



THE LONDON BOROUGH
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DATE: 22 August 2014

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

Councillor Ian F. Payne (Chairman)
Councillor Peter Dean (Vice-Chairman)
Councillors Douglas Auld, Nicky Dykes, Alexa Michael, Neil Reddin FCCA,
Michael Rutherford, Michael Tickner and Angela Wilkins

Non-Voting Co-opted Members
Precious Adewunmi, Bromley Youth Council

A meeting of the Renewal and Recreation Policy Development and Scrutiny
Committee will be held at Bromley Civic Centre on **TUESDAY 2 SEPTEMBER 2014**
AT 7.00 PM

MARK BOWEN
Director of Corporate Services

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

PART 1 AGENDA

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

STANDARD ITEMS

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

In accordance with the Council's Constitution, questions to this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5 pm on Wednesday 27 August 2014.

- a **QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER**
- b **QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE**

4 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 23 JUNE 2014 (Pages 5-16)

5 RENEWAL AND RECREATION PDS COMMITTEE WORK PROGRAMME (NOVEMBER 2014-APRIL 2015) (Pages 17-22)

HOLDING THE RENEWAL AND RECREATION PORTFOLIO HOLDER TO ACCOUNT

6 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

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

- a **BUDGET MONITORING 2014/15 (Pages 23-32)**
- b **TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE (Pages 33-42)**

POLICY DEVELOPMENT AND OTHER ITEMS

7 GATEWAY REPORT - PROPOSALS FOR THE RE-TENDERING OF THE CHURCHILL THEATRE MANAGEMENT CONTRACT (Pages 43-48)

8 TOWN CENTRE MANAGEMENT UPDATE REPORT - SEPTEMBER 2014 (Pages 49-62)

PART 2 (CLOSED) AGENDA

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

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

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

<u>Items of Business</u>	<u>Schedule 12A Description</u>
a UPDATE REPORT ON PROPOSALS TO REORGANISE THE SITE ARRANGEMENTS FOR THE BROMLEY LIBRARY SERVICE (Pages 63-66)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

POLICY DEVELOPMENT AND OTHER ITEMS - PART 2 (EXEMPT)

<u>Items of Business</u>	<u>Schedule 12A Description</u>
11 CHISLEHURST LIBRARY, RED HILL, CHISLEHURST (Pages 67-71)	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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RENEWAL AND RECREATION POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 23 June 2014

Present:

Councillor Ian F. Payne (Chairman)
Councillor Peter Dean (Vice-Chairman)
Councillors Douglas Auld, Nicky Dykes, Alexa Michael,
Neil Reddin FCCA, Michael Rutherford, Michael Tickner and
Angela Wilkins

Precious Adewunmi

Also Present:

Councillor Eric Bosshard, Councillor Peter Morgan and Councillor
Charles Rideout CVO, QPM

The Chairman welcomed all Members to the first meeting of the 2014/15 Municipal Year. A special welcome was extended to new Members Councillors Rutherford and Wilkins and to Miss Precious Adewunmi, the new Bromley Youth Council representative.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

An apology for lateness was received from Councillor Rutherford.

2 APPOINTMENT OF CO-OPTED MEMBER

Report CSD14074

Members considered a nomination put forward by the Bromley Youth Council for one of its members, Miss Precious Adewunmi, to attend Renewal and Recreation PDS meetings as a non-voting co-opted Member for the consideration of public reports only.

RESOLVED that Miss Precious Adewunmi be appointed to the Renewal and Recreation PDS Committee as a non-voting Co-opted Member for the current 2014/15 Municipal Year.

3 DECLARATIONS OF INTEREST

Councillor Payne declared personal interests in Items 9 (Town Centre Management Update Report) and 10 (Town Centres Development Programme Update) as he was:-

- Manager of the Bexleyheath Business Improvement District (BID);
- a member of the British BIDS;
- an Advisory Board Member of the Association of Town and City Managers; and
- an Executive Member of The Salvation Army.

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

5 QUESTIONS FOR THE RENEWAL AND RECREATION PORTFOLIO HOLDER

No questions were received.

6 QUESTIONS FOR THE CHAIRMAN OF RENEWAL AND RECREATION PDS COMMITTEE

No questions were received.

7 MINUTES OF THE RENEWAL AND RECREATION PDS COMMITTEE MEETING HELD ON 1 APRIL 2014

RESOLVED that the Minutes of the meeting held on 1 April 2014 be confirmed and signed as a true record.

8 MATTERS ARISING FROM PREVIOUS MINUTES AND UPDATES

Report CSD14077

Proposals for the use of funds for the Biggin Hill Heritage Centre were currently being developed. Members were advised that it was the intention to table a report at the next R&R PDS meeting on 2 September 2014 before moving on for consideration by Members of the Executive subject to the outcome of current discussions.

Officers were awaiting the outcome of a full condition survey on Anerley Town Hall. Upon receipt of this, a detailed report would be submitted for consideration by Members of the Executive in September 2014.

It was anticipated that Anerley Library would close during the first week of August 2014 and the new library would be opened towards the end of August.

The Council was meeting with Mytime officers to discuss the current financial situation and to establish an appropriate way forward. Mytime's new Chief Executive would take up her position in September 2014. Mytime had failed to provide the previously requested figures for the revised Investment Fund five year spending proposals however, this had been overtaken by current events.

Referring to the previous Minutes (Min 77 - 01.04.14), the Assistant Director of Leisure and Culture agreed to check that details of the reason for the sharp decrease in the number of appeals submitted, had been circulated to Members.

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

9 PRE-DECISION SCRUTINY OF RENEWAL AND RECREATION PORTFOLIO REPORTS

9a BUDGET MONITORING (R&R)

Report FSD14035

Members considered the latest budget monitoring position for 2014/15 based on expenditure and activity levels up to 31 May 2014. The total portfolio budget showed a projected overspend of £258k.

RESOLVED that the Portfolio Holder be recommended to endorse the latest 2014/15 budget projection for the Renewal and Recreation Portfolio

9b PROVISIONAL OUTTURN (R&R)

Report DRR14036

Members considered the 2013/14 provisional outturn position for the Renewal and Recreation Portfolio which showed an underspend of £224k and represented a 2.55% variation against the controllable budget of £8.785m. This compared with a projected variation of Cr £96k.

Members also considered the level of expenditure for projects within the Member Priority Initiatives.

Approval was sought for the drawdown of the carry forward sums of £60k and £22.5k held in central contingency, to be used to fund the preparation of the Borough's Local Plan and the Business Support Scheme.

The Head of Finance confirmed that 20% of Building Control staff time/activities could not be charged for and therefore was categorised within the non-chargeable part of the service. For example, this type of work included the provision of general advice by telephone, the first hour of officers' time in giving pre-building regulation application advice and dealing with dangerous buildings.

Councillor Tickner referred to the provision of £90k to meet the costs of a potential claim against the Council for repairs in respect of an application to fell a protected tree where permission had been refused (paragraph 5.5). He considered the Council had a duty to protect trees and in this respect, provision should not be made for every application. Members were informed that this was the same tree referred to in previous reports and officers had been advised by legal representatives to set aside the stated sum in the event that the insurers won their case.

Referring to the costs of £100k as a direct result of losing planning appeals (paragraph 5.6), Councillor Rutherford enquired how this compared with previous figures and with those of other Councils. It was agreed that a detailed report concerning planning appeals would be submitted to the R&R PDS meeting in September 2014.

It was confirmed that the net shortfall in income of £21k, mainly from library fines (paragraph 5.7), was partly attributed to the ease with which books could be renewed on line and the fact that people were borrowing less.

A Government grant of £22.5k was allocated for a Business Support Scheme (paragraphs 5.12-5.14) set up to assist businesses affected by the previous winter floods to recoup uninsured costs. As the funding had been announced late in the financial year, monies were only now being released to claimants. A further update would be given at the September PDS meeting.

RESOLVED that the Portfolio Holder be recommended to:-

- 1) endorse the 2013/14 provisional outturn for the Renewal and Recreation Portfolio;**
- 2) note the expenditure for the Renewal and Recreation projects within the Member Priority Initiatives; and**
- 3) approve the drawdown of the carry forward sums of £60k and £22.5k held in central contingency, to be used to fund the preparation of the Borough's Local Plan and the Business Support Scheme.**

9c BROMLEY LIBRARY SERVICE - OUTCOME OF CONSULTATION

Report DRR14/054

Members considered the results of the staff and library user consultation that had been undertaken since the R&R PDS meeting held in April 2014. In response to the outcome of the consultation, the report made a number of recommendations to achieve the necessary budget savings for 2014/15.

To maintain an effective service within the reduced operating hours and staff hours, it was necessary to install Radio Frequency Identification Data (RFID) equipment in all of the borough's libraries at a cost of £275,000 to enable full customer self-service.

Staff Side Secretary, Mr Glenn Kelly addressed the Committee. Mr Kelly stated that despite the fact that 2,000 people signed a submitted petition requesting that the proposals be dropped, their pleas had gone unheard. The current proposals before Members had not differed from those previously considered. A proposed total of 306 working hours would be deleted from front line posts. Mr Kelly alluded to the survey carried out which at no time asked the public if they were against the proposed cuts. Referring to the closure of the mobile library, it was noted that 43% of the public interviewed claimed that this service was their sole means of access to books. Of that 43%, nearly 50% used the service on a weekly or fortnightly basis.

Whilst staff were concerned about their future and possible cuts to their salaries, the Authority was prepared to spend £275k on installing IT equipment in all libraries and was prepared to set aside a further amount of money for future maintenance work.

In summing up, Mr Kelly urged Members not to accept the recommendations in the report and speaking on behalf of staff and public users, requested that the proposals be dropped.

The Chairman made the following statement:-

'I want to commend officers for an excellent report on this controversial subject. Approximately 400 libraries in the UK have been closed - not a reduction in hours, but closed.

This Authority is required to save over £5.2m in the next financial year which is a major challenge to every department in the Council; doing nothing is not an option and what we are doing now is not an option.

Over past years, the Authority has undertaken a number of consultations, surveys and public opinion to look at libraries in detail, hours, numbers attending and purpose of visit.

At my last meeting on 1 April 2014, I asked all assembled to contact me about their concerns. Out of the 20+ who attended that meeting, only one made contact with me, for which I was grateful.

We are in austere times and decisions have to be made but as I have said numerous times, this is a great opportunity to review our libraries. What could we offer better, how can we engage with the public better and not lose a service but enhance that service with a wider remit. How can we work smarter, use local resources, provide a hub that not only has books but many other offers. It is a time to move on and step up our game. So, thank you to those who have engaged in such a positive way and for those who have challenged myself and the Portfolio Holder, asking those questions and making constructive comments, it has been very useful and helpful in the overall decision that has to be made - changing hours but NOT closing libraries.'

Ms Liz Keable addressed Members on behalf of Mottingham Residents' Association. Whilst it was understood that cuts were necessary, the proposed 3 pm closure of Mottingham Library on Wednesday afternoons would save very little, if any, expenditure. Footfall at the library was 60% higher in comparison with Shortlands Library. As a small community, the library was highly valued, used by the elderly and school students alike and was also used as a social hub. In light of the above, Ms Keable requested that the opening hours for Wednesday afternoons be extended to 5.30 pm. An e-mail from a student at Dorset Road School was read to Members. The student, who suffered with a language disorder, regularly visited the library and commended staff who had helped him "ignite a passion" to continue with his reading. He supported Ms Keable's request for extra opening time on Wednesdays.

The Chairman commented that Ms Keable's representations underlined the fact that Mottingham Library was a community hub and would continue to be so. Councillor Tickner referred to the library's isolated position near the Ward boundary and in this regard, he supported Ms Keable's request. The Head of Leisure and Culture informed Members that the current proposals provided a balanced budget to meet necessary cuts. Preferred Option B already included an extra hour which had been reallocated following previous consideration.

The Chairman confirmed that comments received after the last PDS meeting would be considered. He suggested that volunteer staff could be used to cover any additional opening hours.

Having taken into account Ms Keable's request, Members agreed that the current proposals should be accepted as they stand, with the proviso that the operating hours at Mottingham Library be reviewed in six months' time.

Councillor Michael commented that she was proud of library staff and the work they carried out. It should be seen as an achievement that there had not

been a single library closure within the Borough. Councillor Michael noted that the report did not reflect the results of the interviews carried out at Beckenham Library with regard to opening and closing hours, in which the largest number of respondees had preferred Option C.

It was reported that in response to the question of whether the Council's proposal for reducing opening hours would inconvenience users in any way, the vast majority of people interviewed had responded "no". In this regard, the Council thought it prudent to go with the option that caused the least inconvenience.

Discussion took place around the best way to promote current library services and inform the public of the changes that would take place. Officers would work with the Council's Communication Department in this regard.

Councillor Dean voiced his concern at the termination of the Mobile Library Service and emphasised the need to heavily promote the voluntary organisation which had agreed to deliver to housebound residents and in particular, existing users.

Members praised the excellence of library staff and gave assurances that officers would work closely with them and service users to ensure there was as little disruption as possible during implementation of the proposals. There were currently 9½ full time vacancies within the library service with 10 full time equivalent posts being affected by the proposals. The Council would try to avoid seeking compulsory redundancies.

RESOLVED that:-

- 1) the content of the report, including the outcome of the staff and library user consultation, be noted;**
- 2) the Portfolio Holder be recommended to agree the changes as set out in the report and, in particular:-**
 - a) the changes to library operating hours (with the proviso that the hours of operation at Mottingham Library be reviewed in six months' time); and**
 - b) the deletion of the mobile library service.**
- 3) the Portfolio Holder be recommended to request that the Executive agree the one-off funding of £275k for the purchase and installation of RFID equipment, to ensure that the full £300k savings are realised within 12 months of installation.**

9d INITIAL ASSESSMENT FOR WAR MEMORIAL REFURBISHMENT

Report DRR14/059

Members considered the initial results of the condition survey undertaken on the 19 war memorials over which the Council had responsibility.

The report provided details on the budget for the estimated works and set out a programme in order to have refurbishment completed by November 2014 in time for the 100 year commemoration of the start of World War I.

With regard to the request from local Ward Councillors to have the name plaques at Penge War Memorial replaced in cast bronze, it was reported that of the original four plaques, two had been stolen and therefore the replacements would need to be like for like to match the remaining two. Permanent securing of the replacement plaques was of the utmost importance.

It was suggested that insurance cover be sought for the Borough's War Memorials however, it was considered that the excess charged was likely to be too high for this to be feasible

It was agreed that officers would look into the possibility of seeking criminal awards and obtaining insurance cover. An update on this would be circulated via e-mail to Members.

It was anticipated that all minor works in Phase 1 would be completed by 4 August 2014, in time for the 100 year commemoration of the start of World War I.

RESOLVED that the Portfolio Holder be recommended to note the results of the initial assessment works and agree the first and second phases of the programme of refurbishment.

10 RENEWAL AND RECREATION PORTFOLIO BUSINESS PLAN

Report DRR14/062

Members considered the Renewal and Recreation Business Plan 2013/14 Monitoring Report for Quarter 4.

The report outlined progress made towards the delivery of actions agreed in the Plan for Quarter 4 and against all actions for the year 2013/14.

As some information was duplicated in other reports to Committee, the Chairman requested that Members e-mail him with any suggestions they may have as to how the actions delivered and identified could be better scrutinised at future meetings.

Referring to Aim 2b (page 28), Councillor Michael was disappointed and concerned to note that the determination of minor applications had continued to fall behind target and questioned the reason for this as it appeared that determination of other types of application had improved. It was agreed that the Chief Planner would be requested to circulate an updating statement in this respect.

The huge increase in applications received, together with a cutback on staff, had contributed to the continuing problems. Staffing issues were being addressed but this would take time. It was confirmed that the delays in determining minor applications had not led to an increase in appeals. To ease current pressures, Councillor Tickner suggested contracting self-employed town planners on a fixed basis. The lack of communication from planning officers was also alluded to. It was agreed that a comprehensive report concerning minor applications and the current staffing position be submitted to the next PDS and DCC meetings and the Chief Planner be requested to attend.

The Chairman noted that £173k from Sport England's Community Sports Activation Fund had been awarded to Pro-Active Bromley to work with clubs and community groups to increase and sustain participation in sport for people over 14. Officers agreed to circulate a detailed briefing paper outlining how the award had been utilised in each ward.

Discussions were continuing around restoration and development proposals for Bromley Museum. Details of this would be reported to Members at a future PDS meeting.

With reference to Aim 4b (page 36), Members requested an update on the number of homeless people/families currently within each Ward together with information on the location of each of the five properties acquired by the Council

Aim 1e (page 47) referred to the production of Growth and Delivery Plans for the Borough's strategic employment sites in Biggin Hill, Cray Valley and Bromley Town Centre. The Chairman asked that detailed reports for individual areas be submitted to future meetings outlining the work undertaken in this respect.

Aim 3d referred to the project by Bromley College on behalf of the Council to support young unemployed residents with sustainable employment opportunities through the creation of apprenticeships and internships. Unfortunately, the College had misjudged admission figures and although the apprenticeships programme had been successful, internships had not been delivered. The contract with Bromley College had now been terminated and the Working Group would review the scheme and report back to a future meeting of the Committee. Councillor Bosshard supported the Council's commitment to supporting young people into employment but emphasised the importance of ensuring correct delivery of the scheme in order to achieve success.

Members were informed that a feasibility review on the potential for a Heritage Centre at Biggin Hill Airport would be undertaken. The Biggin Hill Working Group would reconvene to consider proposals and a report would be submitted to the PDS meeting in September.

RESOLVED that the report be noted and the Portfolio Holder be recommended to:-

- 1) note the progress made towards the delivery of actions agreed in the Renewal and Recreation Business Plan 2013/14 for Quarter 4 as described in the Monitoring Report;**
- 2) note the progress made against all actions in the Renewal and Recreation Business Plan 2013/14 across the year as described in the Summary Report; and**
- 3) agree the draft Renewal and Recreation Portfolio Business Plan 2014/15 subject to any amendments or additions.**

11 TOWN CENTRE MANAGEMENT UPDATE REPORT - JUNE 2014

Report DRR14/007

Members received an update on activities undertaken by the Council's Town Centre Management and Business Support Team up to April 2014. The report also summarised priorities for the period until the end of September 2014.

In particular, Members considered a draft 'Spatial Management Strategy for Bromley Town Centre'. This provided an outline of what sort of activities would be encouraged by Town Centre Management, working alongside colleagues in Streetscene Services and how those activities would be managed once the improvement works were completed in the pedestrianised area of Market Square.

Commenting on the percentage figures for the number of vacant retail units in the Borough, Councillor Michael considered it interesting to note that Penge had the lowest percentage of vacancies whilst Orpington had the highest. It was anticipated that regeneration of The Walnuts at Orpington would have a significant positive impact on vacancy rates.

Councillor Michael asked when the new planters and flower tower for Keston would be delivered. The Head of Town Centre Management and Business Support would be asked to respond to Councillor Michael via e-mail.

An updating report on the success of the Bromley Means Business event would be submitted to the PDS meeting in September 2014.

Councillor Rutherford asked what was being done to clean the street surfacing in the Bromley North/East Street area. Members were informed that officers were working with environment colleagues to initiate an enhanced street cleaning regime using a gum-busting treatment. Leaking refuse bins would also be replaced. Should the proposal for a Bromley BID prove successful, future responsibility for undertaking this work could fall within the BID's remit.

At the suggestion of Councillor Morgan, a proposal to request further funding to support various improvement projects at local parades would be submitted to a meeting of the Executive Committee.

RESOLVED that:-

- 1) the key developments and activities within the Town Centre Management and Business Support Team (as summarised in Appendix 1 of the report), be noted; and**
- 2) the draft spatial management plan for Bromley Town Centre pedestrianised area (as set out in Appendix 2 of the report), be noted.**

12 TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE

Report DRR14/058

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

Members were encouraged to attend a special meeting of the Executive to be held on 22 July 2014 to pre-scrutinise jointly with E&R PDS Members, a part 2 confidential report on proposals for Churchill Place (Site G in the Area Action Plan).

As Chairman of the Beckenham Town Centre Working Party, Councillor Tickner reported architects were currently working on plans for the design and development stage of the Town Centre Improvement Scheme. A detailed report would be submitted to the September meeting of the PDS Committee.

Councillor Tickner asked when the redesign of traffic lights at Beckenham Junction would be completed and the work undertaken. He was informed that funding was in place however, TfL were still waiting for approval from the utility company to move existing plant. It was anticipated that if nothing was heard by the end of the week, a letter from the Chairman to the utility company may assist in this respect. The Head of Renewal agreed to contact the Chairman and Councillor Tickner to provide an update.

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

**13 RENEWAL AND RECREATION PDS COMMITTEE WORK
PROGRAMME (OCTOBER 2014-MAY 2015)**

Report CSD14078

Members considered the Committee's work programme for the period October 2014-May 2015.

It was agreed that the following reports be submitted to future meetings of the PDS:-

- Review of the Library Service - March 2015; and
- Arts in Bromley - to update members on plans for The Royal Bell. It was suggested that this could be included in the forthcoming report on proposals for Site G - Churchill Theatre.

Members suggested future visits and tours to places of interest such as the Churchill Theatre, Libraries, The Study Centre and leisure centres. A visit to the Churchill Theatre could be arranged to coincide with the submission of the report on Site G.

It was also suggested that consideration should be given at some stage to resolve issues around the lack of parking spaces within the Borough.

RESOLVED that the work programme for the period October 2014-May 2015, be agreed.

The meeting ended at 8.57 pm

Chairman

Report No.
CSD14108

London Borough of Bromley

PART 1 - PUBLIC

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

Date: **2 September 2014**

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

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

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

Chief Officer: Mark Bowen, Director of Resources

Ward: N/A

1. Reason for report

1.1 This report updates the Committee's work programme.

2. RECOMMENDATION

2.1 The Committee is invited to review the work programme for the period November 2014-May 2015.

Corporate Policy

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

Financial

1. Cost of proposal: No cost
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £373,410
 5. Source of funding: Existing 2014/15 revenue budget
-

Staff

1. Number of staff (current and additional): There are 10 posts (8.75 fte) in the Democratic Services Team.
 2. If from existing staff resources, number of staff hours: Preparation of the Work Programme report can normally be expected to take 2-3 hours
-

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 Each PDS Committee has a responsibility to develop and review its work programme balancing the key roles of:
- Holding the Executive to account;
 - Policy development and review; and,
 - External scrutiny.
- 3.2 The Committee is invited to consider its work programme having regard to guidance at Section 8 of the Scrutiny Toolkit and in consultation with the Renewal and Recreation Portfolio Holder and Chief/Senior Officers.
- 3.3 The Committee's Work Programme for the period November 2014-May 2015 is attached at **Appendix A**.

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

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

Report Title	Report Author	PH Decision (Yes/No)	Referred	
			From	To
Renewal and Recreation Policy Development and Scrutiny Committee – 18 March 2015				
Matters Arising from Previous Meetings	LT	No		
R&R PDS Work Programme	LT	No		
R & R Budget Monitoring 2014/15	CM	Yes		
R & R Business Plan 2014/15	HJ/LC	Yes		
Bromley Library Review	CB	Yes		
Town Centre Management Update	MP	No		
Town Centres Development Programme Update	KM	No		
Planning Appeals / Determination of Applications / Staffing	JK	No		
Chairman’s Annual Report	Chairman	No		
Bromley Economic Partnership – 14 April 2015				

To Be Scheduled

- 1 Individual reports on Growth and Delivery Plans for Biggin Hill, Cray Valley and Bromley Town Centre.

Report No.
FSD14056

London Borough of Bromley

PART 1 - PUBLIC

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

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

Date: **2nd September 2014**

Decision Type: Non-Urgent Executive Non-Key

Title: **BUDGET MONITORING 2014/15**

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

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

Ward: Boroughwide

1. Reason for report

This report provides an update of the latest budget monitoring position for 2014/15 for the Renewal and Recreation Portfolio based on expenditure and activity levels up to 31st July 2014. This shows a projected overspend of £190k for the total portfolio budget.

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

2. **RECOMMENDATION(S)**

2.1 The Portfolio Holder is requested to endorse the latest 2014/15 budget projection for the Renewal & Recreation Portfolio.

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

Corporate Policy

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

Financial

1. Cost of proposal: Estimated cost N/A
 2. Ongoing costs: Non-recurring cost.
 3. Budget head/performance centre: Renewal & Recreation Portfolio Budgets
 4. Total current budget for this head: £13.6m
 5. Source of funding: Existing revenue budgets 2014/15
-

Staff

1. Number of staff (current and additional): 215.75ftes
 2. If from existing staff resources, number of staff hours: N/A
-

Legal

1. Legal Requirement: Statutory requirement. The statutory duties relating to financial reporting are covered within the Local Government Act 1972; the Local Government Finance Act 1998; the Accounts and Audit Regulations 1996; the Local Government Act 2000 and the Local Government Act 2002
 2. Call-in: Call-in is applicable
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The services covered in this report affect all Council Taxpayers, Business Ratepayers, those who owe general income to the Council, all staff, Members and Pensioners.
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The 2014/15 projected outturn is detailed in Appendix 1, with a forecast of projected spend for each division compared to the latest approved budget and identifies in full the reason for any variances.
- 3.2 Costs attributable to individual services have been classified as “controllable” and “non-controllable” in Appendix 1. Budget holders have full responsibility for those budgets classified as “controllable” as any variations relate to those factors over which the budget holder has, in general, direct control. “Non-controllable” budgets are those which are managed outside of individual budget holder’s service and, as such, cannot be directly influenced by the budget holder in the shorter term. These include, for example, building maintenance costs and property rents which are managed by the Property Division but are allocated within individual departmental/portfolio budgets to reflect the full cost of the service. As such, any variations arising are shown as “non-controllable” within services but “controllable” within the Resources Portfolio. Other examples include cross departmental recharges and capital financing costs. This approach, which is reflected in financial monitoring reports to budget holders, should ensure clearer accountability by identifying variations within the service that controls financial performance. Members should specifically refer to the “controllable” budget variations relating to portfolios in considering financial performance. These variations will include the costs related to the recession.

Chief Officer Comments

- 3.3 Overall, the controllable budget for the Renewal and Recreation Portfolio is projected to be overspent by £190k.
- 3.4 As part of the budget setting process for 2014/15 a budget savings target of £150k was included in the culture budget. To date, £90k savings have been identified leaving a balance of £60k. It is intended to identify further savings during the next few months in order to ensure that the culture budget will be balanced from April 2015 onwards.
- 3.5 The full years savings of £300k built into the library budget will not be realized until April 2015 due to two factors; the first is that a detailed consultation has been undertaken during the last few months with both the public and the library staff over options for reducing opening hours and the second is that in order to achieve the reduction in staffing, it is necessary to install the RFID system in the remaining 9 libraries. This installation will not be completed until after October 2014 and therefore only part year savings of £100k will be achieved for 2014/15.
- 3.6 The overspend of £260k within Recreation is partly offset by an underspend of Cr £70k within Planning.

Member Priority Initiatives

- 3.7 Council on 26th March 2012 approved the setting aside of £2.260m in an earmarked reserve for Member Priority Initiatives. The Renewal and Recreation Portfolio is responsible for the delivery of three initiatives as detailed below: -

Member Priority Initiatives

	Original Allocation £'000	Adjustment £'000	Revised Allocation £'000
Investing in small shopping parades	250	0	250
Beckenham Town Centre public realm improvements	250	-150	100
Support tackling youth unemployment amongst young people	500	-260	240
	1,000	-410	590

- 3.8 £150k of the sum for Beckenham Town Centre has been set aside to match fund the capital scheme and £260k of the tackling youth unemployment project has been transferred to the Phase 2 project which will be delivered by the Bromley Education Business Partnership.

4. POLICY IMPLICATIONS

- 4.1 The Resources Portfolio Plan for 2014/15 includes the aim of effective monitoring and control of expenditure within budget and includes the target that each service department will spend within its own budget.
- 4.2 Bromley's Best Value Performance Plan "Making a Difference" refers to the Council's intention to remain amongst the lowest Council Tax levels in outer London and the importance of greater focus on priorities.
- 4.3 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2014/15 to minimise the risk of compounding financial pressures in future years.
- 4.4 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council's budgetary control and monitoring arrangements.

5. FINANCIAL IMPLICATIONS

- 5.1 Both the overall budget and the controllable budget for the Renewal and Recreation Portfolio is projected to be overspent by £190k based on financial information available as at 31st July 2014. Some of the major variations are summarised below with more detailed explanations included in Appendix 1.
- 5.2 Surplus of income of £120k from non-major applications is projected as activity has increased. This is offsetting a shortfall of income of £120k from major applications. A surplus of income of Cr £40k is projected from pre-application meetings, again due to an increase in activity.
- 5.3 To date, only £90k of the £150k budget savings have been achieved within culture, which has meant that an overspend of £60k is projected. Further savings are expected to be identified to enable a balanced budget to be set from April 2015.
- 5.4 As a detailed consultation was carried out with the public and library staff during the last few months, and the fact that the Radio Frequency Identification Data system (RFID) has yet to be installed in the remaining 9 libraries, the savings target of £300k will not be met during this financial year. It is estimated that £100k part year saving will be realized and that the full £300k will be achieved from April 2015.
- 5.5 Other variations include a net underspend for salaries within Renewal and a minor underspend within the non-chargeable service for Building Control.
- 5.5 The table below summarises the main variances: -

Summary of Major Variations	£'000
Income from non-major planning applications	Cr 120
Income deficit from major applications	120
Surplus income from pre-application meetings	Cr 40
Underachievement of budget savings within culture	60
Underachievement of budget savings within library service	200
Other minor underspends within Renewal and Building Control	Cr 30
	<u>190</u>

- 5.6 Appendix 2 shows that £503k has been spent or committed out of the £590k set aside for the three projects within the Member Priority Initiatives. A further £82k is expected to be spent in 2014/15 and 2015/16. It also has comments on the progress of each of the schemes.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	2014/15 budget monitoring files within ES/R & R finance section

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Renewal and Recreation Budget Monitoring Summary as at 31.07.2014

2013/14 Actuals £'000	Division Service Areas	2014/15 Original Budget £'000	2014/15 Latest Approved £'000	2014/15 Projected Outturn £'000	Variation £'000	Notes	Variation Last Reported £'000	Full Year Effect £'000
	R&R PORTFOLIO							
0	Commissioning Fund	0	0	0	0		0	0
0	Commissioning Fund	0	0	0	0		0	0
	Housing Strategy & Development							
Cr 16	Housing Strategy & Development	Cr 14	Cr 14	Cr 14	0		0	0
Cr 16		Cr 14	Cr 14	Cr 14	0		0	0
	Planning							
Cr 23	Building Control	12	12	2	Cr 10	1	0	0
Cr 165	Land Charges	Cr 168	Cr 168	Cr 168	0		0	0
492	Planning	649	649	609	Cr 40	2	0	0
1,119	Renewal	1,093	1,153	1,133	Cr 20	3	0	0
1,423		1,586	1,646	1,576	Cr 70		0	0
	Recreation							
2,029	Culture	1,902	1,896	1,956	60	4	60	0
4,882	Libraries	4,656	4,931	5,131	200	5	200	0
243	Town Centre Management & Business Support	240	240	240	0		0	0
7,154		6,798	7,067	7,327	260		260	0
8,561	Total Controllable R&R Portfolio	8,370	8,699	8,889	190		260	0
9,276	TOTAL NON CONTROLLABLE	2,577	2,594	2,594	0		Cr 2	0
2,215	TOTAL EXCLUDED RECHARGES	2,275	2,275	2,275	0		0	0
20,052	PORTFOLIO TOTAL	13,222	13,568	13,758	190		258	0

Reconciliation of Latest Approved Budget

£'000

Original budget 2014/15

13,222

Repairs & Maintenance

17

Local Plan Implementation

60

Business Support Scheme - Grant Related Expenditure

23

Business Support Scheme - Grant Related Income

Cr 23

Discretionary rate relief returned to the General Fund

Cr 6

Radio Frequency Identification Data

275

Latest Approved Budget for 2014/15

13,568

REASONS FOR VARIATIONS

1. Building Control Cr £10k

For the chargeable service, an income deficit of £70k is anticipated based on information to date. This is being more than offset by a projected underspend within salaries of £95k arising from reduced hours working / vacancies. In accordance with Building Account Regulations, the net surplus of £25k will be carried forward via the earmarked reserve for the Building Control Charging Account.

Within the non-chargeable service, as a result in delays in not appointing to vacant posts, there is a projected underspend of £10k.

2. Planning Cr £40k

Income from non-major planning applications is £48k above budget for the first four months of the year, and a surplus of £120k is projected for the year. For information, actual income received for April to July is £45k higher than that received for the same period last year.

For major applications, £66k has been received as at 31st July and planning officers within the majors team have provided a schedule of additional potential income that may be received in the coming months of approximately £220k. Allowing for delays in some of this income being received, as well as other items not being received at all, a deficit of £120k is being projected for major applications at this stage of the year.

There is projected surplus income of £40k from pre-application meetings due to higher than budgeted activity levels.

Summary of variations within Planning:

£'000

Surplus income from non-major applications	Cr	120
Income deficit within major applications		120
Surplus pre-application income	Cr	40
Total variation for planning	Cr	40

3. Renewal Cr £20k

Within salaries, there is a projected net underspend of £20k. This has arisen due to a combination of departing staff being replaced at the lower end of the salary scale, and a secondment to Resources not being back-filled for 6 months.

4. Culture £60k

A budget saving of £150k was built into the culture budget for 2014/15 in anticipation that a review of the service would deliver the necessary savings. To date only £90k savings have been identified, leaving a budget gap of £60k. It is expected that further savings will be identified to ensure a balanced budget from April 2015.

5. Libraries Dr £200k

As part of the budget setting process for 2014/15, savings of £300k were built into the library budget. Detailed consultations have taken place with both staff and the public over the last few months about options to reduce opening hours. The installation of the Radio Frequency Identification Data system (RFID) in the remaining 9 libraries will be undertaken in the next two months and it is expected that only part year savings of £100k will be achieved this financial year. The full £300k savings will be achieved from April 2015.

Waiver of Financial Regulations

The Council's Contract Procedure Rules state that where the value of a contract exceeds £50k and is to be exempted from the normal requirement to obtain competitive quotations, the Chief Officer has to obtain the agreement of the Director of Resources and Finance Director and (where over £100,000) approval of the Portfolio Holder, and report use of this exemption to Audit Sub committee bi-annually. Since the last report to the Executive no waivers have been actioned.

Virements Approved to date under Director's Delegated Powers

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

Analysis of Members' Initiatives - Earmarked Reserves @ 31.7.14

Item	Divison / Service Area	Responsible Officer	Allocation £'000	Total spend during 2012/13 & 2013/14 £'000	Spend to Date 2014/15 £'000	Commitments & planned expenditure £'000	Total spend & commitments £'000	Balance available £'000	Comments on Progress of Scheme
Investment in small shopping parades	Recreation - Town Centre Management & Business Support	Martin Pinnell	250	144	30	63	237	13	At this stage, it is anticipated that the remaining balance of £13k will be allocated and spent in 2014/15.
Tackling youth unemployment	Recreation - Business Support	Hannah Jackson	240	18	22	126	166	74	This is a 3 year project. Estimated spend for 2014/15 is £148k and for 2015/16 £69k. A sum of £260k has been transferred for the delivery of Phase 2 of the project.
Beckenham Town Centre public realm improvements	Planning - Renewal	Kevin Munnelly	100	100	0	0	100	0	£100k allocation fully spent. Balance of £150k has been transferred for match funding for the Beckenham Town Centre Improvement Capital Project.
TOTAL			590	262	52	189	503	87	

Report No.
DRR14/080

London Borough of Bromley

PART ONE - PUBLIC

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

Date: **2nd September 2014**

Decision Type: Non-Urgent Executive Non-Key

Title: **TOWN CENTRES DEVELOPMENT PROGRAMME UPDATE**

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

Chief Officer: Marc Hume, Director, Regeneration and Transformation

Ward: All Wards

1. Reason for report

2. To update Members on progress in delivering the Town Centres Development Programme, endorse the submission of project proposals under the New Homes Bonus Top Slice programme and seek the approval of the Portfolio Holder for the use Section 106 funds for Town Centre Management Initiatives proposed.

3. RECOMMENDATION(S)

Members

- 2.1 Members are asked to note the progress on the delivery of the Town Centres Development Programme
- 2.2 That the Portfolio Holder agrees that the Town Centre Management Initiatives set out in paras.3.12 to 3.15 be adopted and that the £50,000 of Section 106 funds from the Tesco Croydon Road, Beckenham development be used to fund Town Centre Management Initiatives in Beckenham, West Wickham, Penge and Elmers End.
- 2.3 Members endorse the project proposals submitted as part of the call for bids under the New Homes Bonus Top Slice programme and instruct that a further report is brought back to the Committee for full scrutiny once detailed project plans have been prepared.

Corporate Policy

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

Financial

1. Cost of proposal: £50k and NHB bid of £1.5m capital and £428k revenue
 2. Ongoing costs: N/A
 3. Budget head/performance centre: Town Centre Development Fund, Capital Programme, S106 funds and NHB top slice monies
 4. Total current budget for this head: £131k, £164k, £50k and between £1.7 - £2m
 5. Source of funding: Town Centre Development Fund, TfL funding, S106 funds and NHB top-slice funds
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

Development Programme

- 3.1 As agreed at R&R PDS on 1 April 2014 this report provides updates on only those individual projects where progress has been made.

Site C: Town Hall

- 3.2 Cathedral are required under the agreement for lease to submit their planning application by the end of September 2014. The grant of the long lease is conditional on them obtaining planning permission to convert the Town Hall into a hotel, conference centre and associated restaurants.
- 3.3 Surveys have been carried out and a formal Pre–Application meeting has taken place with the Council’s Development Control section. Work is progressing on the development of the scheme in the light of the advice received from the Council and English Heritage. The applicant has also agreed to the Council’s request to undergo a CABE design review as part of the application process. Cathedral aim to open the hotel and conference centre in the Spring of 2016.

Bromley North Village

- 3.4 Works in East Street, White Hart Slip, Naval Walk and the pedestrianised area of Market Square are now complete aside from minor finishing works. The Thames Water main replacement works are now also complete. Works are well underway and are progressing on schedule in the carriageway area of Market Square and in the High Street. During the summer, on site working hours are being extended to ensure the scheme is completed on 30 November 2014 in time for the important Christmas trading period.

Orpington Town Centre

- 3.5 Planning Sub–Committee on 5 June 2014 approved a revised scheme by Miller Development for Walnut Shopping Centre for a part 4 / part 5 storey building. The revised scheme is under construction and will provide 7 screen cinema (950 seats); 3 retail units; 3 restaurants/ café units; a gym; and creation of a new square with associated landscaping. The build is scheduled to be completed in Spring 2015. It is understood that B&M, one of the leading variety retailers in the UK, has secured space in the development in line with its strategy to grow its store base in southern England. Pure Gym, the national gym chain, will be making a substantial investment in the scheme, creating a new 24 hour gym. No details on the proposed restaurants are available. Also under construction is the Orpington College hospitality facility. Berkeley Homes are also preparing to submit a planning application for a new Wellness Centre and a residential scheme on the Old Police Station site
- 3.6 The Council are keen to maximise the opportunity offered by these new developments to implement a comprehensive public realm improvements to the Walnut Centre. Designers have been commissioned to develop a RIBA Stage A concept plan for the public areas of Walnut Centre. They have been tasked to working with Key Stakeholders:
- Millers Developments: the developers of the new Cinema complex
 - Bromley Further Education College
 - Berkeley Homes, new owners of the former police station site
 - Walnut Market Operator

- LB Bromley Library Services
- My Time Active –
- Orpington First – BID Management Company

- 3.7 It is proposed that a workshop with key stakeholders will take place in September with the final concept plan being available in October
- 3.8 A report detailing options for the future of the Priory site was considered at the 22 July Executive Committee meeting. At this meeting the Executive decided to withdraw the Priory Revisited Heritage Lottery Fund (HLF) application, ahead of the HLF decision meeting in September. At a time of huge financial pressures Members decided that they could not commit to the revenue requirements of entering into a 25 year contract with the HLF. Officers are now meeting with groups from the local community to reassess the future of the site. The first meeting is scheduled for the 21 August with the Orpington BID.

Beckenham Major Scheme

- 3.9 The Major Scheme's Design and Development phase is on schedule. Traffic surveys were completed in July. Hyder Consulting are currently completing a base traffic model and future work for the traffic modellers will be to test options for the main junctions along the High Street. All traffic modelling work will need to be audited and verified by TfL
- 3.10 A Design Review Surgery was held with Urban Design for London (UDL) on 25 June. The Council's Concept Plans submitted as part of our bid to TfL were well received. The Design Panel felt that the plans were a thoughtful strategy for the town centre they also acknowledged the extensive consultation that had taken place. Their advice going forward included developing detailed designs which are more ambitious for the main functions of this High Street, including its vibrant evening economy and cycling provision. Other specific comments related to ensuring that plans are developed for Beckenham Green (an unused open space) and some of the key "alleyways" along the High Street. The Panel also suggested investigations are undertaken for a bolder proportion for the Cinema roundabout as well as investigating the benefits of a introducing a 20mph zone.
- 3.11 In addition to the Beckenham Working Group meetings wider community consultation is on-going. The Market Day event on 12 July was well attended. Approximately 60 members of the public visited the Council van exhibiting plans for key alleyways and Beckenham Green. These outlined plans were well received.

Section 106 Funds

- 3.12 In order to facilitate on going delivery of the Town Centre Management Initiative, approval is sought for the release of the £50K of Section 106 funds related to the Croydon Road Tesco development which stipulated spend in Beckenham, Penge, West Wickham and Elmers End Town Centres. The S.106 did not allocate funding between the centres. The Council's current Town Centre Management Initiatives in Beckenham aim to complement the Major Scheme. The sum of £47K will be required to initiate some key projects which are complementary to the main TfL funded scheme but which can be implemented in advance of the main scheme. These projects have been identified by Town Centre Management working closely with the Beckenham Town Centre Team and also have approval from the Beckenham Working Group.
- 3.13 It is proposed that this funding is used to deliver improvements to Beckenham Green consisting of new stage cover for the existing stage area and infrastructure to facilitate markets and other more regular community events on the Green. Funding would also

support the naming of the town centre alleyways; a major feature of the High Street. Both these are objectives of the Beckenham Town Centre improvement scheme and are therefore within the scope of the wider TfL scheme.

- 3.14 Proposals for both will need to be developed via the Working Group and will be delivered ahead of the final approval from TfL, programmed for late winter 2015/ 2016. This S.106 requires all monies to be spend by February 2016.
- 3.15 The Council's current Town Centre Management Initiatives in Penge and West Wickham Town Centres would benefits from the a contribution (£1K each) to Christmas lights and events organised by local business groups during the seasons 2014/15 and 2015/16. For Elmers End, the allocated £1k will be earmarked and set aside whilst officers explore options for a project which will improve the vibrancy and vitality of that local centre.
- 3.16 Details of this section 106 and its proposed use are provided below:

Planning Ref	Development	S106 Agreement Clause	Amount and how the money will be allocated	Justification
187	Tesco Stores Ltd Croydon Road Beckenham	Town Centre contribution of £50,000 to be expended by the Council towards the Town Centres Management Initiatives. The contribution must be used to promote the vitality and viability of the following town centres: Beckenham, Elmers End, Penge and West Wickham. If any part of the Town Centre Contribution has not been expended by the Council within 5 years from the date on which it is paid (Feb 2011), it will be repaid to the Developer forthwith together with any accrued interest thereon.	Beckenham Town Centre £47K. Use of this funding will provide the following: <ul style="list-style-type: none"> Provide a stage cover at the Beckenham Green (£40k). Provide market infrastructure, water and storage unit at the Beckenham Green (£5k); Facilitate the naming of key alleyways along the High Street (£2k). West Wickham, Penge and Elmers End £3k in total. Use of this funding will contribute to Christmas lights/ activities during 2014 and 2015.	This S.106 requires spend on the Council's Town Centre Management Initiatives and requires all monies to be spent by Feb 2016. Justification for delivery ahead of the main TfL scheme initiated by Beckenham Working Group and Beckenham Town Team. Proposals meet specific objectives of the Council's scheme and are therefore within the original scope of the TfL scheme.

Proposed Beckenham Town Centre Conservation Area

- 3.17 Consultation process for the proposed Beckenham Town Centre Conservation Area is due to commence in September, (programmed to start after the holiday period) and will run for 6 week. A 'red line' was agreed at Development Control Committee on 21 November 2013 with further amendments agreed with the Portfolio Holder earlier this year.
- 3.18 Consultation will consist of letters sent to all properties within the proposed 'red line' boundary. Further letters will be sent to properties directly adjoining the boundary as well as interest and community groups in the area. All letters sent will include a map of the proposed conservation area, as well as questionnaire. Site notices will be placed around the area. Documents related to this designation will be available on the Council website. Relevant information will also be available at Beckenham Library.
- 3.19 It is expected that the results of this consultation will be presented to Committee along with implications for the Local Planning Authority.

Crystal Palace and Penge Renewal Strategy

- 3.20 The GLA in consultation with the 5 Boroughs that adjoin Crystal Palace Park have agreed to fund the production of a Regeneration Strategy for the Crystal Palace area. This Strategy will set a framework for future funding bids to the Mayor's evolving High Street fund. The regeneration strategy will cover both Penge and Anerly centres. Interviews with potential consultants took place on 12th June 2014 and the strategy should be completed by January 2015.
- 3.21 The lease of the property in Green Lane identified for the new library has been completed. The Executive on 2nd April 2014 agreed the appointment of the building contractors. Work commenced on site on 6 May 2014. Opening is scheduled for 26th August 2014.
- 3.22 Negotiations are on-going with Zhong Rong Group regarding their proposals for the rebuilding of Crystal Palace on the original site and for the refurbishment of the park. Negotiations are currently focussed on the lease agreement, including the length of the lease, area of demise and arrangements for the land deal.

New Homes Bonus Topslice – Project Proposals

- 3.23 In 2015-16 £70 million of London boroughs' New Homes Bonus (NHB) allocation will be top sliced and pooled for use on a programme of projects across London to be agreed by the London Enterprise Panel (LEP). The funding that each borough contributes to the top slice is expected to be returned to that community through this process. The funding will be allocated to projects in line with seven LEP priorities. These are: Apprenticeships, Skills & Training; High Streets; Places of Work; Unlocking Development; Business Support; Digital, Creative, Science & Technology; and Resilience and Low Carbon. Boroughs will submit proposals to the LEP for agreement. Bid proposal needed to be submitted to London Councils by Friday 29th August 2014, following which proposals will be evaluated by the GLA and borough representatives, to be sure that they are in conformity with the Strategic objectives for the LEP; represent good value; and can be delivered.
- 3.24 Bromley has been asked to prepare bids up to the value of £1.753m + 10% contingency. Bids proposals have been designed to reflect the Council's current development priorities.

However, given the tight timetable set by London Councils for the submission of bids this item could not be scrutinised by the PDS Committee before submission. The following bid proposals are currently being finalised/ consulted on and a verbal update will be given at Committee on the final bid submission.

Project Title	Amount (£000)
Penge Town Centre/Crystal Palace	1,050
Place – Making Walnut Centre and Orpington Business Enabling and Support	550
Biggin Hill Aviation Technology & Enterprise Centre	164
Lagoon Road Industrial Estate Redevelopment	164
Total	1,928

Penge Town Centre/Crystal Palace

- 3.25 The proposal comprises a package of schemes that relate directly to priorities that have been identified from Penge Renewal Strategy and emerging work commissioned by the GLA. The projects proposed will complement proposed junction improvements and the main focus of funding will be on: Public realm improvements; Shopfront improvements; Business Support; and Wayfinding.
- 3.26 Building on the proposed junction improvements works planned for 15/16, which are estimated at £410k and funded from the Council's Local Implementation Plan settlement, the NHB project will deliver a design led programme of public realm improvements to the main High Street area. Focusing on improving the pedestrian environment and increasing pedestrian flow, the improvements will include realigned footways and improved lighting and wayfinding.
- 3.27 The Business Support package of £50k over two years will complement what is currently on offer and will build upon the scheme delivered in Bromley as part of the OLF funding. It will include a shopfront improvement scheme and offer a programme of targeted support and mentoring.

Orpington Town Centre £550k

- 3.28 The public areas of the Walnut Centre are of their time (built in the 1960s) and looking tired. This area did not form part of the previous 2010 Major Public Realm improvements scheme as refurbishments and new developments were planned for the Walnut Centre. The new Odeon cinema and shops and restaurants are currently under construction, as is the Orpington College hospitality facility. Berkeley Homes are also preparing to submit a planning application for a new Wellness Centre and residential development on the Old Police Station site. The Council are keen to maximise the opportunity offered by these new developments to implement a comprehensive public realm improvements to the Walnut Centre. The focus of the NHB project is on place making and enhancing the pedestrian experience of this section of the prime shopping areas and increase footfall. Improvements will cover 5,125 sqm of the main Walnut Centre public areas including: Paving; Lighting; Treatment for trees/ new trees; New street furniture; Way finding; and new Market infrastructure

- 3.29 The Business Enabling and Support package of £50k over two years will complement what is currently on offer and will build upon the scheme delivered in Bromley as part of the OLF funding. Working with the Orpington First it will offer a programme of targeted support. This package of works also include the commissioning a feasibility study to consider demand for commercial space and supply side factors in the town centre.

Biggin Hill Aviation Technology & Enterprise Centre

- 3.30 The Growth Study report concluded that the former RAF element of the West Camp estate could be redeveloped through a reuse of exiting Listed Buildings and new build to provide for 8,812 sq. m. additional employment floorspace. This could provide a range of business units for SME's businesses and form the core of the Aviation Technology and Enterprise Centre, including the training academy. The Council is keen to explore options to provide business support as part of the initiative and officers have already held talks with a range of specialist providers.
- 3.31 The next stage in the project development is to build upon the URS work and undertake a detailed feasibility report, with preliminary business plan for the development of the Biggin Hill Centre for Aviation Technology and Enterprise. This would explore different types of operating models and identify an appropriate delivery mechanism through which to develop and implement a preferred scheme. This would include the preparation of an overall masterplan for the site to reduce planning risk, fund necessary infrastructure to improve the opportunities for viable development and disposal of plots (freehold or long leasehold) on a site by site basis. The further assessment work would include:
- Site due diligence
 - Detailed financial appraisal to demonstrate viability
 - Site valuation
 - Site assembly strategy
 - Market testing
 - Identification of an appropriate procurement process
 - Comprehensive risk assessment
- 3.32 It is proposed to use the NHB funding to support the revenue costs of a development planner, the principal responsibilities of which will be to take forward this project work stream, on an initial two year contract. Based on recruiting into this role at BR 13 this would cost £45.5k pa inclusive of on costs. It is also proposed that a development consultancy budget of £73k is included.

Lagoon Road Industrial Estate Redevelopment

- 3.33 The Council will achieve its wider regeneration and growth objectives by tackling the infrastructure and site assembly constraints that are contributing towards the failure to bring forward the redevelopment of key employment areas such as Lagoon Road. The aim is the provision of suitable and affordable industrial workspace for a range of industrial focused SME's.
- 3.34 The next stage in the redevelopment of Lagoon Road is the preparation of a development brief for the area, which will now include the Allied Bakery which is due for closure. This work would determine which interests need to be acquired to deliver a viable scheme as assessed via a detailed financial appraisal. This work would also build upon the infrastructure and transport assessments carried out to date to identify these enabling costs so they can be included in the Borough's Infrastructure Delivery Plan and future Transport for London Local Implementation Plan submissions. This work will also examine

the potential for alternative management of the area in the future such as the establishment of a Business Improvement District, which could in time, be rolled out to the whole of the Cray Business Corridor. It is proposed to use the NHB funding to support the revenue costs of a development planner, the principal responsibilities of which will be to take forward this project work stream, on an initial two year contract. Based on recruiting into this role at BR 13 this would cost £45.5k pa inclusive of on costs. It is also proposed that a development consultancy budget of £73k is included.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

- 5.1 A sum of £233k was set aside by Members to fund the Town Centre Development Programme. To date £102k has been spent leaving a balance of £131k available to fund specialist advice for the remaining part of the process.
- 5.2 TfL have provided £164k funding during 2014/15 to enable the design and development phase of the Beckenham Project to be undertaken.
- 5.3 This report is requesting approval to spend the £50k Section 106 funds from the Tesco, Croydon Road development on the following Town Centre Management Initiatives within the Beckenham, West Wickham, Penge and Elmers End Town Centres: -

Town Centre Management Initiatives (\$106 funds)	£'000
Beckenham Town Centre	
Provision of stage cover at Beckenham Green	40
Provision of market infrastructure (water & storage)	5
Naming of alleyways	2
West Wickham & Penge Town Centres	
Contribution towards Christmas lights & activities for 2014 & 2015	2
Elmers End Town Centre	
Improvements of local centre	1
Total	50

- 5.4 As set out in the agreement, the S106 contribution must be spent before February 2016, otherwise any unspent monies must be returned to the developer along with any interest that has accrued.
- 5.5 Officers will be enter into discussions with TfL to ensure that the £47k S106 funding is counted as part of the Council's 28% match funding contribution towards the overall Beckenham project costs as these works were part of the original scheme.
- 5.6 The GLA will be top slicing the National Home Bonus allocation from each Local Authority in London. The GLA will expect Authorities to submit project bids to spend this top slice

amount. The actual allocation will not be known until January 2015, however for Bromley it is likely to be between £1.7m and £2m.

- 5.7 The table below summarises the NHB bid proposals from Bromley for the two year period from April 2015, split between capital and revenue: -

Project	Capital £'000	Revenue £'000	Total £'000
Penge Town Centre/Crystal Palace			
Junction and public realm improvements	1,000		1,000
Business Support - shopfront improvements, support & mentoring		50	50
Orpington Town Centre			
Improvements to Walnut Centre & new market infrastructure	500		500
Business Enabling and Support		50	50
Biggin Hill Aviation Technology & Enterprise Centre			
Preparation of a detailed feasibility report & business plan -			
Use of development consultants		73	73
Appointment of a development planner (on fixed term contract)		91	91
Lagoon Road Industrial Estate Redevelopment			
Preparation of a development brief -			
Use of development consultants		73	73
Appointment of a development planner (on fixed term contract)		91	91
Total Bid	1,500	428	1,928

- 5.8 Officers will seek the necessary Member approvals to add the schemes to the capital programme and revenue budgets should the project bids be successful.

6. LEGAL IMPLICATIONS

- 6.1 These are addressed in the report. S.106 monies are required to be spent in accordance with the terms of the particular agreement.

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

Report No.
DRR14/075

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Executive on 10th September 2014

**For Pre-Decision Scrutiny by the Renewal and Recreation
PDS Committee**

Date: Tuesday 2 September 2014

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

Title: **GATEWAY REPORT – PROPOSALS FOR THE RE-TENDERING
OF THE CHURCHILL THEATRE MANAGEMENT CONTRACT**

Contact Officer: John Gledhill, Head of Cultural Business Development
Tel: 0208 461 7527 E-mail: john.gledhill@bromley.gov.uk

Chief Officer: Executive Director of Environment & Community Services

Ward: (All Wards);

1. Reason for report

This report provides an overview of the current arrangements for management of the Churchill Theatre which are due to expire 3 April 2016, and describes the process and timetable whereby the lease shall be re-tendered in line with the Councils financial regulations and procurement procedures.

2. **RECOMMENDATION(S)**

- 2.1 That the Renewal and Recreation Policy and Development Scrutiny Committee consider the details of the proposed tender process and timescales outlined within this report, and provide the Executive with their comments.
- 2.2 That the Executive:
- 2.2.1 Consider the details of the proposed tender process and timescales outlined within this report, along with the comments provided by the Renewal and Recreation Policy and Development Scrutiny Committee.
- 2.2.2 Approve the proposed tender process and timescales outlined within the document, and agree for Officers to undertake the tendering process.
- 2.2.3 Note that a further report be brought to the Executive in May 2015 on the results of the tender process and evaluation, along with the results of the condition survey on the building that is currently being undertaken.

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost: £7.9m (£317.7k per annum for 25 years)
 2. Ongoing costs: Recurring Cost: £317.7k
 3. Budget head/performance centre: Leisure Trust Client
 4. Total current budget for this head: £317.7k
 5. Source of funding: Existing Revenue Budget 2014/15
-

Staff

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

Legal

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

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 200,000
-

Ward Councillor Views

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

3. COMMENTARY

- 3.1 At the Executive meeting on 3rd November 2010 the Executive awarded a five-year contract for the running of the Churchill Theatre, including the education, arts development, and outreach work, from 4th April 2011 to 3rd April 2016, to the Ambassadors Theatre Group (ATG), for a contract sum of £295,000 per annum.
- 3.2 ATG were the only company to submit a tender return and therefore Council Officers undertook negotiations with the ATG and reduced the management fee to £295k per annum, providing a saving of £210k per annum compared to the previous contract. This was made up of £250k per annum to deliver the core programme and co-productions, and £45k per annum for the education, arts development and outreach work delivered through their Creative Learning Department.
- 3.3 The Council is now proposing to retender for the management and operation of the Theatre, for a period of twenty five years, with a break clause for redevelopment at years ten, fifteen and twenty, exercisable with a twenty four month notice period. This gives enough flexibility for the site to be included in any works relating to Site G if required while also giving any contractor a sufficiently certain period of operation to make the proposal attractive. The proposed timetable is detailed in section 3.8 below and has a proposed contract award date of June 2015. This is to allow the successful company a minimum 6 month lead in period to develop and confirm their programme before the contract commences in April 2016, as is normal practice within the Theatre industry.
- 3.4 Prospective companies will be required to detail their proposals, service arrangements and associated management fees for the delivery of the services, and in respect to:
- Programming, audience development, and artistic policy
 - Education, arts development and outreach work.
 - Pricing policy and strategy
 - Planned maintenance and capital investment.
- 3.5 Tenderers shall be required to supply:
- Separate costings to deliver the core programme and co-productions, and to deliver the education, arts development and outreach work.
 - An indicative core programme for the Theatre for its first year of operation.
 - A description of the artistic policy that would be pursued at the Theatre under their management.
 - An indicative programme and development plan for the education, arts development and outreach work.
 - Costed examples of their proposed Planned and Routine Maintenance schedules for the building including the indicative costs of investments proposed and how they address health and safety and statutory responsibilities.
 - Examples of investments that would be made in the building, fixtures or equipment over the life of the contract options which would improve the quality of the customer experience, and enhance the productions and programmes available.

- 3.6 The Council will again grant a lease of the Theatre with the day to day maintenance being undertaken by the operator. The responsibilities of both parties will be detailed within the lease and contract arrangements. Officers will review the current lease generally, and in particular the split of responsibilities between the landlord and tenant maintenance obligations, and will seek to assign to the tenant as many responsibilities as is practical, although much of the plant and equipment serves both the library and the theatre and will therefore have to remain as the landlord's responsibility. The lease will, like previous leases, be outside the provisions of the Landlord and Tenant Act 1954 to ensure that the contractor does not acquire a right to a new lease and to ensure the break clause can be operated.
- 3.7 Tenders will be evaluated in respect of the cost of delivering the service, the quality of the services proposed, the technical competence and the financial robustness of the tenderer, to determine overall value for money and ensure the Councils priorities are being met.
- 3.8 The proposed timetable for the tender process is as below:

Report to Renewal and Recreation Committee	2 nd September 2014
Report to the Executive	10 th September 2014
Advertisement to tender, and issue of PTQ	September 2014
PTQ analysis and approval of short list of tenderers	November 2014
Tender documents issued	December 2014
Tenders returned	January 2015
Tender evaluation	February 2015
Interviews and presentations	March 2015
Report to R and R PDS and PH	May 2015
Report to E and R PDS	May 2015
Report to Executive	May 2015
Award Contract	June 2015
New contract commences	April 2016

- 3.9 Officers from the Councils Operational Property section are currently undertaking a condition survey of the Churchill Theatre and Central Library building. A summary of the findings from that survey will be included within the Report on the outcome of the tendering process which is scheduled to be considered by this Committee in May 2015.

4. FINANCIAL IMPLICATIONS

- 4.1 The 2014/15 revenue budget for the Leisure Trust Client includes a sum of £317.7k for the current Churchill Theatre Contract.

5. LEGAL IMPLICATIONS

These are contained in the body of the report.

6. PROCUREMENT IMPLICATIONS

The service is currently a B service and therefore not subject to OJEU. It will be advertised transparently and given the nature of the market, opened out to any foreign commercial operations.

7. CUSTOMER PROFILE

- 7.1 At present, there are around two hundred thousand visits per annum to the Churchill Theatre. This includes attendances to performances on the main stage, plus comedy and other acts shown in the small hall, plus those attending the education and arts development work that the ATG deliver at the Theatre.

8. STAKEHOLDER CONSULTATION

- 8.1 There has been no stakeholder consultation undertaken, as there are no service reductions planned. The longer contract terms being proposed may enable greater future investment opportunities at the Theatre, providing enhanced services to customers.

9. SERVICE PROFILE / DATA ANALYSIS

- 9.1 This Report proposes to re-tender the management of the Churchill Theatre using a similar process to that used on 2010. A key part of the re-tendering process is to ensure that the Theatre continues to deliver high quality services and shows, with tenderers being required to provide Method Statements, proposed programmes and their artistic policy. These qualitative elements will be evaluated as part of the selection process.

10. MARKET CONSIDERATIONS

- 10.1 There are two major theatre management companies currently operating within the United Kingdom that officers anticipate will be interested in tendering for this contract. The Ambassador Theatre Group (ATG) is the largest owner and operator, and currently manages the Churchill Theatre, and HQ Theatres is the second largest owner and operator and is a wholly owned subsidiary of Qdos Entertainment Ltd. The Theatre market is however becoming increasing a global industry and therefore there may be interest from other theatre owners or operators from outside of the United Kingdom.

- 10.2 The market is now favoring longer term contractual arrangements, enabling theatre operators and management companies to make more significant capital investments into buildings and facilities, hence the proposal to go to the market for a twenty five year period as detailed in 3.3.

11. OUTLINE CONTRACTING PROPOSALS & PROCUREMENT STRATEGY

- 11.1 All contracts for the proposals will be undertaken in accordance with the Council's Procurement Guidance and with the advice of the Council's Head of Procurement.

Non-Applicable Sections:	PERSONNEL IMPLICATIONS
Background Documents: (Access via Contact Officer)	Churchill Theatre Award of Contract Executive 3 rd November 2010 Churchill Theatre Extension of Contract Renewal and Recreation Portfolio Holder 13 th October 2009

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Report No.
DRR14/082

London Borough of Bromley

PART ONE - PUBLIC

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

Date: **Tuesday 2 September 2014**

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

Title: **TOWN CENTRE MANAGEMENT UPDATE REPORT SEPT 2014**

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

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

Ward: (All Wards);

1. Reason for report

Members have requested a regular update on Town Centre Management and business support activities. This report covers activities which have taken place since the previous update to Members on 23 June 2014, and also summarises the priorities for the period until end of December 2014.

2. **RECOMMENDATION(S)**

Members of the Renewal and Recreation PDS Committee are asked to:

- 2.1 Note the key developments and activities within the Town Centre Management and Business Support Team summarised in APPENDIX 1 of this report.**

Corporate Policy

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

Financial

1. Cost of proposal: Estimated Cost for 2014/15: £290.6k
 2. Ongoing costs: Recurring Cost £39.1k
 3. Budget head/performance centre: Town Centre Management
 4. Total current budget for this head: £39.1k, £25.5k, £10k, £106k, £110k
 5. Source of funding: Existing revenue budget 2014/15 (including £25,5k earmarked as support grant for the Orpington BID), OLF 2 funding, and funding set aside in earmarked reserves
-

Staff

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

Legal

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

Customer Impact

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

Ward Councillor Views

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

3. COMMENTARY

- 3.1 The Town Centre Management and Business Support service exists to maintain and enhance the competitiveness, attractiveness and vibrancy of the borough's town centres – and to support businesses across the borough. This involves working closely with town centre businesses, both directly and through business and traders groups, and with other key town centre occupiers and service providers. The resources for the service are derived not only from Council budgets but also from income from business donations, sponsorship, high street promotions and attractions, and grants (e.g. The Mayor of London's Outer London Fund).
- 3.2 A summary of the TCM and Business Support work programme in recent months and priorities for the coming quarter is provided in APPENDIX 1. Members attention is drawn particularly to:
- The work which has been ongoing to develop a BID in Bromley town centre, plus a feasibility study for a potential industrial BID in north Beckenham (paragraph 1.1 of APPENDIX 1).
 - Events taking place over the summer and those planned in the run up to Christmas 2014, plus arrangements in place for installation of Christmas lights (paragraph 1.7).
 - The ongoing business support programme, including outcomes from June's Bromley Means Business expo and the current status of support for businesses impacted by last winter's flooding (paragraph 1.8).
 - Key priorities for the Town Centre Management team for Sept to Dec 2014.

4. POLICY IMPLICATIONS

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

5. FINANCIAL IMPLICATIONS

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

Funding available for TCM and Business Support Activities

Funding type	£'000
Town Centre Management Initiative Fund (adj for income shortfall)	39
Grant to Orpington BID	26
Outer London Fund	10
Earmarked reserve for Bromley BID project	110
Earmarked Reserve re Local Parade improvements	106
Total	<u>291</u>

- 5.2 Members should note that £93k of the monies set aside for Local Parades has been allocated leaving an unallocated balance of £13k.

Non-Applicable Sections:	Legal, Personnel
Background Documents: (Access via Contact Officer)	TOWN CENTRE MANAGEMENT INITIATIVE FUND 2014/15 REPORT - JUNE 2014 (DRR14/007)

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1. Summary of activities June to August 2014/15

1.1 Business Improvement Districts

- i. Work has continued on finalising governance arrangements for the **Bromley BID** Working Group – a pre-requisite for any grant agreement to become operational – and also recruiting to the membership of the Working Group to ensure that it is representative. The Limited Company formed as a legal entity to support the Working Group – Bromley BID Ltd – now has two Directors in place and is seeking to recruit a third. Subject to the finalisation of a grant agreement (expected by end of August) Bromley BID Ltd will shortly appoint a delivery partner. As stated in the June update the timescale for the Bromley BID proposal to go to ballot was amended to aim for an October 2015 ballot, with a view to starting the BID (if successful) on 1 April 2016.
- ii. With this revised schedule in mind, the Working Group (with assistance from a delivery partner) will start in September to undertake the first two stages in BID development which is to complete the feasibility study started by LBB officers, followed by an in-depth consultation to understand the issues for the town centre, which could potentially be tackled by a BID in the future. The results of the BID consultation and a draft Bromley BID Proposal are expected to be available in early 2015 – at which time full update on the project will be reported to Members.
- iii. The Council continues to maintain direct contact with the **Orpington 1st BID** Board through the attendance of non-voting members Cllr William Huntingdon-Thresher and the Head of Town Centre Management & Business Support. Projects ongoing and planned for the benefit of the town by the BID include:
 - Negotiating a partnership with the Police to enhance town centre policing– to help tackle ongoing anti-social behaviour problems
 - Development of a new enterprise hub in an empty office building on the High Street
 - Exploring opportunities for a pop up shop to provide space for community engagement and test trading for start ups

- Joint purchasing opportunities for BID members through partnership with Meercat procurement specialists – to help businesses save money
 - Sponsorship / organisation of public events including
 - Priory Live Music festival (16 August)
 - Cycle Mania (28 Sept)
 - Christmas event – involving road closure at War Memorial end of High Street (20 Nov)
- iv. Prompted by discussions at the Economic Partnership officers have undertaken an initial ‘light touch’ feasibility study into the possibility of a Business Improvement District on the **Lower Sydenham / Beckenham Industrial Estate**. The potential BID levy yield of such a BID could exceed £50k per annum which is viable for an industrial estate style BID. Discussions have been ongoing with a representative sample of the local business community to understand the operational needs / issues for their businesses and to gauge their responsiveness to the BID concept. Initial indications are that this could be supported if introduced in a sensitive and supportive manner. The next steps may involve requesting funding to support the development of a BID in this estate from the GLA (who have recently formed a task group to look specifically at development of industrial BIDs in London). Officers will continue to explore feasibility and options for funding a development project, but Members should be aware that a funding BID to the GLA may require a level of match funding from the Council.

1.3 Vacant units

The latest Vacancy Rates based on Local Data Company research are as follows:

Beckenham (June 14) – 9.1%

Bromley (May 14) – 12.8%

Orpington (March 14) – 15.5%

Penge (May 14) – 8.1%

National GB – 13.4%

For historic information on Vacancy rates and further explanation of these, Members are referred to the Town Centre Update Report for June 2014.

1.4 Local Parades Improvement Initiative Fund

During the past 2 months work has been ongoing to implement improvement projects in various areas including:

- Anerley Hill – minor shop front improvements.
- Chatterton Village – flower towers and hanging baskets.
- Chislehurst, High Street and Belmont Parade – village sign, community notice boards, resurfacing of alleyways and a deep clean.
- Chislehurst, Royal Parade – Liaison with businesses to identify possible projects has taken place
- Clockhouse – improvements to damaged shop frontage, a deep clean and upgraded litter bin installation planned.
- Coney Hall – installation of planters and new trees ongoing – with some other work pending a possible change to parking and loading bays.
- Hayes Village, The Street – resurfacing of forecourt, improvement to frontage of village hall, street signs and new bins.
- Hayes, Station Approach – community noticeboards, repair to car park entrances, planters and deep clean.
- Keston – New planters and flower tower installed.
- Mottingham, Kimmeridge Cross – planters, hanging baskets, community noticeboards and benches..

In each case, Town Centre Managers have been assisting local groups to identify costs and explore feasibility for a variety of projects. By the end of the 2013/14 financial year £237k of the original £250k was authorised by the Portfolio Holder. Of this, £138k has already been spent in 2012/13 and 2013/14, the remainder committed or earmarked. There is therefore £13k remaining unallocated for projects in parades and small town centres not yet served by this programme.

1.5 Bromley North Village Improvement works

The Bromley North Village improvement works are expected to run until November 2014. Works in Market Square are now coming to an end and it is hoped that this space can now be utilised for both promotions and public entertainment. East Street works are now completed – with bollards installed around street café areas to allow restaurants to utilise for outdoor seating and tables. East Street became the focus for a special celebratory event on 17 July which involved a temporary road closure, free food tasting and a visit from the Mayor of London, Boris Johnson.

1.6 Beckenham town centre improvements

The Town Centre Manager continues to support the Town Centre Team and the Beckenham Member Working Group in their role of guiding and consulting on the design of the major TfL scheme currently in development. A number of short term improvements complementary to this scheme, but which may be implemented in advance of its commencement, have been identified by the Town Centre Team and have approval from the Working Group. Approval is being sought elsewhere on the R&R PDS Agenda for a sum of £47k to be set aside for expenditure on these projects from a Section 106 Agreement related to a development in the Beckenham area.

1.7 Events

- i. The now regular Beckenham local produce market was organised on 12 July in partnership with the Copers Cope Area Residents Association and the Beckenham Business Association. The popular market on Beckenham Green was augmented with entertainment and a stall promoting businesses from across the town, along with a display caravan publicising the TfL funded plans for regeneration of the High Street. A new addition to the programme was the distribution of a discount voucher booklet which encouraged visitors to utilise the businesses throughout the High Street. The success of this is being monitored by the Beckenham Business Association.

- ii. In late July a French Market again took place in Petts Wood and Beckenham. Concern was raised over the ability of the market operator to promote the events in public spaces in those town centres – and officers in the Town Centre Management team are now in discussions with Street enforcement colleagues over a compromise solution to allow some appropriately located banners / posters to be displayed in the run up to these types of events.
- iii. Looking ahead to Christmas, a number of special events are already in planning stage and the confirmed dates are as follows:

▪ Beckenham	29 November
▪ Biggin Hill	22 November
▪ Bromley	30 November
▪ Chislehurst	29 November
▪ Orpington	20 November
▪ Sundridge Park Parade	29 November

Dates of switch-on / Christmas events for other towns not mentioned above will be circulated to Members once these are confirmed.

- iv. A contractor for the borough wide Christmas lights contract (covering Beckenham, Bromley, Chislehurst, Coney Hall, Orpington, Penge and Sundridge Park) has been appointed and the details of the delivery of the contract have been finalised. It should be noted that the Council is funding only the parts of this contract which deal with Beckenham, Bromley and Penge. Funding for the other locations will be provided by local groups, for example Orpington 1st BID are funding the Orpington scheme. Other towns, not included in the contract, may still organise Christmas lighting displays, but these will be procured independently of the Council. Approval is being sought elsewhere on the R&R PDS Agenda for £2k of funding related to a s106 Agreement to be allocated to supporting Christmas lights and events in Penge and West Wickham town centres for 2014/15 and 2015/16, with £1000 allocated to each of these centres.

1.8 Business Support Programme

- i. Town Centre Management has continued to work closely with various organisations to ensure that there continues to be a programme of support and networking opportunities for local businesses. The events are organised without any financial subsidy from the Council – but rely on offering third parties free use of space, promotion via our networks and officer time.
- ii. On 18 June the Council Chamber and Committee Rooms became the venue for the first ‘Bromley Means Business’ Expo. The event was very successful with a packed exhibition of 45 stands and the organisers having to turn some potential exhibitors away due to space restrictions. The Mayor of Bromley officially opened the event and the Leader and Councillor Morgan gave a joint plenary address to attendees on the benefits of Bromley as a business-friendly borough. Overall 230 business people attended the event – in addition to exhibitor staff. The three seminars (taking place in Committee Room 6) were well attended with between 20 and 30 people in each, with the 2 speed networking sessions attracting similar numbers. One very popular element of the event was the one to one advice surgeries offered to businesses with experts in the areas of accounting, law, web design, business development, financial planning and business funding. Overall 96 clinics were attended and the service proved so popular that additional advisers needed to be recruited on the day to meet demand. Positive feedback has been received from exhibitors and advisors – and there were also positive comments on the day from attendees. In September officers will be making contact with as many as possible of the participants to ascertain the benefits to their businesses. A summary of feedback from this exercise will be reported to Members in the next Town Centre Update report. On the basis of positive feedback provided to date we will be looking to work with London Means Business to plan a June 2015 event for the borough – if possible again in the Civic Centre.
- iii. In addition to events, the business support role of the team also involves ensuring free flow of information about support schemes of benefit to our businesses – e.g. the Government’s £1000 discount off Business Rates for Retailers, or the £3000 voucher scheme to help businesses access faster broadband. One of the tools for this is the bi-monthly Business e-Bulletin, emailed to over 3000 business addresses in early August.

- iv. In June Members approved the carry forward of £22.5k paid to the borough by Government for a special Business Support Scheme, as part of a range of support for businesses impacted by the winter flooding. This sits alongside funding available to provide Business Rate Relief and grants for flood resilience measures for both residents and businesses. To date £8.3k has been provided in business rates relief to 2 businesses affected by the flooding. However, no applications have so far been received from businesses for the Business Support Fund. It is expected however, that at least one of the businesses, closed since February, will apply for a substantial grant from the £22.5k fund in the near future. An update on the flooding support provided to businesses will be provided to Members in November.

1.9 Business and Traders Group liaison

In addition to the main town centre activities, the Town Centre Management team has maintained links, providing support and advice where required to a number of traders and town centre groups across the borough. As discussed in 1.1 the Town Centre Management team maintains direct links to the Orpington 1st BID through both formal and informal meetings.

2. Key priorities for the Town Centre Management & Business Support Team from September to December 2014

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

- 2.1 Encourage and support the Bromley BID Working Group in engaging with businesses across the town centre to consult on a potential BID. Coordinating the Council's internal officer team in responding to the development of the BID proposal as the project progresses.
- 2.2 Support for the Beckenham Town Centre Team and the Beckenham Town Centre Working Group – including assisting with engagement with businesses and other town centre stakeholders on designs for the major TfL-funded scheme for Beckenham.
- 2.3 Liaison with local town centre groups to plan for the funding and development of public events. Direct management and coordination of major Christmas events in Bromley, Beckenham and Penge. Development of an enhanced promotions, entertainment and specialist markets offer for Bromley – utilising the newly refurbished Market Square spaces.
- 2.4 With a contractor now in place, officers in this team will oversee the delivery of Christmas lights services for the 2014 season in Bromley, Beckenham, Penge, Orpington and some smaller towns / parades.
- 2.5 In collaboration with colleagues in the Town Centre Renewal Team develop the details of the borough's bid to the New Housing Bonus funding stream from the London Enterprise Panel – administered by London Councils. This will include an element of business support which will be focussed on assisting businesses in the town centres of Penge and Orpington. An expression of interest for the bid was submitted at the end of August.
- 2.6 Work with partner organisations to deliver a programme of support workshops and seminars for local businesses – including co-hosting with Barclays a special event on exporting for small and medium enterprises (18 Sept), organising and promoting a joint seminar / networking event with ICAEW and MetroBank (2 October) and re-launching the Bromley Business Growth Club in partnership with Action Coach (23 October). The Town Centre Management & Business Support team will also be coordinating the Council's stand at the Bromley and Kent Business Expo – at Coolings

Nursery on 15 October. The Mayor of Bromley, the Leader and the R&R Portfolio Holder are all expected to be in attendance.

- 2.7 Work with colleagues in the Council's Town Centre Renewal team to oversee the final evaluation of the Outer London Fund Round 2 programme – which will be undertaken by an external consultant and will be concluded by end of December for reporting to the GLA.
- 2.8 Maintain regular business communication channels and publications – including the business e-bulletin, website content, including a possible new Bromley Business Directory (for publication in 2015). The team will continue to engage with businesses through attendance at various networking events, and also facilitate the Bromley Economic Partnership and the Commercial Property Agents Forum.

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