	Environment PDS Notes
Playground Maintenance (016235)	01.01.08	31.12.13	1 year extension only to 31.12.14	Safeplay	369,300 + 74,640	74,640	Contract term (6+2+2 to December 2017). One year extension only
Transportation Consultancy (029130)	30.05.11	30.11.13	1 year ext. to 30.11.14 agreed ES13124	AECOM (via TfL Framework)	750,000 + 300,000	300,000	TfL currently in procurement to replace these arrangements
Parking Bailiff Services (035369)	1.10.11	31.03.13	Ext. to 31.03.14	JBW, Swift, Chandlers, Phoenix	625,000 + 250,000 est. income	250,000 est. income	New contract let – see below
<i>Parking Bailiff Services</i>	<i>1.04.14</i>	<i>30.09.16</i>	<i>n/a</i>	<i>JBW Judicial Services, Phoenix Commercial Collections</i>	<i>750k est.</i>	<i>250k est.</i>	<i>Reported to Environment PDS – 29 Jan 2014 (ES14016)</i>
Hanging Baskets Contract A&B (049064)	30.05.11	30.04.13	Waiver for one year ext. to 30.04.14	CJS Plants Ltd	124,657	40,657	Will form part of Plants, shrubs & bedding from May 2014 (see below)
<i>Non-Programmed Parks Works</i>	<i>From May 2014</i>	<i>31.12.17</i>	<i>n/a</i>	<i>To be let</i>	<i>To be determined</i>	<i>£326k</i>	<i>Report to 29.01.14 Environment PDS:</i> <ul style="list-style-type: none"> • <i>Plants, shrubs & bedding</i> • <i>Playground maintenance</i> • <i>Hard Landscaping</i> • <i>Parks furniture</i>
<i>Soft Landscaping</i>	<i>05.05.14</i>	<i>31.12.17</i>	<i>n/a</i>	<i>To be let</i>	<i>To be determined</i>	<i>£183k</i>	<i>Report to Environment PDS 29.01.14</i>
Removal of Abandoned Vehicles (030100)	01.10.10	30.09.13	One year extension to 30.09.14	Pick a Part	33,800 + 10,600	10,600	
Council Fleet Hire (11551)	05.11.06	04.11.12	Extended to 04.11.13 Waiver to extend to 04.11.14.	London Hire	651,064 + 166,380	81,380	Extension to Nov. 2013 agreed (with reduced number of vehicles). Waiver agreed to Nov. 2014 to facilitate passenger fleet option analysis.
Ambulance Hire (016278)	05.11.07	04.11.13	One year extension to 04.11.14	London Hire	2.254m + 292,866	292,866	Option to extend for up to two years. Member agreement to extend for one year to Nov. 2014. No. of vehicles reduced.
Depot Security (030099)	01.04.10	31.03.15	n/a	Sight and Sound	625,000	130,000	

Contract (Register No.)	Start Date (Core Contract)	End Date (Core Contract)	Extension / Waiver	Contractor	£ Original Contract Value + Extension	Projected 2013/14 Spend (£)	Environment PDS Notes
Street Works (NRSWA)	01.04.13	31.03.16		B&J Enterprises of Kent	871,920	290,640	3 year core contract with option to extend for 2 or 4 years
Parking (11528)	01.10.06	30.09.11	5 year extension granted to 30.09.16	Vinci Park	23.2m	2.52m	School Crossing patrols still part of contract but funded by 33 schools & TfL (~£170,000)
Parking ICT	01.04.13	30.09.16	n/a	ICES Ltd.	238,000	68,000	Shared ICT service with LB Bexley (costs shown are Bromley only). Costs vary with number of PCNs issued. Option for a one year extension
Street Environment Contract (037024) (037023) (037025) (037022)	29.03.12	28.03.17	n/a	Kier (public toilets); Community Clean (graffiti removal); Veolia (Gully cleansing); Kier (Street Cleansing)	281,983 1,221,800 1,463,538 15,798,212	56,397 244,360 257,710 3,151,400	Five year contract with an option for a two year extension
Maintenance & Repair of Vehicles (0247370)	01.04.10	31.03.17	n/a	Kent CC	938,000	114,720	2013/14 spend reduced due to decline in no. of vehicles in use
CCTV Repair & Maintenance (047309)	01.04.12	31.03.17	n/a	Eurovia Infrastructure Services Ltd	214,256	132,110	Original Contract Value only covered repair service. 2013/14 spend also includes materials
CCTV Control Room Monitoring (047309)	01.04.12	31.03.17	n/a	OCS Ltd	1,263,258	256,150	Costs vary each year, but total costs cannot exceed Contract Value agreed when contract was let
Highway Maintenance – Minor & Reactive (025400)	01.07.10	30.06.17	n/a	O'Rourke	17m	2,853,880	Budget increases with BCIS construction indices. Contract is subject to external funding.
Arboriculture (016267)	18.07.08	17.07.17		Gristwood and Toms	5.12m	490,460	Reduced annual spend due to reduction in service provision
Coney Hill Landfill Site Monitoring (030220)	28.07.10	27.07.17		Enitial	969,500	132,390	Projected 2013/14 underspend of £20k reported in budget monitoring (30.09.2013)
Highway Maintenance – Major (025399)	01.10.10	30.09.17		FM Conway	26m	4,416,350	Budget increases with BCIS construction indices. Contract is subject to external funding.

Contract (Register No.)	Start Date (Core Contract)	End Date (Core Contract)	Extension / Waiver	Contractor	£ Original Contract Value + Extension	Projected 2013/14 Spend (£)	Environment PDS Notes
Grounds Maintenance (11545)	01.01.08	31.12.17		Landscape Group	26.1m	2,789,280	Under review, along with other related contracts.
Waste Collection (11525)	01.11.01	31.03.19	First extension to 2016. Second extension to 2019.	Veolia	37.3m. + 64.6m + 26.1m	8.5m	First extension (2007) to align with Disposal contract (ELS07130). Second extension (2011) to take advantage of service efficiencies.
Waste Disposal (11526)	24.02.02	31.03.19	Extended to March 2019	Veolia	160.5m + 27.5m	10.9m	Contract extended (2011) to take advantage of service efficiencies.
Parks Security (025902)	01.04.10	31.03.20		Ward Security	4.13m	470,000	
Street Lighting Maintenance & Improvements (049757)	01.04.13	31.03.23	Option for 1 year extension	May Gurney (Cartledge)	8.45m + 8m over two years (invest to save)	845k (+3.3m invest to save)	Annual contract value of £845k, plus £8m over two years via Invest to Save programme